

Inquire Pages - Benefits Summary Plan (Pay Dedns)

1.	Click the Compensate Employees link. 
2.	Click the Administer Base Benefits link. 
3.	Click the Inquire link. 
4.	Click the Benefits Summary (Pay Dedns) link. 
5.	Click in the field in which you want to search. 
6.	Enter the desired information into the Last Name field. Enter a valid value, e.g. " Winter ".
7.	Click the Search button. 
8.	Select the desired entry.
9.	The page appears that permits the user to view deduction information on all benefit plans in which an employee is enrolled. End of Procedure.