

## How to View My Health Coverage and Covered Dependents

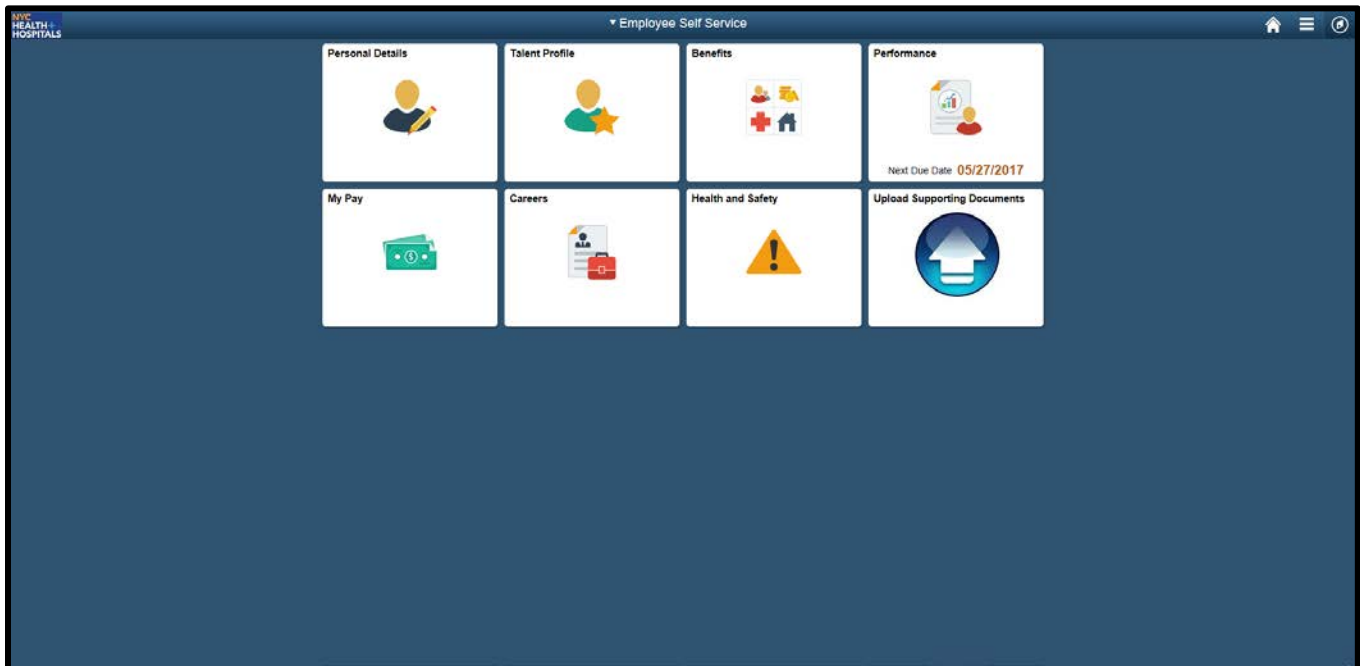
### Employee Self Service (ESS):

Employee Self Service is an online module within PeopleSoft where employees have access to view and update their personal information, and submit supporting documentation for Benefits changes.

*Supporting Documentation is **required** for any Benefits changes involving dependents.*

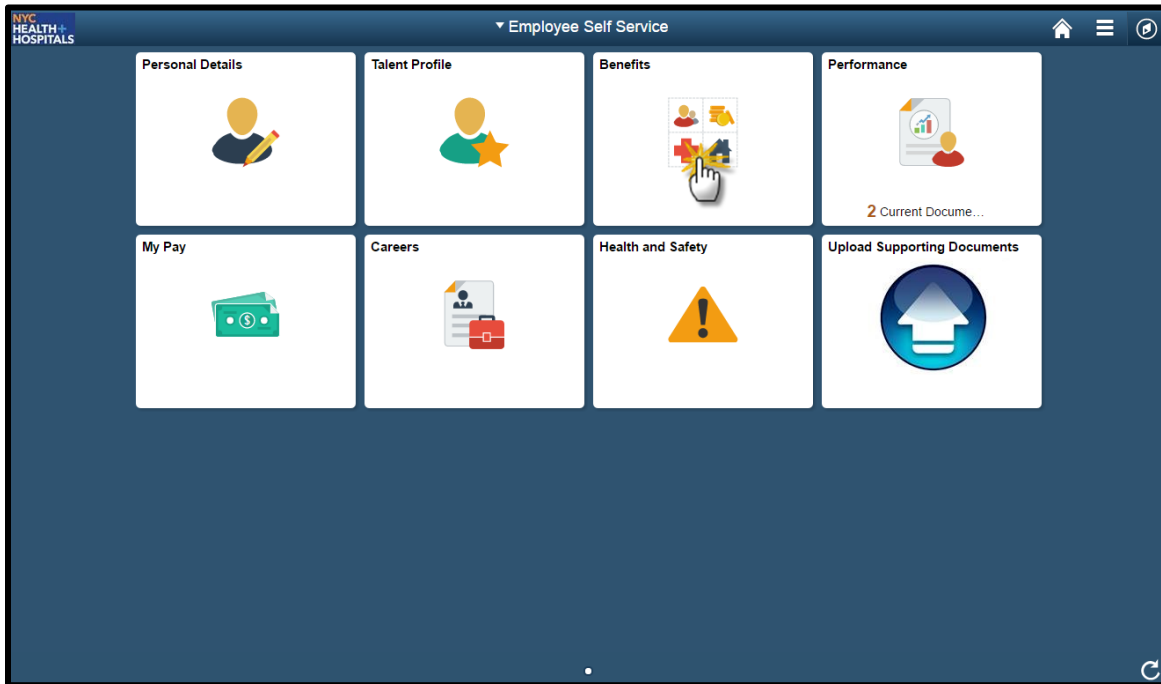
### Viewing Health Coverage and Covered Dependent(s)

After successfully authenticating and logging into **PeopleSoft**, your Home page displays as shown below.

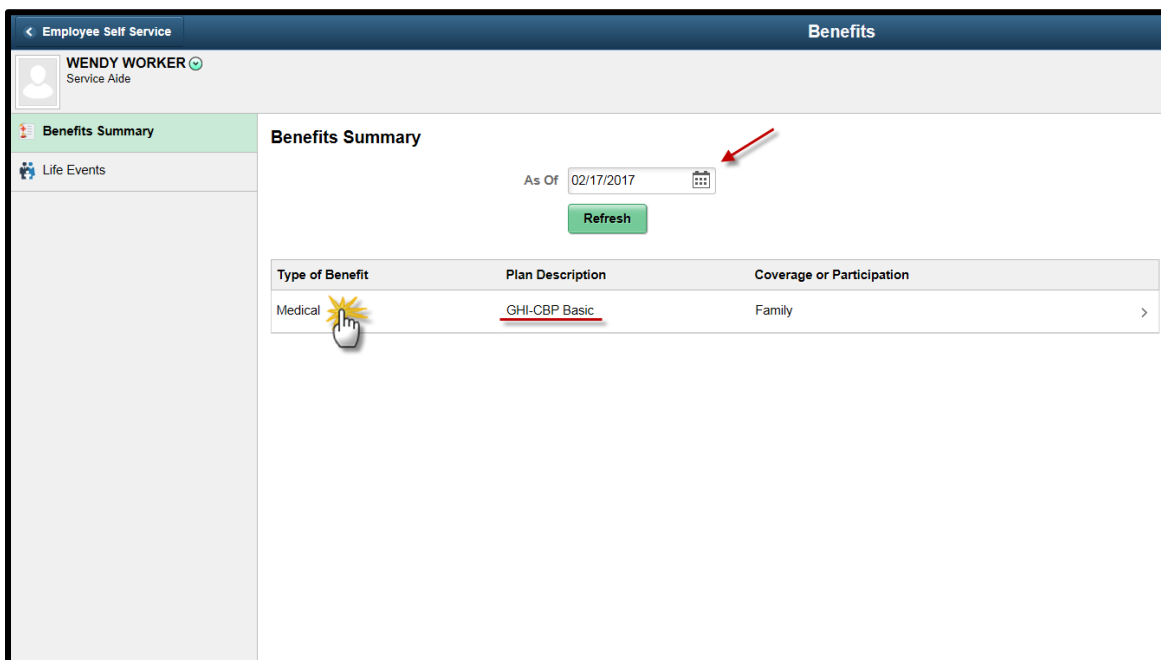


## Viewing Health Coverage and Covered Dependent(s)

1. Click on the **Benefits** tile.



2. The **Benefits Summary** page displays with your current elections by default. Click the date icon to see historical information about previous health plans. Click on the **Medical** link to get more detailed information and view covered dependent(s), if applicable.



## Viewing Health Coverage and Covered Dependent(s)

The **Medical** page displays with your current Health Coverage and Covered Dependent(s), if applicable.

3. Click the Plan Provider blue link to visit the Plan Provider's website.
4. If you have dependent(s), click on the name of your covered dependent to view your dependent's personal information.

The screenshot shows the 'Benefits' page for 'WENDY WORKER'. It includes a date selector set to '02/17/2017' and a 'Go' button. Under the 'Medical' section, it lists 'Plan Name: GHI-CBP Basic', 'Plan Provider: Group Health Incorporated\*' (with a red arrow pointing to the link), and 'Coverage: Family'. Below this is a 'Covered Dependents' table with one entry: 'WALTER WORKER' (with a red arrow pointing to the name) and 'Child'. At the bottom, 'Additional Information' shows 'Employee's Cost of Plan' and 'Employer's Cost of Plan' both at '\$0.00'. A link for 'eBenefits Summary' is also present.

Covered Dependents	
Name	Relationship
WALTER WORKER	Child

Additional Information	
Employee's Cost of Plan	\$0.00
Employer's Cost of Plan	\$0.00

## Viewing Health Coverage and Covered Dependent(s)

5. The **Dependent/Beneficiary Personal Information** page displays with your dependent's information. Click on the Return to View Health Care plan link to return to the **Medical** page.

The screenshot shows a web interface titled "Medical" with a sub-header "Dependent/Beneficiary Info". The main content area is titled "Dependent/Beneficiary Personal Information" and displays the name "WENDY WORKER". Below the name, there is a note: "Dependent/Beneficiary's personal information as of Feb 4, 2017. Use the Edit button on this page to update this information." The form is organized into three sections: "Personal Information", "Status Information", and "Address and Telephone".

Personal Information	
First Name	WALTER
Middle Name	
Last Name	WORKER
Date of Birth	02/04/2017
Gender	Male
Relationship to Employee	Child

Status Information	
Marital Status	Single
Disabled	No

Address and Telephone	
<input checked="" type="checkbox"/> Same Address as Employee	
Country	United States
Address	100 STREET 100 STREET 100 10000 100 10000
<input type="checkbox"/> Same Phone as Employee	
Phone	
<input type="button" value="Edit"/>	

If you have any questions about your elections, or if any of the information displayed is incorrect, please contact HRSS/NYC Health + Hospitals Corporate Benefits by phone at (646) 458-5634 or by email at [HHCBenefits@nychhc.org](mailto:HHCBenefits@nychhc.org).