Viewing Your Benefits Enrollments

To view, complete the following steps.

1. Log into MyUNIverse (http://portal.uni.edu/).

2. Click once on the Work @ UNI tab (A).

3. Locate the e-Business Resources channel and click once on the e-Business Login link (B).

4. The e-Business Suite login web page should appear. Enter your e-Business Suite username (C) and password/passphrase (D).
5. Click once on the “**UNI Employee Self Service**” navigation link (E).

6. Then click once on the “**View Benefits**” link (F).

7. Choose the radio button for **UNI Faculty and Staff** to review benefit elections, or the radio button for **UNI Retirement Plans** to review retirement elections.

8. Select **Next**

For more information and instructional guides on e-Business Suite, please visit [http://www.vpaf.uni.edu/ebusiness/](http://www.vpaf.uni.edu/ebusiness/).