## Annual Benefit Enrollment May 21-June 8, 2018

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>https://beta.juneau.org/human-resources/benefits</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:

Home		Home	•	
My Shortcuts ·	2	My Shortcuts · · · · · · · · · · · · · · · · · · ·	3	Home Benefits Benefits Parent Menu &
Benefits Administration   ~     Human Resources   ~     Jobs and Reports   ~     CBJ Employee Self-Service   ~	-	Human Resources ×   Jobs and Reports ×   CBJ Employee Self-Service ×		Benefit Enrollment Current Benefits Spending Accounts Benefit Plan Descriptions
		Savings Plan Modeling Personal Information V		Benefit Handbook PSEA Benefits Book
		Employment V Benefits V Training V		

## **Entering your Spouse/Dependent Child**

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



2. Click on "Personal Information"

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	My Shortcuts v
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	Human Resources ×
	Jobs and Reports ×
	CBJ Employee Self-Service
	Time Entry 💀
	Savings Plan Modeling
-	Personal Information 🏼
	Pay 👽
	Employment 🍕
	Benefits 👽
	Training 💀

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#

C	Current Dependents	
T	To add a dependent, click on the 'Add' button.	
Т	To change or view additional detail for the dependents listed below, click on a name.	
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		Add