

Task Sheet

How-to View Elected Employee Benefits

CATEGORY OVERVIEW

Department: Benefits

Type: Data

The online HR portal provides employees with digital access to their personal information, including their elected benefits.

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www.tilsonhr.com



1.0 Getting Started

1.1 Access Online HR Portal

Go to tilsonhr.com

Select "Login" (top right corner of screen).

Select "Employee Portal".

The page will redirect to the online HR Portal.

1.2 Sign-In

Type in Username and Password.

Select "Sign in".



- 2.0 View Elected Employee Benefits
- 2.1 Navigate to Benefits

The page will redirect to the employee portal dashboard.

On the menu bar, select the "Benefits" tab.

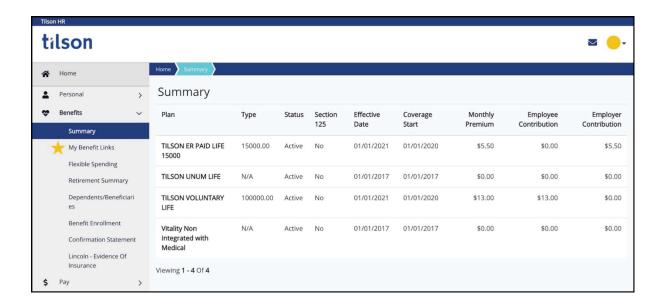


Section 2.0 Contd.

2.2 View Benefits Summary

Select the "Summary" tab from the drop-down menu.

The page will refresh to display a list of currently enrolled benefits.



Final Step

Review the listed information accordingly. To view detailed plan information, select the "My Benefit Links" tab and then follow the prompts to view the desired information.

Note: If you have any questions, please feel free to contact your Tilson Service Team.