Viewing Your Benefits Statement

1. To locate your benefit statement, please log into SNAP (http://snap.sdbor.edu). Once logged into SNAP, select the Employee Tab, and view the Employment Details Channel, as circled below. From this channel, select the Benefits hyperlink, shown with the arrow below.
2. For Supervisors – if you are not a supervisor, skip to step 3.
You will then be taken to a web page that is labeled Benefits Statement ID Criteria. Select the My Benefits Statement radio button, as shown below (typically this is selected automatically) and click the Select button.

3. This will take you to Benefits Statement Criteria. Select the fiscal year for which you want to view your benefits data, as shown below and then click the Select button.

Your Benefit Summary will then load. If you have any questions please contact your local payroll office.