

My Benefits

Introduction This tool is used to view benefits online from the computer or smartphone.

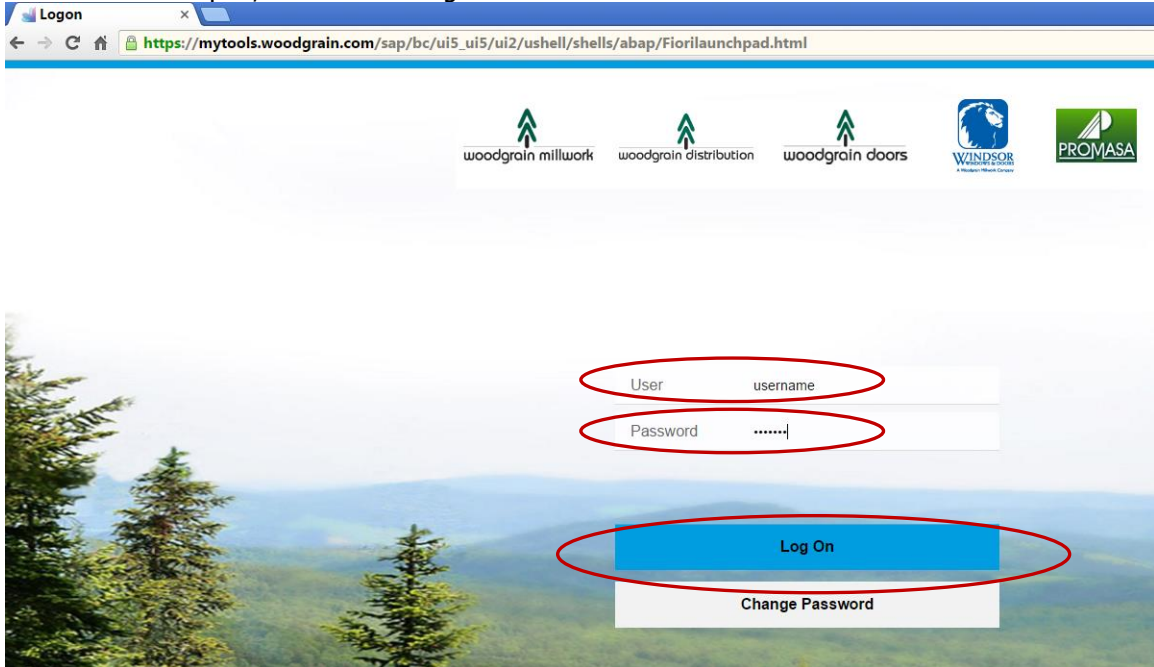
Navigation

Link	mytools.woodgrain.com
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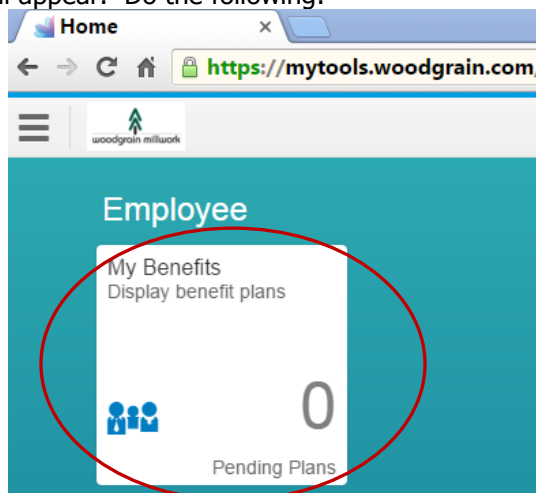
Tip For best viewing, use the most current browser.

Detailed Steps:

1. Within the web browser, go to mytools.woodgrain.com
2. Once the site is open, do the following.

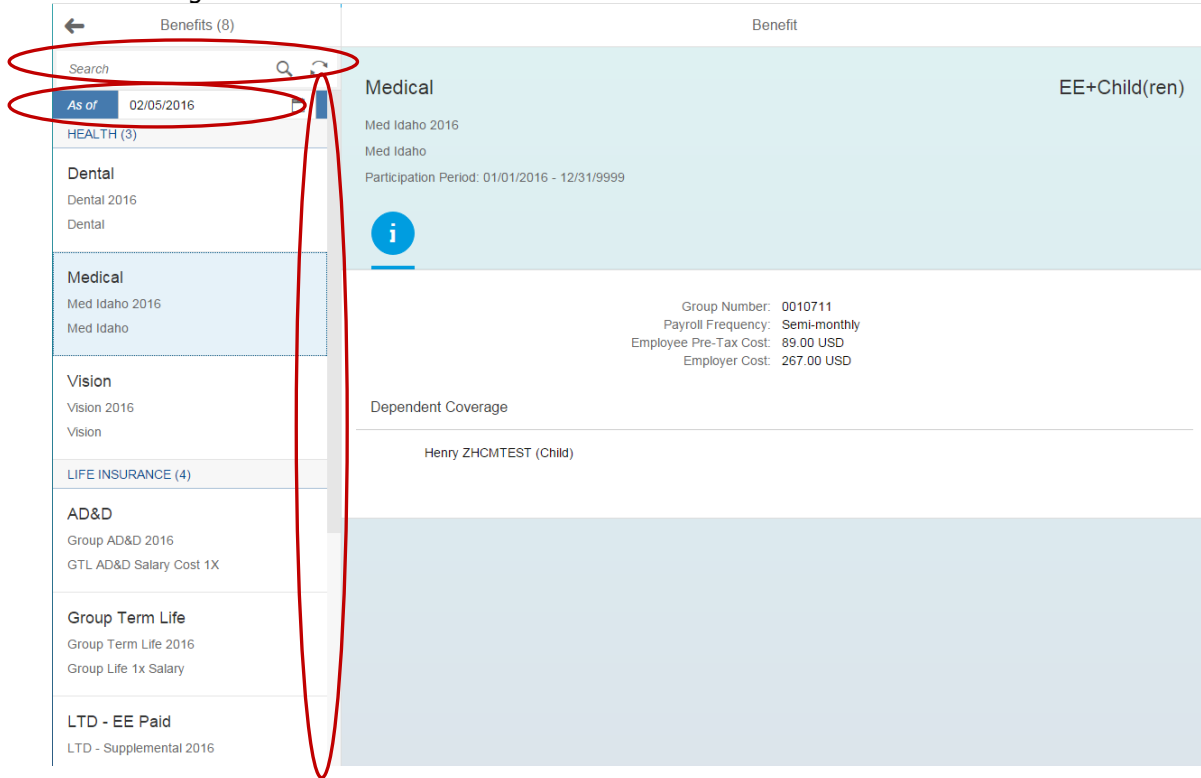


- a. Enter the **User** name.
 - b. Enter the **Password**.
 - c. Click the **Log On** button or press the Enter button.
3. The following screen will appear. Do the following:



- a. Click **My Benefits** tile.

- 4. The *Benefit Screen* will appear with the benefits you have with an *As of* date on the left. Do the following:

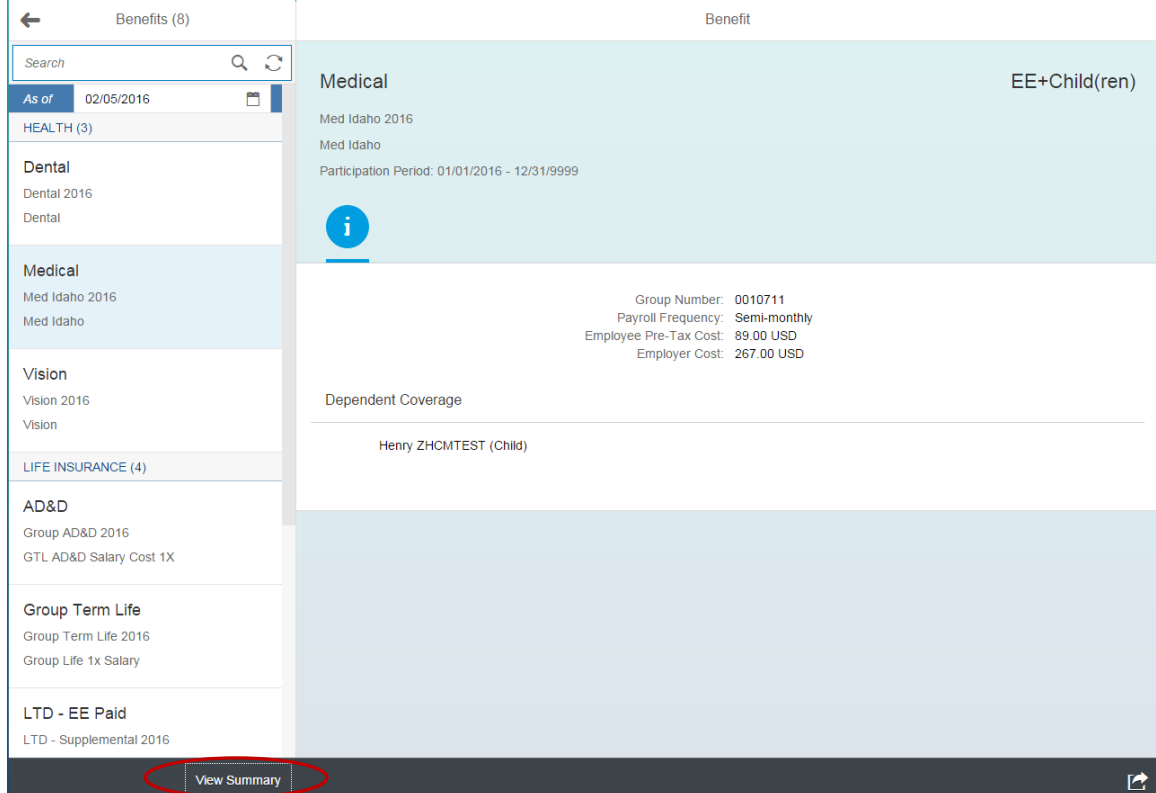


- a. To select a benefit, use the scroll bar next to benefits column on the left and click the desired benefit.

The screen shot above is displaying the employee's Medical benefits.

Note: You can search on the information listed in the benefits boxes on the left.

- 5. To view a complete summary of benefits, do the following.



- a. Click the **View Summary** in the lower left corner.



- b. Click on the pdf file in the lower left corner. This will open up the **Benefits Confirmation Form**.

Employee Benefits Confirmation

David ZHCMTTEST
 100 Main Street
 Boise ID 83703

Date
 02/05/2016

Personnel Number	Name of employee	
██████████	David ZHCMTTEST	
Personnel Area	Personnel Subarea	
██████████	██████████	
Employee Group	Employee Subgroup	Payroll Area
Employee	Hourly Full Time	WG Biweekly Hourly
Benefit area	First program grouping	Second program grouping
Woodgrain US	Hourly	Regular Full-Time

Dental

Dental 2016 01/01/2016 - 12/31/9999

Attributes
Dental, EE+Child(ren)

Costs Semi-monthly

Employee, before tax	5.63	USD
WG 13 - BN (No 3rd PP)		
Employer	16.88	USD
Imputed income		USD
Employee bonus, before tax		USD
Employee bonus, after tax		USD

Dependents in period 01/01/2016 - 12/31/9999

Henry ZHCMTTEST Child

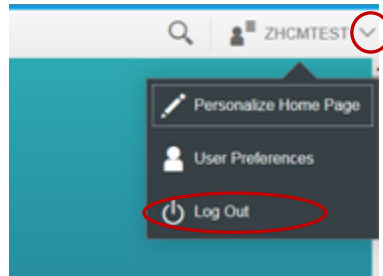
Medical

Med Idaho 2016 01/01/2016 - 12/31/9999

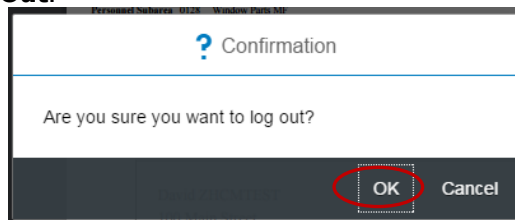
Attributes
Med Idaho, EE+Child(ren)

Costs Semi-monthly

- 6. To logout, do the following:



- a. Click the **down arrow** button in the upper right corner.
- b. Click the **Log Out**.



- c. Click the **OK** button.

Notes: All these functions can be performed on your smartphone.