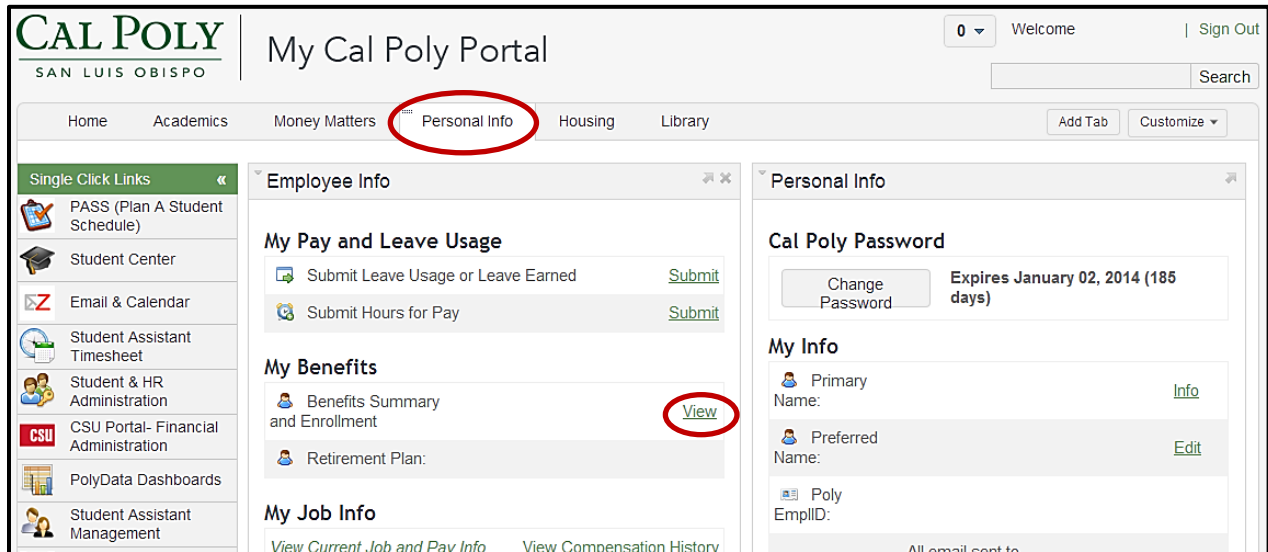


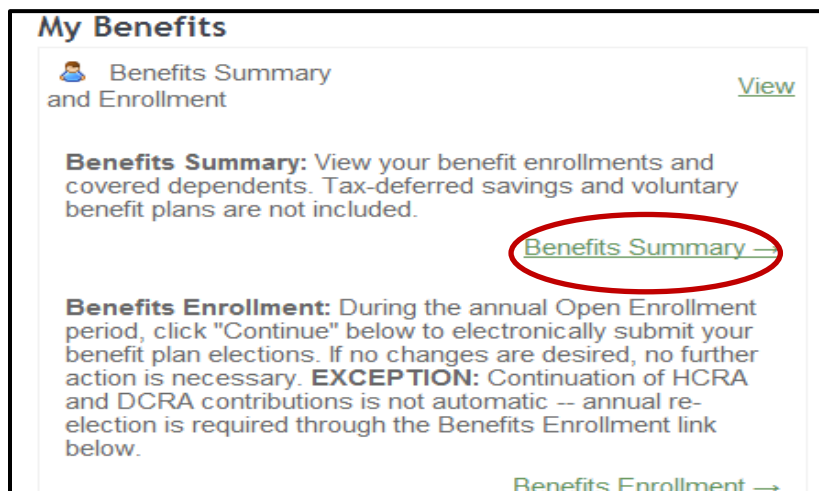
VIEW YOUR BENEFITS

Benefits eligible employees can access information about their **Medical, Dental, Vision, or Life and ADD** plans from their portal. To find information including plan name, dependent information, and plan group number, simply follow the steps below.

1. **Log in to your Cal Poly Portal**
2. **Click on the “Personal Info” tab at the top of the screen.**



3. **On the left hand side of the page, locate the “My Benefits” section. Click “View”.**
4. **Click on the “Benefits Summary” to view plan information.**



5. **If you wish to see your Open Enrollment changes, you must change the date to the first day of the next year and then click “Go”.**

To view your benefits as of another date, enter the date and click Go:

01/01/2018 