Benefits Summary

Viewing Your Benefit Information

1. Sign in to Bear Tracks

2. Click Benefits Information from the list of Employee Self Service options

3. Click Benefits Summary from the list of menu items.
4. In the **Type of Benefit** column, click on the name of the Benefit to review your information for that specific benefit.

To view your benefits as of a specific date, enter the **Date** and click on **Go**. The date will default to the current date.

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**Type of Benefit**
- A complete list of all the plans that you are currently enrolled in

**Plan Description**
- Provides a brief description of each benefit listed

**Coverage or Participation**
- Provides the level of coverage included with each benefit
For example, click on **Dental** to see the details of your Dental coverage.

![Dental coverage interface]

To view your coverage as of a specific date, enter the **Date** and click on **Go**. The date will default to the current date.

**Plan Name**
A description of coverage determined by the University of Alberta

**Plan Provider**
This is the insurance company that pays dental claims on behalf of the University of Alberta

**Coverage**
Specifies your level of coverage - Family or Single

**Group Number**
This is the policy number used when submitting a claim

**Covered Dependents**
Provides a listing of current eligible dependents covered under this plan name and their relationship to you

**Additional Information**
Displays any additional information related to this plan.

**Return to Employee Benefit Summary** – This will return you to the first page of benefits information.
Important Information

Claim forms for Dental, Extended Health Care, Health Spending Account and Personal Spending Account can be found in the forms cabinet on the HRS website at www.hrs.ualberta.ca/forms under the “Benefits” category.

To inquire about the balance of your Health Spending Account or Personal Spending Account, please visit Sun Life Member Services at www.mysunlife.ca.
Viewing Your Dependent and Beneficiary Information

Navigation: Main Menu > Self Service > Benefits > Dependent/Beneficiary Info

This page displays your Dependent/Beneficiary information as of the current date.

Click on the Name of the Dependent/Beneficiary to view and/or edit their information.
For instructions on how to add or change the assignment of your Dependent and/or Beneficiary to a specific benefit, refer to the online Employee Self Service tutorial, which can be accessed through eClass https://eclass.srv.ualberta.ca/course/view.php?id=33398.

You will be asked to log in with your CCID and register for the online course.