

Open Enrollment is October 13<sup>th</sup> – October 29<sup>th</sup>



**\* Adding or Changing Dependents** - If you are adding, changing, or dropping dependents, you will need to make these benefit changes online by October 29<sup>th</sup>. If you are adding them for the first time, you will need to go to the Dependents section in ESS, add their name, birth date and social security number before enrolling them for benefits. You will also need to provide a copy of your marriage license and/or birth certificates to the Benefits Office, if not previously provided, to process the coverage change for 2022.

**Adding Spouse to Insurance Coverage** – In addition to enrolling online, if you are adding a spouse you will need to complete the Spousal Affidavit/Certification Form. You may print it from the web page for completion. If the form is not turned in to the Benefits Office, benefits will be processed at the higher spousal rate.



\* Please refer to the link, **Enrolling for 2022 Benefits – Directions** for enrollment assistance. You will log into Lawson Employee Self Service/Bookmarks/ Employee Self-Service/ Benefits/Dependents to make changes.

***All documentation, marriage license and/or birth certificate(s) must be turned in to the Benefits Office by November 12<sup>th</sup>. If documentation is not received the dependents will be dropped from coverage.***

You may fax your documentation to 314.336.5225 or drop off copies in the Benefits Office, Suite 230, South Medical Office Building. The Benefits Office is open Monday – Friday from 7:30am to 4:00 pm.

**Still Need Help?** . . . . .



Assistance to Enroll Remotely – Call 205-6740 or Phone Assistance for Benefit Questions – Call 205-6016