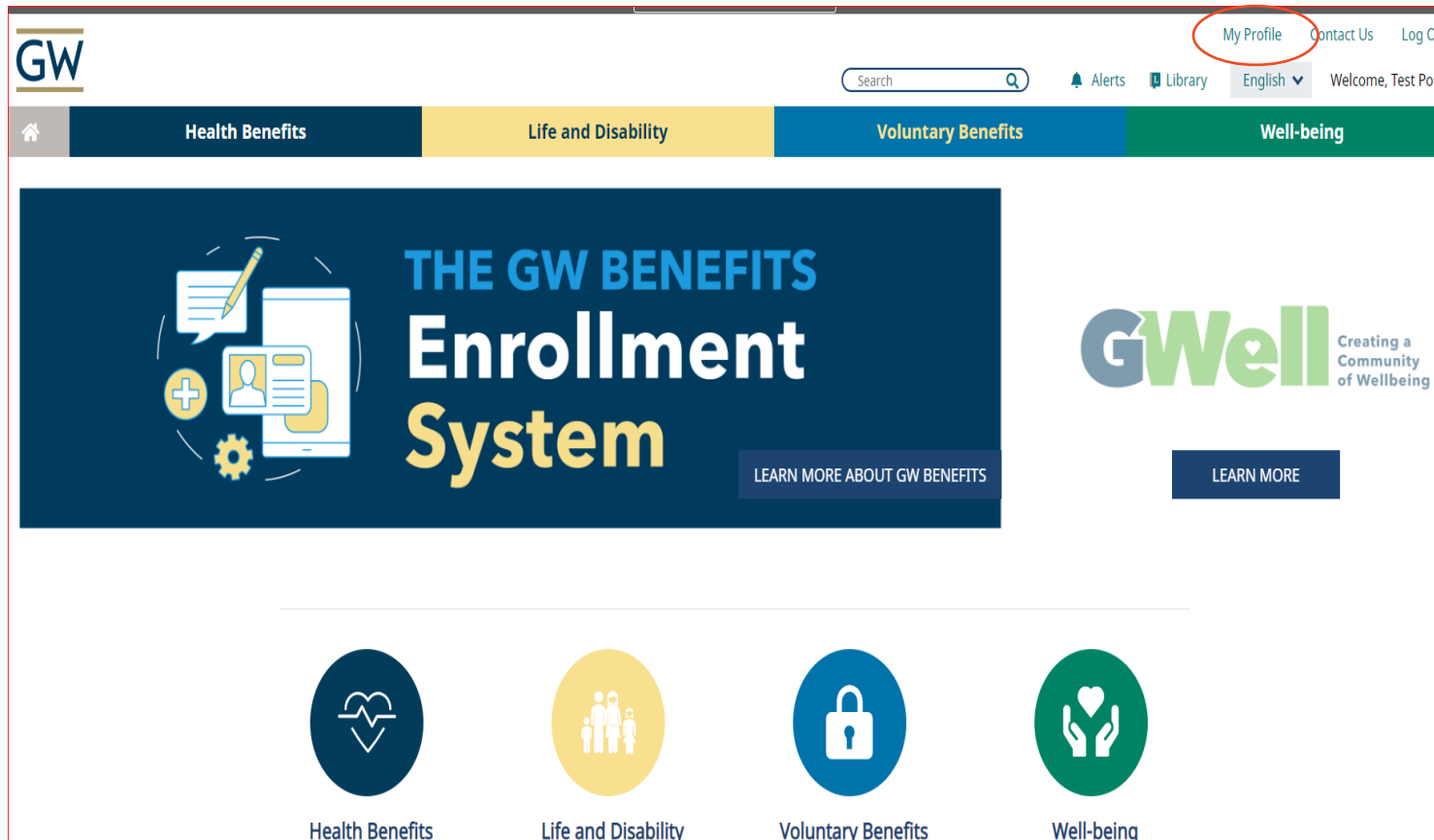
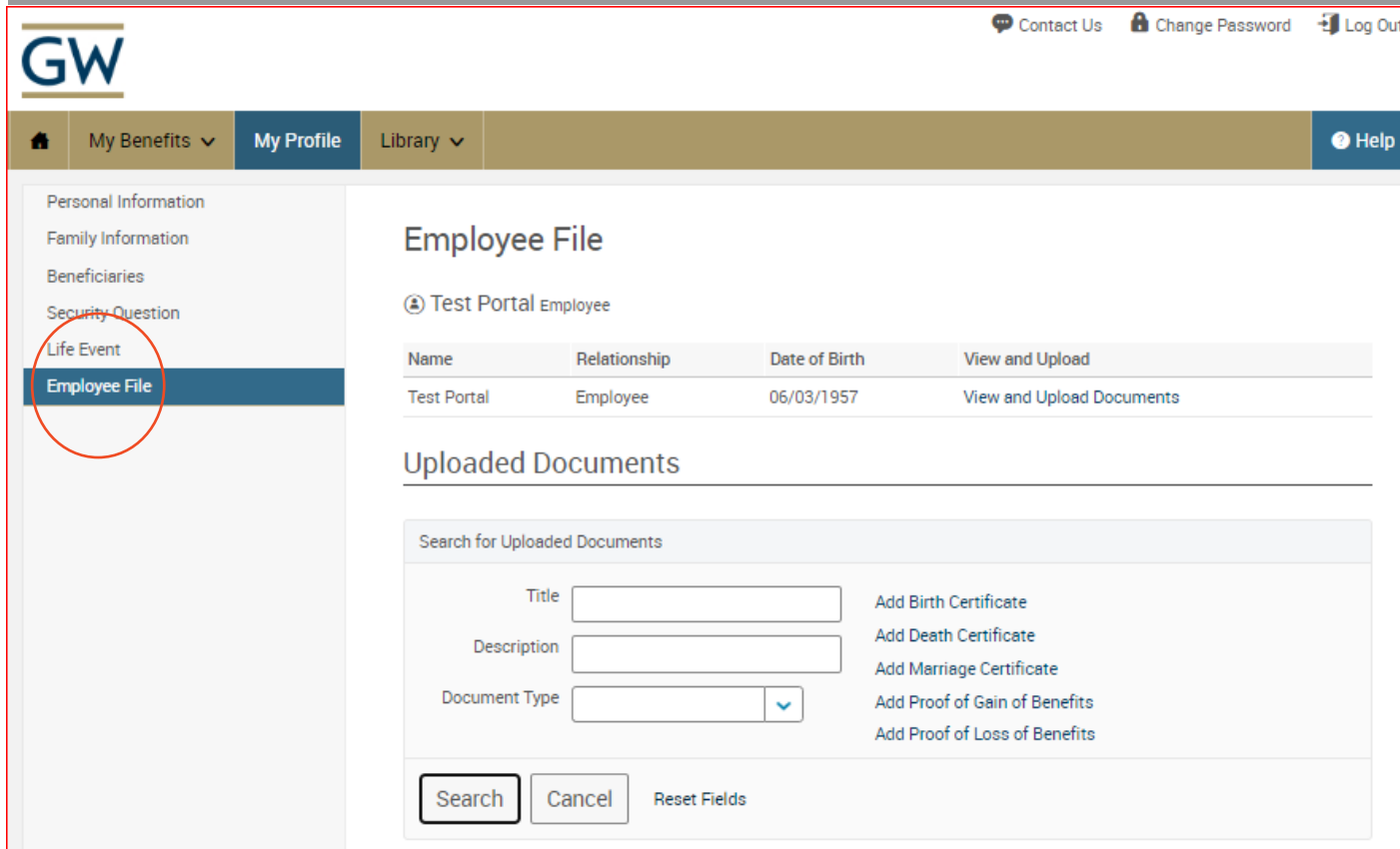


# Viewing Confirmation Statements



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

# Viewing Confirmation Statements



The screenshot shows the GW (Georgetown Washington) portal interface. At the top, there's a header with the GW logo and links for Contact Us, Change Password, and Log Out. Below this is a navigation bar with tabs for My Benefits, My Profile, Library, and Help. The left sidebar contains a list of menu items: Personal Information, Family Information, Beneficiaries, Security Question, Life Event, and Employee File. The Employee File option is highlighted with a red circle. The main content area is titled 'Employee File' and shows a table with one row for 'Test Portal Employee' with columns for Name, Relationship, Date of Birth, and View and Upload. Below the table is a section for 'Uploaded Documents' with a search form containing fields for Title, Description, and Document Type, along with a list of document types to add and search buttons.

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

Description

Document Type

Add Birth Certificate  
Add Death Certificate  
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.