

Annual Benefit Enrollment

May 16-June 3, 2016

Following are basic instruction for the benefit enrollment process through the Infor/Lawson Employee Self-Serve (ESS) site.

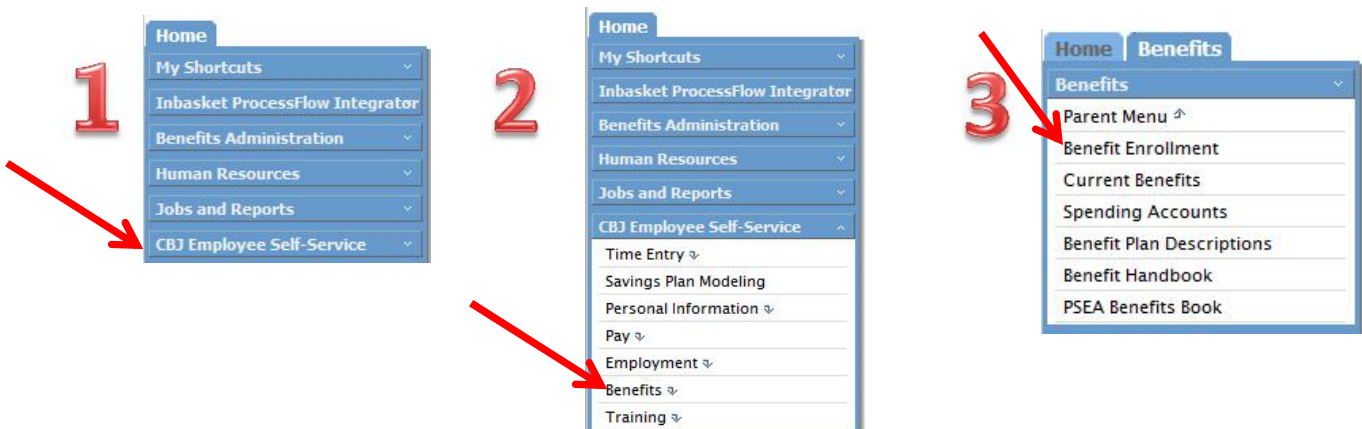
Information you need before starting the enrollment process:

1. Be sure you've reviewed all Benefit Information including plans & rates. This can be found at:
<http://www.juneau.org/personnel/benefits.php>
2. Know your Healthy Reward Status. Rates you see through the enrollment process will reflect your CURRENT healthy reward status, so if you are not eligible again this year, be aware that your health benefits rates will change.
3. If you are adding a new spouse/dependent, have all that information with you.
4. Log into Infor/Lawson ESS at <http://ess.juneau.org>.



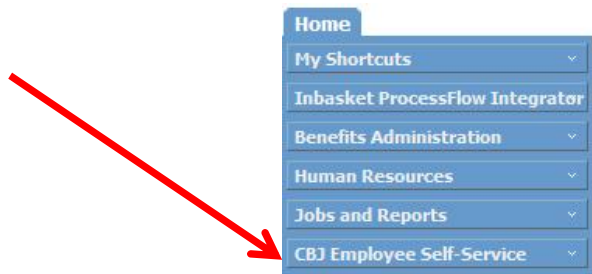
IF YOU ARE ENROLLING A NEW SPOUSE/DEPENDENT, YOU MUST ENTER THEIR INFORMATION BEFORE STARTING THE BENEFIT ENROLLMENT PROCESS. SEE REVERSE FOR INSTRUCTIONS

5. Once dependents have been entered, continue with your benefit enrollment process:

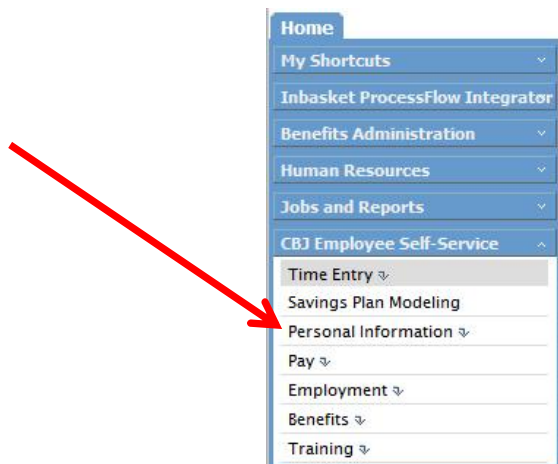


Entering your Spouse/Dependent Child

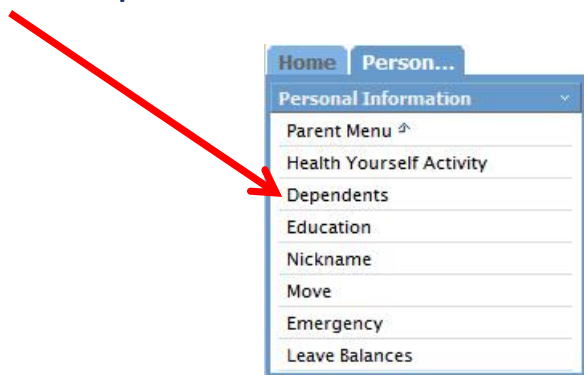
1. Once you've logged into Lawson ESS, Click on "CBJ Employee Self-Service"



2. Click on "Personal Information"



3. Click on "Dependents"



4. You will now see any Dependents you have on your plan. Click "Add" and fill in required information, including DOB & SS#

Current Dependents

To add a dependent, click on the 'Add' button.

To change or view additional detail for the dependents listed below, click on a name.

Name	Social Number
[REDACTED]	[REDACTED]

[Add](#)