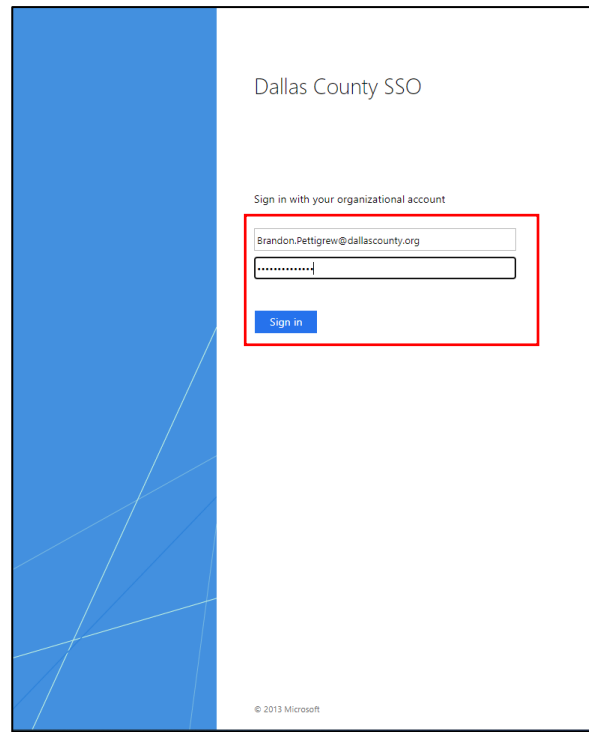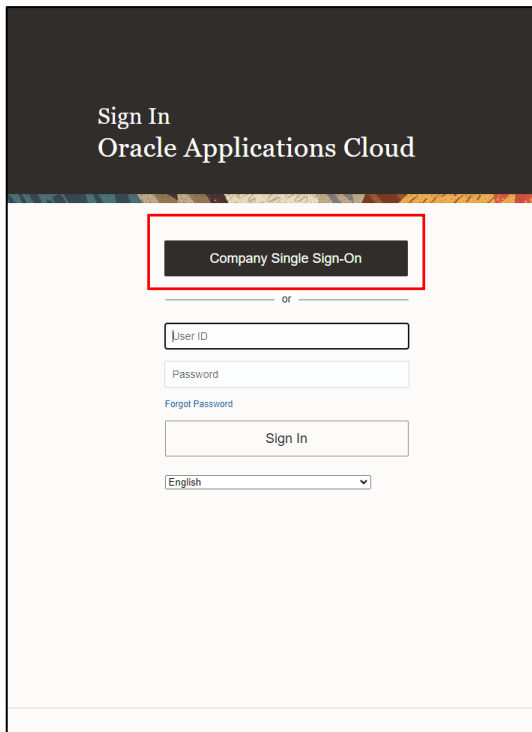# How to Complete View/Print Confirmation Statement

1. Visit the Oracle Cloud **here** and select to log in via **Company Single Sign-On**. It will redirect you to a login page where you will input your Dallas County Windows login information (Dallas County email and password used to log in to your Dallas County computer). You should receive this information from your HR Reps.

2. Once you have completed your benefits enrollments, you will select **Benefits** under the **Me** tab. Then select **Your Benefits** to access your benefits confirmation statements. You can also simply click **Your Benefits** in the **Quick Actions** sidebar.
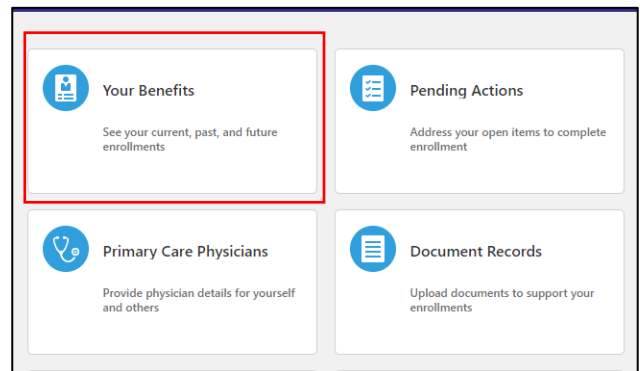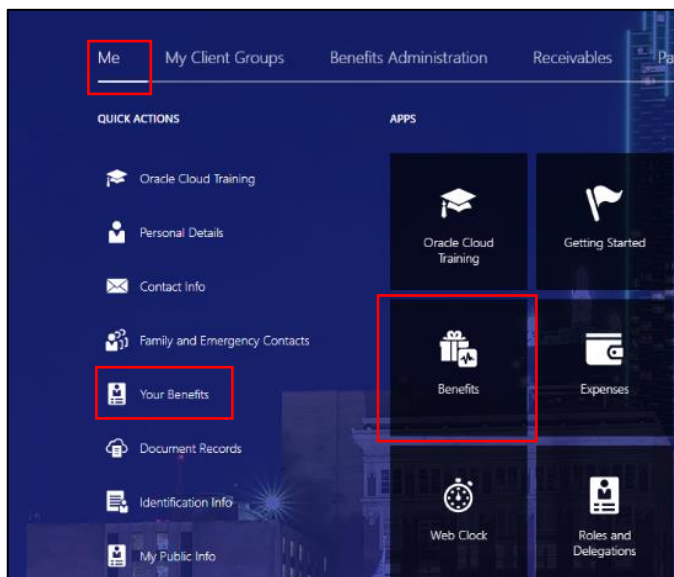
3. On the **My Benefits** page you will use the drop-down and select **Specific date**. You will select the date that your coverage starts. For new hires, your coverage will start the first of the next month after you have worked 30 consecutive days. Please refer to the information received in orientation. You should see an icon that states **Dallas County Benefits Program**. You will then select **Print** in the right-hand corner. This will create a PDF of your confirmation statement that you can download and save.