

<b>HOW DO I ... View My Benefits?</b>	<b>ABOUT THIS TASK:</b> Describes how to view your Benefits in Workday.
<b>AUDIENCE:</b> Any staff or faculty who uses Workday	<b>DETAILED JOB AID:</b> <a href="#">Benefits: Change Benefits – Enroll/Change/Waive Coverage (Current Employee)</a>

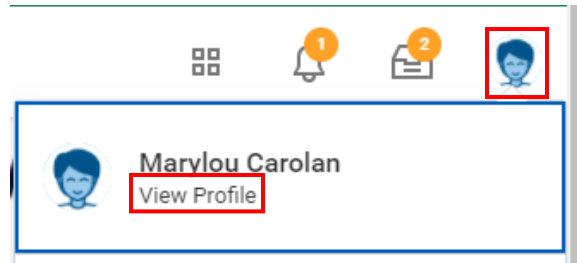
**Note:** All values in screenshots are examples only and may not refer to actual data in Workday.

1. On **Workday’s home page** top righthand corner *click* your photo.

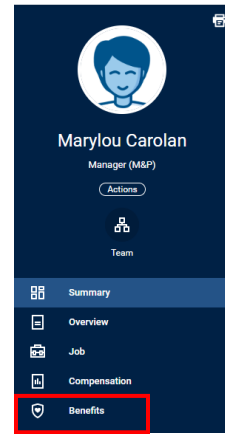
**TIP:** If a custom profile picture has not been set, the profile picture defaults to a cloud icon.



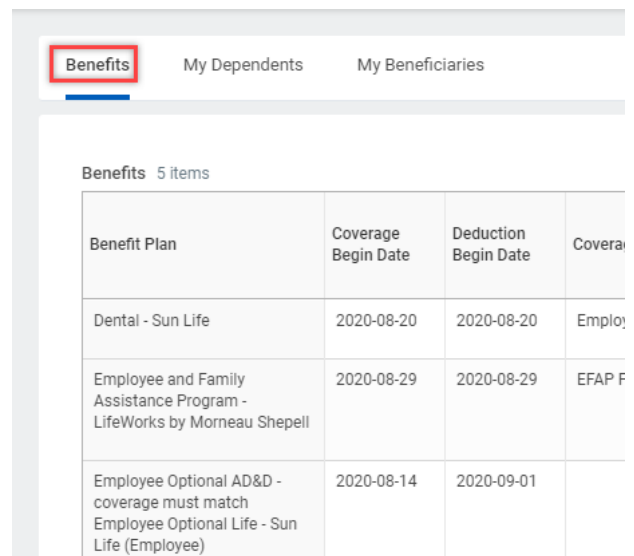
2. *Click* **View Profile**.



3. *Click* **Benefits** from the side bar on the left side of the screen.



The page displays your **Benefits** with the option to view your dependents (**My Dependents**) and your beneficiaries (**My Beneficiaries**) on the top tabs.



4. To return to the Workday home page, *click* the **UBC** icon.

