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:

- Be sure you've reviewed all Benefit Information including plans & rates. This can be found at: <u>http://www.juneau.org/personnel/benefits.php</u>
- 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:

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_	Benefits Administration		Human Resources		Benefit Enrollment
	Human Resources ×				Current Benefits
	Jobs and Reports		Jobs and Reports ×		Spending Accounts
	CBJ Employee Self-Service ×		CBJ Employee Self-Service 🔹		Benefit Plan Descriptions
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			Savings Plan Modeling		Benefit Handbook
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			Training 👽		

Entering your Spouse/Dependent Child

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



2. Click on "Personal Information"

	My Shortcuts				
	Inbasket ProcessFlow Integrat	ø			
	Benefits Administration				
	Human Resources				
	Jobs and Reports				
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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 nan	ne.
Name	Social Nomber
	Add