Printing Confirmation Statements

Step	Action
1.	Begin by navigating to the **Print Confirmation Statements** page. Click the **Benefits** link. ▷ Benefits
2.	Click the **Manage Automated Enrollment** link.
3.	Click the **Print Confirmation Statements** link. Print Confirmation Statements
4.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the **Add a New Value** tab.
5.	A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "**RUNTST1**".
6.	Click the **Add** button. Add
7.	Use the **Benefit Confirmation Statement** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.
8.	Click in the **Schedule ID** field.
9.	Enter the desired information into the **Schedule ID** field. Enter a valid value e.g. "**KU00**".
10.	In this example, you want to include participants with election errors. Click the **Election Error** option. ☐ Election Error
11.	In addition, you need to print confirmation statements for participants who are enrolled in benefit programs. Click the **Finalized - Enrolled** option. ☐ Finalized - Enrolled

Step	Action
12.	Click the **Run** button. Run
13.	Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.
14.	You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field. Click the **Server Name** list.
15.	Click the **PSNT** list item. PSNT
16.	Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.
17.	Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is PDF.
18.	Click the **OK** button. OK
19.	Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.
20.	Click the **Process Monitor** link. Process Monitor
21.	Use the **Process List** page to view the status of submitted process requests.
22.	The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success. Click the **Refresh** button. Refresh
23.	Click an entry in the **Details** column. Details
24.	Use the **Process Detail** page to view information on the run status.
25.	Click the **View Log/Trace** link. View Log/Trace
26.	Use the **View Log/Trace** page to access the report file.
27.	Click an entry in the **Name** column. BAS005_614.PDF

Step	Action
28.	A list of confirmation statements has been generated. Notice that the confirmation statement is displayed for a participant in the Open Enrollment schedule. You can view the participant's benefit choices, such as Medical, Dental, Vision, and Life. Similarly, you can view confirmation statements for the other participants in an enrollment schedule.
29.	You have successfully printed confirmation statements for finalized participants in the Open Enrollment schedule. In summary, you print confirmation statements for employees in the Open Enrollment schedule. These statements enable them to verify their elections. **End of Procedure.**