1. Login to **Employee Access** (the button to click for a forgotten login or password is just under the “Sign in” button)

![Employee Access Login Screen](image1)

2. Click on "Employee Information" on the top ribbon

![Employee Information Button](image2)

3. Click on "Personal Information"

![Employee Information Screen](image3)
4. Scroll to “Reports” on the left menu bar and click on “My Own Info.”

5. Click on "403(b) and 401(a) Employee Report"

6. Click "Print" on the far right side of the screen

7. A report will load that shows your 403(b) deductions and 401(a) benefits.