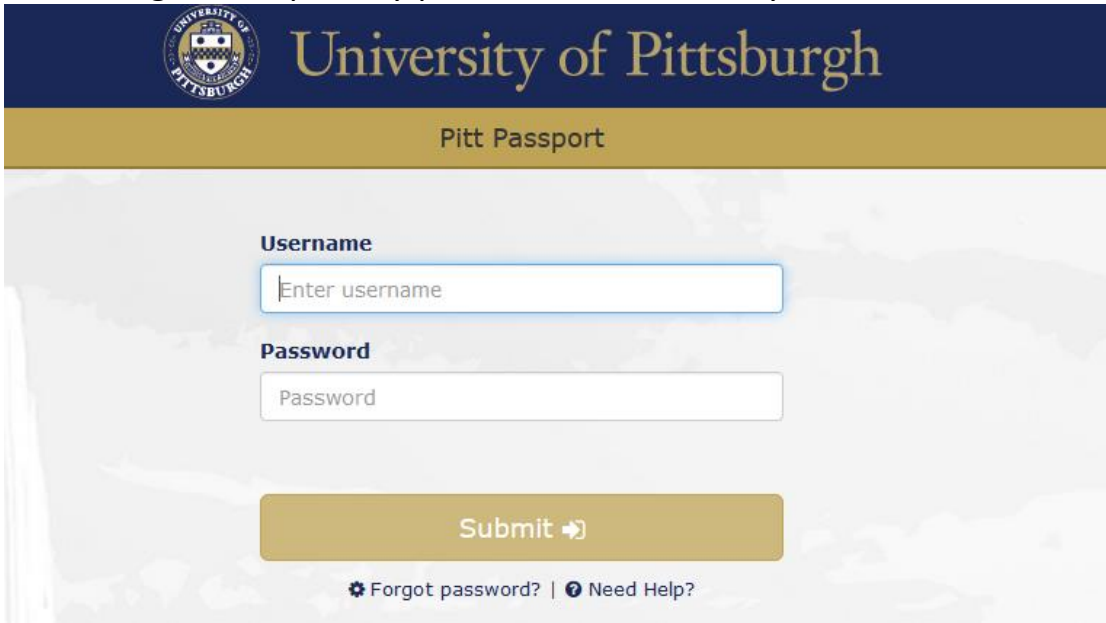


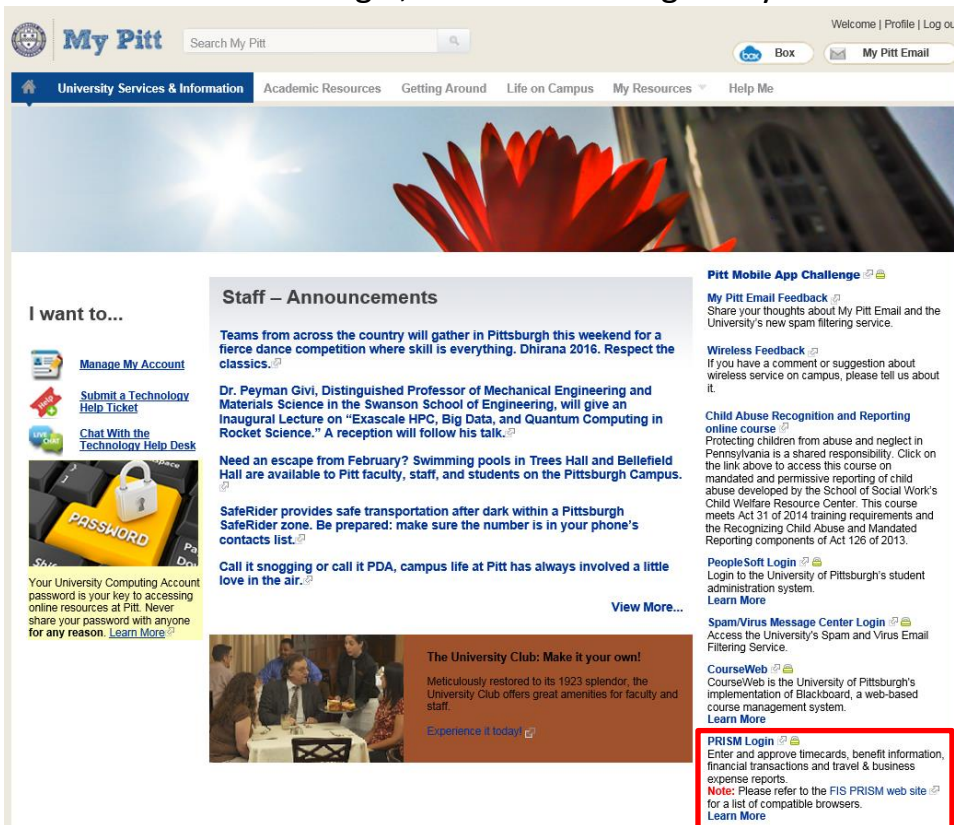
Accessing Current Benefit Elections

STEP 1 Login to <https://my.pitt.edu>. You will need your Username and Password.



The image shows the login page for the University of Pittsburgh's Pitt Passport system. At the top left is the University of Pittsburgh logo. To its right, the text "University of Pittsburgh" is displayed in a large, gold-colored serif font. Below this, a gold banner contains the text "Pitt Passport". The main area of the page is white and features a login form. The form has two input fields: "Username" with a placeholder "Enter username" and "Password" with a placeholder "Password". Below these fields is a gold "Submit" button with a right-pointing arrow. At the bottom of the form area, there are two links: "Forgot password?" and "Need Help?".

STEP 2 Select PRISM Login, located to the right of your screen.



The image shows the "My Pitt" website dashboard. At the top, there is a navigation bar with the "My Pitt" logo, a search bar, and links for "Welcome | Profile | Log out", "Box", and "My Pitt Email". Below the navigation bar is a main menu with categories like "University Services & Information", "Academic Resources", "Getting Around", "Life on Campus", "My Resources", and "Help Me". The main content area features a large banner image of a red flower. Below the banner, there are several sections of content. On the left, there is a "I want to..." section with links for "Manage My Account", "Submit a Technology Help Ticket", and "Chat With the Technology Help Desk". In the center, there is a "Staff - Announcements" section with several news items, including one about a dance competition and another about a lecture. On the right, there is a "Pitt Mobile App Challenge" section and a "My Pitt Email Feedback" section. At the bottom right, there is a "PRISM Login" section, which is highlighted with a red border. This section contains the text: "PRISM Login. Enter and approve timecards, benefit information, financial transactions and travel & business expense reports. Note: Please refer to the FIS PRISM web site for a list of compatible browsers. Learn More".

STEP 3 Select PHR Employees Self Service from the Main Menu; select Benefits

The screenshot shows the Oracle E-Business Suite interface. At the top, there is a navigation bar with 'ORACLE E-Business Suite', 'Favorites', 'Logout', 'Preferences', and 'Help'. Below this is an 'Enterprise Search' field with a dropdown menu set to 'All' and a 'Go' button. To the right, there is a 'Search Results Display Preference' dropdown set to 'Standard' and a 'Logged In As KDP19' indicator.

The main content area is divided into three sections:

- Main Menu:** A list of navigation options including 'PHR Employee Self-Service' (highlighted with a red box), 'Benefits', 'Pay Statement', 'W4 Tax Form', 'Change Address', 'Disclose Disability Status', 'Disclose Veteran Status', and 'PRISM TRKS Time'. A 'Personalize' button is located at the top right of this section.
- Worldist:** A notification area with a 'Full List' button. It contains a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'. The text below the table reads: 'There are no notifications in this view.' followed by two tips:
 - TIP Vacation Rules** - Redirect or auto-respond to notifications.
 - TIP Worklist Access** - Specify which users can view and act upon your notifications.
 A red banner message states: **PRISM TRKS USERS: Approved timecards are due before noon on Monday.**
- Favorites:** A section with a 'Personalize' button. The text below reads: 'You have not selected any favorites. Please use the "Personalize" button to set up your favorites.'

STEP 4 The Current Benefits Tab will open. This will show the benefits you're currently enrolled in; to review past benefits, use the drop down box on the top of the page

The screenshot shows the 'Current Benefits' page in the Oracle PHR Employee Self-Service interface. At the top, there is a navigation bar with 'ORACLE PHR Employee Self-Service', 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'.

The page has two tabs: 'Benefits Enrollment' and 'Current Benefits' (selected). Below the tabs, there is a section for 'Current Benefits' with a dropdown menu for 'Please show me the benefits as of' and a 'Go' button. To the right, there is a 'Program' dropdown set to 'Active Program'.

The main content area is titled 'Benefit Selections and Rate Details' and contains a table with columns: 'Details Plan', 'Option', 'Coverage Start Date', 'Coverage', 'Pre Tax', 'After Tax', and 'University Contribution'. The table lists various benefit options such as 'Benefit Credits - Benefit Credit', 'Medical', 'Vision', 'Dental', 'Health Care Spending Account', 'Dependent Care Spending Account', 'Parking Spending Account', 'Mass Transit Spending Account', 'Basic Life - Basic Life Insurance', 'Optional Life', 'Basic ADD - Basic AD&D', 'Optional ADD', 'Dependent Life', 'Long Term Disability - Long Term Disability', and 'Short Term Disability - Short Term Disability for Classified Staff'. A 'Total' row is at the bottom of the table.

Below the table is a section for 'Primary Care Providers' with a table with columns: 'Plan', 'Option', 'Person Name', 'Relationship', and 'Provider Name'. The table lists 'Medical - Panther Gold' and 'Dental - United Concordia Plus Managed Care'. An 'Update Primary Care Providers' button is located to the right of the table.

At the bottom of the page, there is a navigation bar with 'Benefits Enrollment', 'Current Benefits', 'Home', 'Logout', 'Preferences', and 'Help'. A copyright notice 'Copyright (c) 2006, Oracle. All rights reserved.' is at the bottom right.