

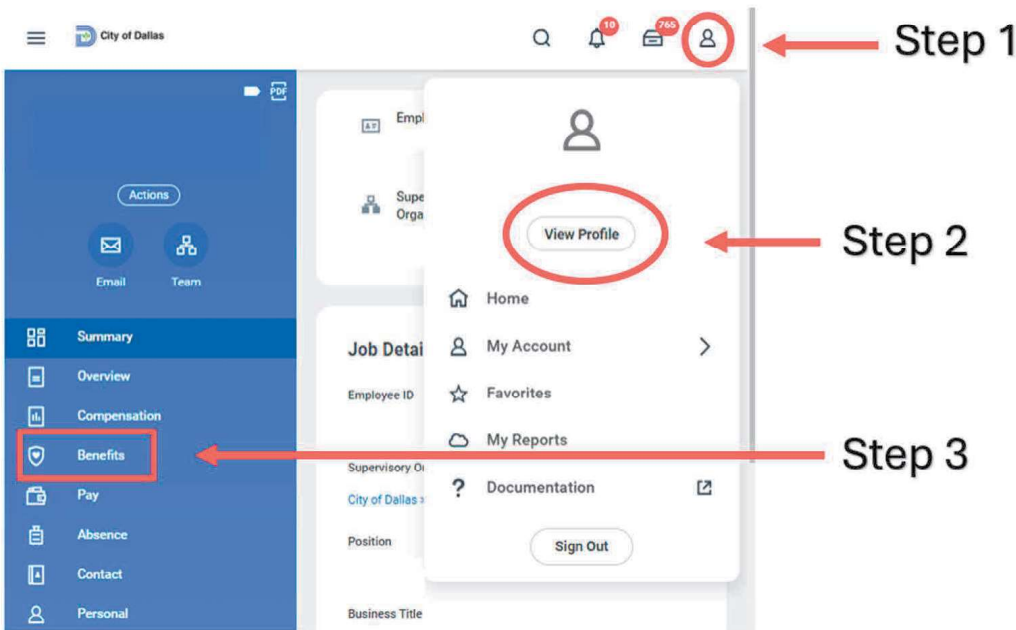


**City of Dallas**

## **View and Print Confirmation Statement**

Job Aid

# View and Print Confirmation Statement



**Log in to Workday using your Workday credentials.**

Follow the prompts below to continue to Navigate to the Benefits page.

1. Select Profile
2. Select View Profile
3. Select Benefits



# View and Print Confirmation Statement



1. Click on "View My Benefit Statement" under the Benefits section.
2. If prompted, select the relevant benefit event (e.g., Open Enrollment, Life Event).
3. Print the Statement:
4. Once the statement is displayed, click the "Print" button.
5. The statement will open as a PDF document, which you can save or print.

