

# Print Benefits Confirmation

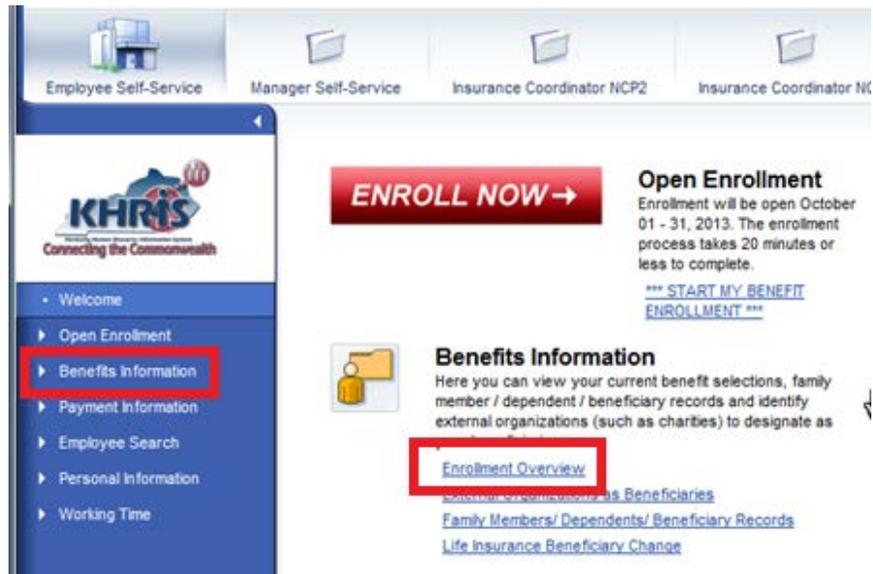
We are unable to confirm the employee's enrollment, but we can guide them to the Print Confirmation Form if they logged off without printing from the Print Plan Selection page after they enrolled:

1. If not already in the KHRIS Portal, from your web browser, Logon to the KHRIS Portal, by typing **khريس.ky.gov** into the address bar and the Portal will open to the Welcome screen

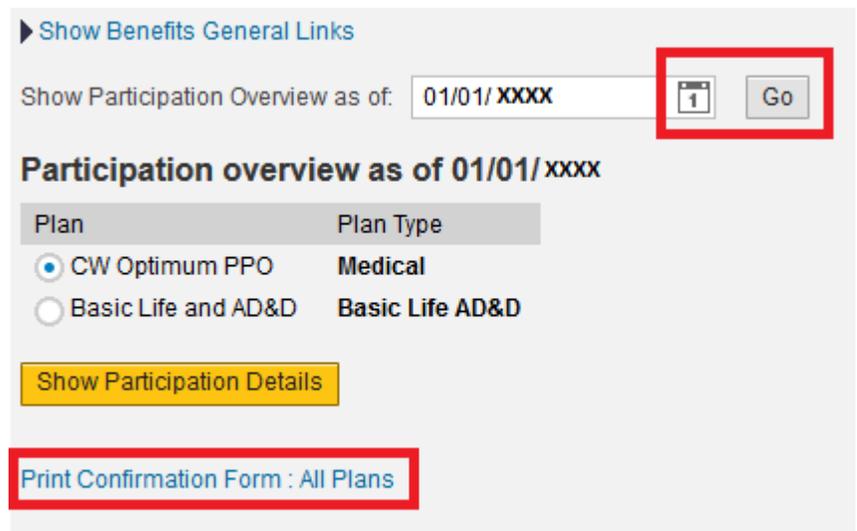


2. **User ID and Password** – Type your User ID and Password then press **Enter** on the keyboard or click **Log In**

3. **The ESS (Employee Self Service) Welcome Page** will be displayed.



4. Either click on **Enrollment Overview** under **Benefits Information** in the middle of your screen; or, **Benefits Information** within the Navigation column.

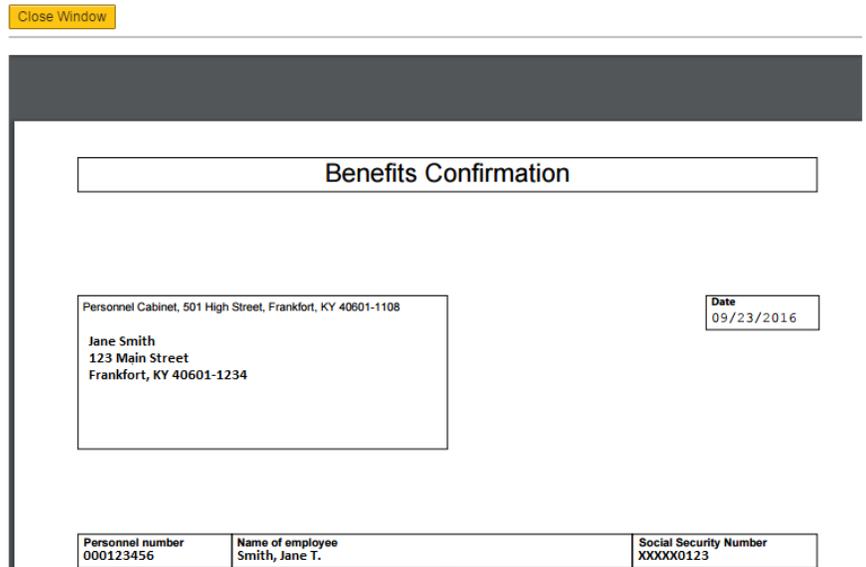


5. On the **Participation Overview** page, click the **calendar icon** to select the date or enter the date manually. Ensure the year entered is the plan year for which the member wants to print the confirmation.
6. Click **Go**.
7. Click **Print Confirmation Form: All Plans**.

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- The confirmation will appear in Adobe format to review, print or save.

Note: Press the F8 key to hide/display the Adobe tool bar.



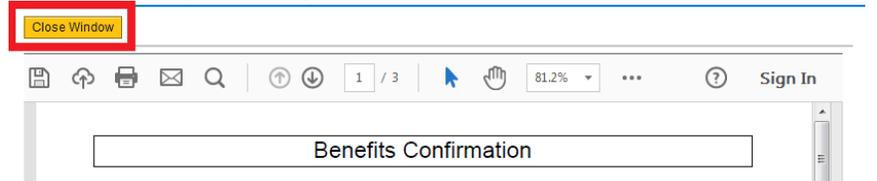
- Hover your mouse towards the top of the confirmation page and a **gray toolbar** will appear. **OR**, to display the **Adobe Tool Bar** at the top of the screen, press the F8 key on your keyboard.



- Click on the **printer icon** to print out your confirmation or **save icon** to save your benefits on your computer. (It's a good idea to print out the confirmation and put it in a safe place).

- Click **Close Window** to exit Benefits Confirmation

Note: Press the F8 key to hide/display the Adobe tool bar.



- Click **Log Off** in the top right corner of your screen, then Click **Yes** to Log Off

