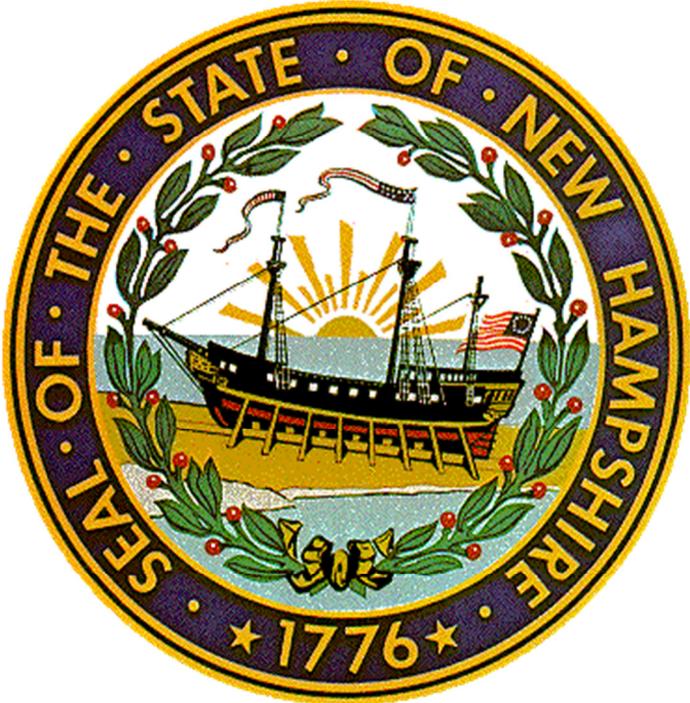
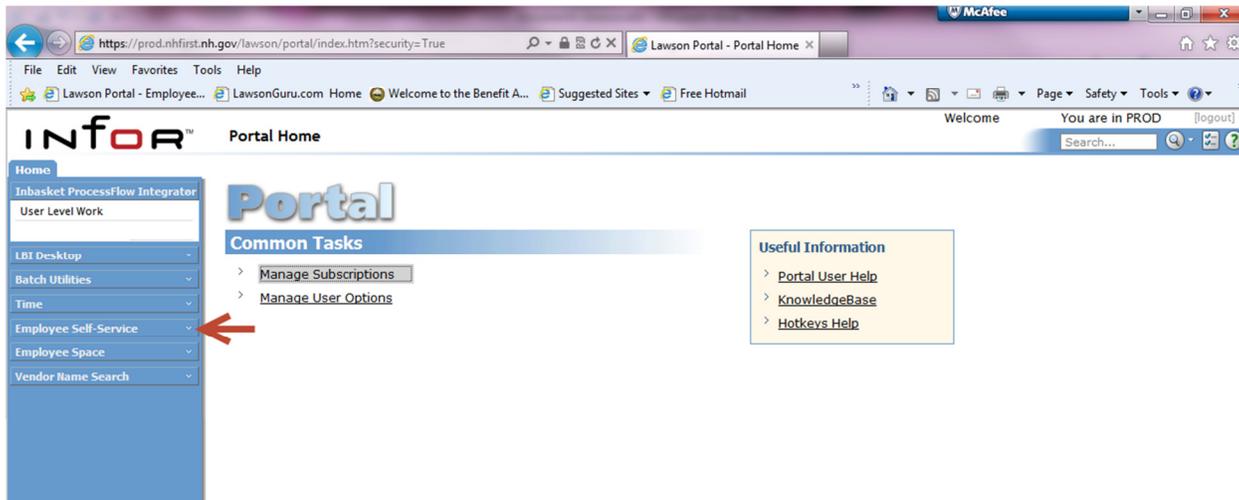


NH FIRST
EMPLOYEE SELF SERVICE (ESS)

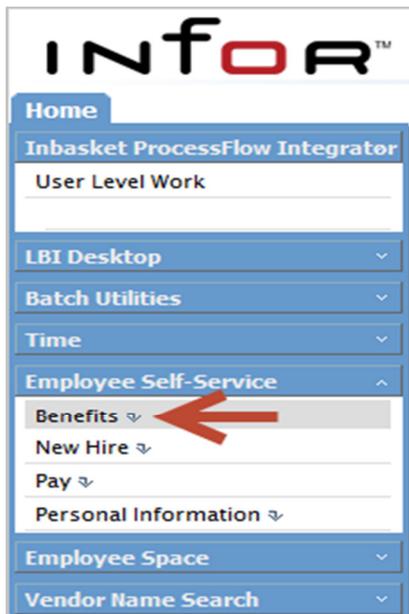


How to Review, Download and Print Your Current Benefit Coverage

Once you are logged into NH FIRST, you will arrive on the "Portal Home" page. Click on **Employee Self-Service** bookmark on the left side of the screen to access your **Current Benefits**.



Then click on **Benefits** in the drop down.



The system will take you to the **Current Benefits** screen and will display your benefit plans and coverage you are enrolled in as of the date you go to this screen. This screen will only display your enrollment in New Hampshire Retirement System (NHRS), Medical (HMO or POS), Dental and Flexible Spending (FSA) Benefits (Medical and/or Dependent Child Care) if applicable.

Note: If you did not enroll in FSA benefits for the 2016 plan year or if you waived your coverage you may not see your enrollment in a Waive plan for that benefit. This portion of your Current Benefits may be blank. If it is blank, it is assumed that you waived that benefit for the current plan year.

The screenshot shows the INFOR Current Benefits screen. The page title is "LAWS@N Current Benefits" and it says "Welcome, Christina Williams". A sidebar on the left has "Benefits" selected. The main content area is titled "Benefit Plans and Coverage" and contains a table with the following data:

| Type of Plan | Plan | Coverage | Pre-Tax Cost | After-Tax Cost | Company Cost |
|------------------|-------------------------|--------------------|--------------|----------------|--------------|
| Defined Benefit | NHRS CLASSIFIED EE PLAN | | 7.00% | | 12.13% |
| Dental | DENTAL PLAN | EE + Family | 3.00 | | 60.25 |
| Dependent Spouse | | | | | |
| Dependent Child | | | | | |
| Employee Life | PLAN 1 BASIC PLAN | Employee 25,000.00 | | | 0.52 |
| Health | HMO MEDICAL PLAN | EE + Family | 60.00 | | 851.25 |
| Dependent Spouse | | | | | |
| Dependent Child | | | | | |
| Spending Account | MEDICAL SPEND | 1,500.00 per year | 57.70 | | |
| Spending Account | WAIVE CHILDCARE | | | | |

A "Print" button is located at the bottom right of the table.

If you would like to print a copy of your **Current Benefits**, you can click on **Print**, choose your printer you want to print to and click on **Print**.

This screenshot shows the print dialog box open over the Current Benefits screen. The dialog box has "Print" and "Cancel" buttons. A red arrow points to the "Print" button in the dialog box. Another red arrow points to the "Print" button on the Current Benefits screen. The dialog box also shows a list of printers, with "HP LaserJet P2015 PCL6" selected. The "Number of copies" is set to 1, and the "Page Range" is set to "All".

The print out will contain the following information:

Employee Name:
Employee Number:

| Type of Plan | Plan | Coverage | Pre-Tax Cost | After-Tax Cost | Company Cost |
|-------------------------------------|-------------------------|--------------------|--------------|----------------|--------------|
| Defined Benefit | NHRS CLASSIFIED EE PLAN | | 7.00% | | 12.13% |
| Dental | DENTAL PLAN | EE + Family | 3.00 | | 60.25 |
| Dependent Spouse Dependent Child | | | | | |
| Employee Life | PLAN 1 BASIC PLAN | Employee 25,000.00 | | | 0.52 |
| Health | HMO MEDICAL PLAN | EE + Family | 60.00 | | 851.25 |
| Dependent Spouse Dependent Child | | | | | |
| Spending Account | MEDICAL SPEND | 1,500.00 per year | 57.70 | | |
| Spending Account | WAIVE CHILDCARE | | | | |

You have completed viewing, downloading and printing your current benefits coverage for yourself and your dependents for health, dental, flexible spending (medical and dependent child care) and NH Retirement System.