



MARSH & MCLENNAN
AGENCY

How to Print Confirmation Statements

Below are instructions on how to print employee Confirmation Statements for current benefits and if the employee is currently in an enrollment period. Step 1 is to log into MarketLink. The first screen shot below takes you to the home screen.

The screenshot shows the ACME MarketLink home screen. At the top, there's a navigation bar with 'EXPLORE' and a search bar. Below are three main cards: 'Benefits Enrollment' with a '1 1 DAYS LEFT TO ENROLL' timer and an 'UPDATE' button; 'Need to update coverage?' with an 'ADD A LIFE EVENT' button; and 'Health & Wellness' with an 'ENGAGE' button. In the middle section, under 'MY BENEFITS', there are three cards: 'MEDICAL HDHP HSA' with '2 Covered Persons' and a 'VIEW BENEFITS SUMMARY' button circled in blue; 'EMPLOYEE CRITICAL ILLNESS' with '\$10,000.00 Coverage'; and 'EMPLOYEE CRITICAL ILLNESS' with '\$10,000.00 Coverage'. The 'Current Benefits' section on the left shows 'Total Cost Per Pay \$600.17' and 'Employee Cost Per Pay \$7.67'.

To view your current benefits Confirmation Statement, click on **VIEW BENEFITS SUMMARY** in the middle of the home screen.

Click on the Print Icon to print your Confirmation Statement.

Utilize the Drop Down menu to change from Current Plan Year to Previous Plan Year to view Prior Plan Year Statements.

A small inset showing a dropdown menu with 'Current Plan Year' selected and 'Previous Plan Year' as an option.

The screenshot shows the 'Benefit Summary' page. At the top, there's a 'Benefit Summary' title and a paragraph of text. Below is a table of benefits and costs:

Health Benefits	\$424.88
Life and Disability	\$30.00
Spending Accounts	\$221.73
Pre-Tax Deductions	\$624.42
Post-Tax Deductions	\$61.70
Total Cost Per Pay	\$686.81

Below the table is a 'HEALTH BENEFITS' section with a 'Dependent Verification' card. The 'Current Plan Year' dropdown menu is circled in blue, and a print icon is also circled in blue.

During an Enrollment Period, once enrollment is complete, it will take you to this page, where you can print out your Benefit Summary.



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