
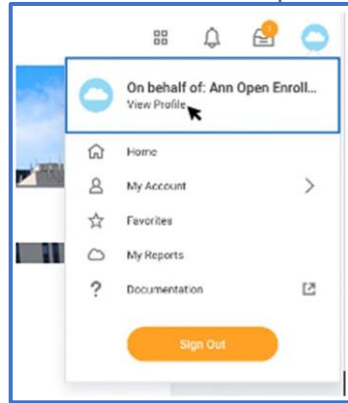


Within Workday you can easily access your benefits information as a City of Baltimore Retiree. This job aid covers the basic process of locating your benefits information within the Workday homepage and through your Retiree profile.

## NAVIGATING TO YOUR BENEFITS

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

1. Log into Workday, click the **Menu** icon located at the top left corner of your homepage and then click on the **Benefits** icon  .
2. Another way to access your benefits information is by clicking the **Profile** icon on the top right corner of your homepage and selecting “**View Profile**” from the drop-down menu.



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.



### 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.