

# View Supplemental Life Insurance Coverage Employee Self Service/HRIS

## Purpose:

- Allows employees to view supplemental life insurance coverage amounts.
- Coverage amounts on this page do not reflect the 150% basic term life insurance every benefits eligible State employee receives at no cost. This page displays supplemental life insurance ... additional life insurance.

## 1) Open browser . . . Internet Explorer

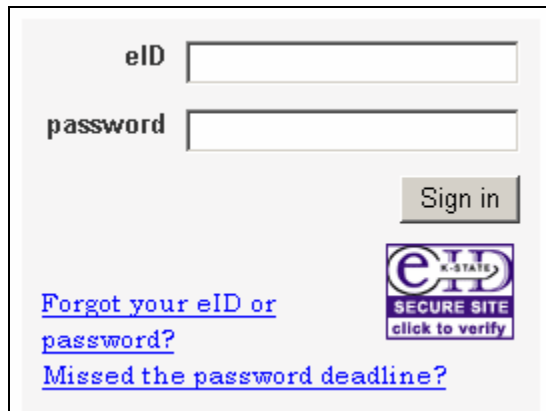


## 2) Go to . . . <http://www.as.ksu.edu/HRIS/>



## View Insurance Summary

3) Enter your eID and password. Select "Sign In."




eID

password

Sign in

[Forgot your eID or password?](#)

[Missed the password deadline?](#)

 **SECURE SITE**  
click to verify

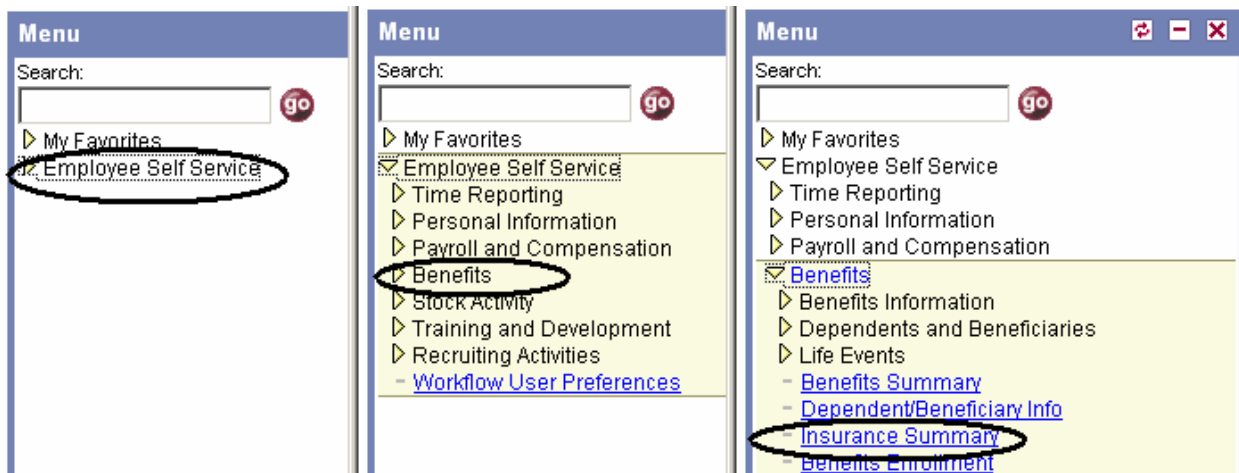
### Important:

After viewing Insurance Summary, select "Sign Out" before closing browser . . . Internet Explorer.



4) Access Insurance Summary page:

Employee Self Service > Benefits > Insurance Summary



## View Insurances Summary

### Insurance Summary

FName LName

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

<u>Type of Benefit</u>	<u>Plan Description</u>	<u>Coverage or Participation</u>
Supplemental Life		\$35,000
TEA Life		\$40,000

**Type of Benefit:**

**Plan Description:**

**Coverage or Participation:**

## View Insurance Summary

### 5) Sign Out

When finished viewing  
Insurances Summary . . . don't  
forget to select



before closing the browser.

