

HOW TO ENROLL AS A NEW EMPLOYEE THROUGH LAWSON SELF-SERVICE (ESS)



Before You Start Your Web Enrollment

Prior to enrolling in your benefits online, it is to your advantage to thoroughly review your enrollment materials.

If you are ready to enroll, but need assistance or have questions regarding your benefits, contact the on-site FBMC Service Center at 305-585-6512.

For assistance with your ESS log in, contact Jackson Health System IT Customer Service Center at 305-585-6789.

Once you have the answers you need, you may begin the enrollment process.

Be sure to have the following information available before you begin the enrollment process:

- **Social Security Numbers (SSN)** for all your dependents.
- **Dates of birth** for all your dependents.
- **Proof of eligibility** for all your dependents.
- **Primary Care Physician (PCP)** if electing health insurance.

1 Log on

- Click "Employee Resources" tab in the Net Portal Website. Then click "Lawson Application Employee Self Service" tab.
- Type in your username and password to login. Username and password is usually your network ID that you use to log in to windows.
- Select "My New Hire Process," and then select "New Hire Enrollment."



NEW HIRE IN LAWSON

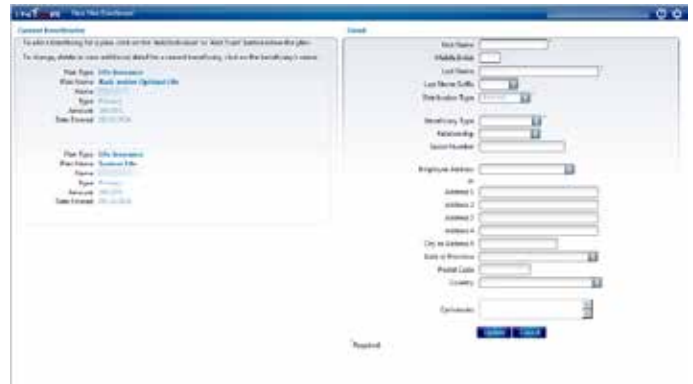
2 Demographic, Dependents & Beneficiaries

Verify your demographic information and add dependents & beneficiaries, if applicable.



3 Dependents and Beneficiaries

Click "Update and Enroll" and then "Continue" once you finish adding "your dependents' and beneficiaries' profiles.



4 Coverage

Choose your coverage level or election amounts for each benefit (e.g., Medical, Dental, Vision). Click "Continue" and "Add to Elections" until the enrollment is complete.

* Note: You may save your enrollment session progress and return later to complete the enrollment at any point by clicking on the "Save Elections."



5 Review Elections

Click "Review/Submit Your Election" once you complete your benefits election. You will be given a description of your benefit selection.



6 Submit

Click "Submit Elections" to confirm your enrollment. Please print your Benefits Election page for your records. You will receive a confirmation email prior to your plan effective date

You may access the web enrollment 24 hours a day, 7 days a week, to make any changes to your benefits election during your new hire enrollment period (45 days). For questions, please contact the on-site FBMC Service Center at 305-585-6512.