

# Viewing Confirmation Statements

The screenshot displays the GW Benefits System website. The top navigation bar includes the GW logo, a search bar, and links for Alerts, Library, English, and Welcome, Test Por. The 'My Profile' link is circled in red. Below the navigation bar is a horizontal menu with four categories: Health Benefits, Life and Disability, Voluntary Benefits, and Well-being. The main content area features a large banner for 'THE GW BENEFITS Enrollment System' with a 'LEARN MORE ABOUT GW BENEFITS' button. To the right is the GWell logo with the tagline 'Creating a Community of Wellbeing' and a 'LEARN MORE' button. At the bottom, there are four circular icons representing the benefit categories: Health Benefits, Life and Disability, Voluntary Benefits, and Well-being.

- Log into the GW Benefits System
- In the top panel select My Profile

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The screenshot shows the GW Employee File page. The top navigation bar includes the GW logo, a home icon, and menu items for My Benefits, My Profile, and Library. A Help icon is also present. The left sidebar contains a list of menu items: Personal Information, Family Information, Beneficiaries, Security Question, Life Event, and Employee File. The Employee File menu item is highlighted with a blue bar and circled in red. The main content area is titled "Employee File" and shows a "Test Portal Employee" profile. Below this is a table with columns for Name, Relationship, Date of Birth, and View and Upload. The table contains one row for "Test Portal Employee" with a date of birth of 06/03/1957 and a "View and Upload Documents" link. Below the table is a section for "Uploaded Documents" with a search box and several "Add" buttons for document types: Add Birth Certificate, Add Death Certificate, Add Marriage Certificate, Add Proof of Gain of Benefits, and Add Proof of Loss of Benefits. At the bottom of the search section are buttons for Search, Cancel, and Reset Fields.

GW

Contact Us Change Password Log Out

My Benefits My Profile Library Help

Personal Information  
Family Information  
Beneficiaries  
Security Question  
Life Event  
**Employee File**

## Employee File

Test Portal Employee

Name	Relationship	Date of Birth	View and Upload
Test Portal	Employee	06/03/1957	View and Upload Documents

### Uploaded Documents

Search for Uploaded Documents

Title  Add Birth Certificate  
Description  Add Death Certificate  
Document Type  Add Marriage Certificate  
Add Proof of Gain of Benefits  
Add Proof of Loss of Benefits

Search Cancel Reset Fields

- Select Employee File from the left panel
- Confirmation statements will be listed at the bottom of this page
- Click "View" next to the statement you would like to review.