



Task Sheet

How-to View Elected Employee Benefits

CATEGORY

Department: Benefits

Type: Data

OVERVIEW

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

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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".

A screenshot of the tilson login page. At the top center is the tilson logo in blue. Below the logo are two input fields: "Username" and "Password". Below the "Password" field is a blue button with the text "Sign in" in white.

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.

Plan	Type	Status	Section 125	Effective Date	Coverage Start	Monthly Premium	Employee Contribution	Employer Contribution
TILSON ER PAID LIFE 15000	15000.00	Active	No	01/01/2021	01/01/2020	\$5.50	\$0.00	\$5.50
TILSON UNUM LIFE	N/A	Active	No	01/01/2017	01/01/2017	\$0.00	\$0.00	\$0.00
TILSON VOLUNTARY LIFE	100000.00	Active	No	01/01/2021	01/01/2020	\$13.00	\$13.00	\$0.00
Vitality Non Integrated with Medical	N/A	Active	No	01/01/2017	01/01/2017	\$0.00	\$0.00	\$0.00

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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.