Reviewing Your Benefits Elections
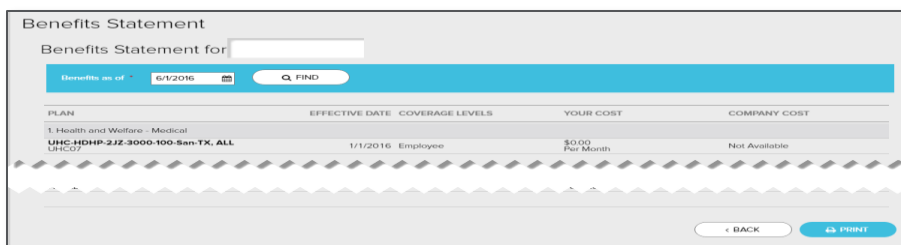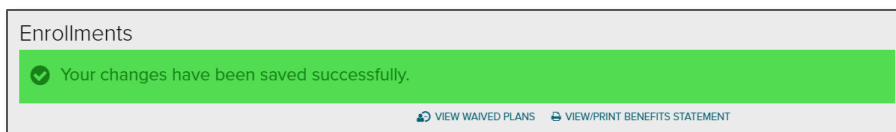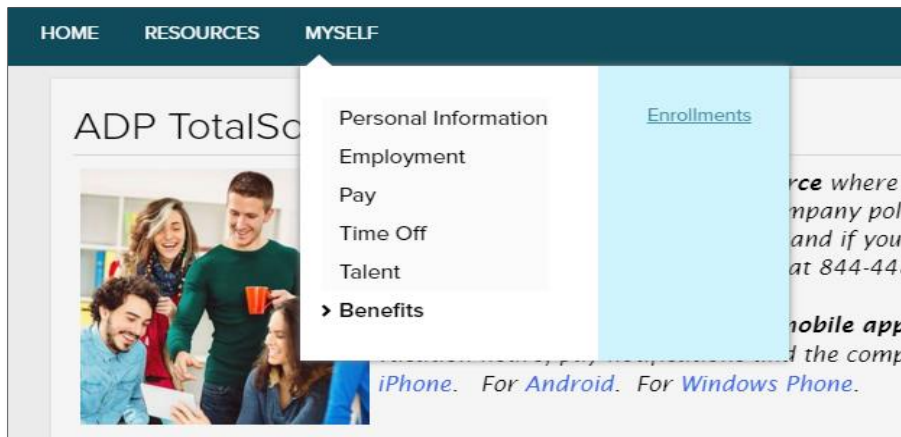
After the enrollment window closes you can review your elections online – at any time during the benefits Plan Year.

Here's how:

1. Log in to My TotalSource® with your user name and password.
2. Click on the **Myself > Benefits > Enrollments**. Your benefits enrollment will display.

To print your elections:

1. Follow the two steps above.
2. Click **Benefits Statement**.
3. Enter your benefit start date in the "Benefits as of" dialog box
4. Click **Print** at the bottom of the screen.

ⓘ **Once your benefits start you will not be able to make changes to your coverage unless you experience an IRS-qualified family status change or HIPAA special enrollment event.**