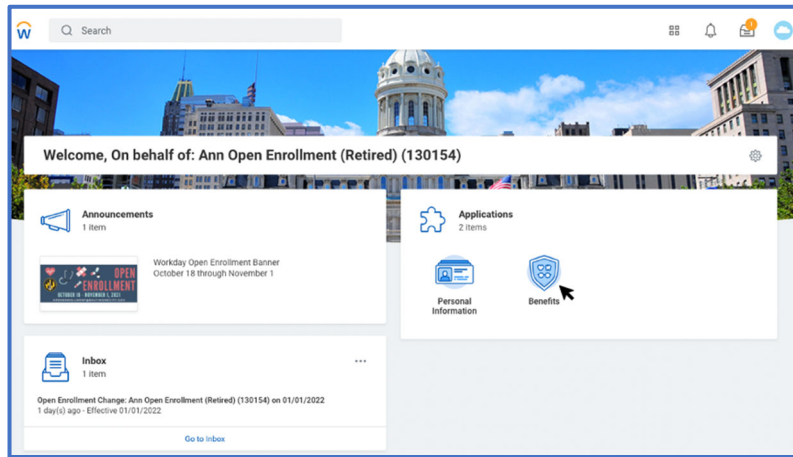


Within Workday you can easily access your benefits information as a City of Baltimore Retiree. This job aid covers the basic process of locating your benefits information within the Workday homepage and through your Retiree profile.

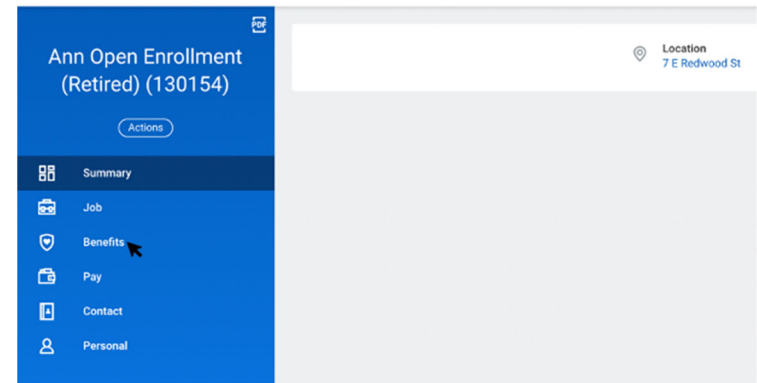
NAVIGATING TO YOUR BENEFITS

There are two ways to access your **Benefits** information in Workday:

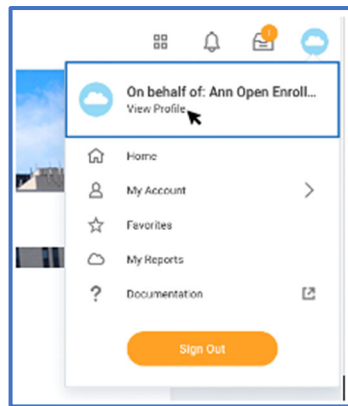
1. Once logged in to Workday, you can access your benefits information by clicking on the benefits icon, located in the **Applications** section of your Workday homepage.



3. On the left side of your profile page, you will see a list of options to choose from. Click on **Benefits** to access your benefits information.



2. Another way to access your benefits information is by clicking on the **Profile** icon on the top right-hand of your home page and selecting **“View Profile”** from the drop-down menu.



STILL HAVE QUESTIONS ABOUT YOUR BENEFITS OR WORKDAY?

For additional support or log in and/or password reset issues:

- If your email address ends with **@baltimorecity.gov** or **@baltimorepolice.org**, reference the guide posted at <https://bcitguide.baltimorecity.gov/Default.aspx?p=9>
- For all other email addresses, please call the BCIT service desk at 410-396-6648 for assistance.

For questions related to your benefits plans:

- Please contact the Employee Benefits team at (410) 396-5830 or (410) 396-5831.