How to View your Benefits – February 2013 Launch of the HWSE

The introduction of the Health and Welfare Service Engine (CCSNH’s Online Benefit Enrollment System) signifies a major expansion of the ADP Employee Self Service Portal.

First, visit the Welcome page to learn more about the HWSE and access additional Benefit information.

Navigate to Health & Welfare to access the system.
Getting to know the **Home Page**

1. **Benefits Overview**: This section provides an overview of your current benefit elections. Over time, you’ll be able to select and view historical benefit elections using the drop-down field.

2. **View Confirmation**: Click on the View Confirmation link to view a more detailed report of your benefit elections including covered dependents, and prices.

3. **Report an Event**: Click on either the Report an Event button, or the link, to start the process of making benefit changes due to a **Qualified Life Event**. Please refer to the Job Aide, ‘How to Make Benefit Changes due to a Qualified Life Event.’

4. **Update Dependents and Manage Beneficiaries**: These two links allow you to make certain changes without making benefit changes.

5. The **links** in this section bring you additional forms, job aides and CCSNH web pages.

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Please contact your College or System Office Human Resources Representative if you need help navigating the HWSE, or have any questions.