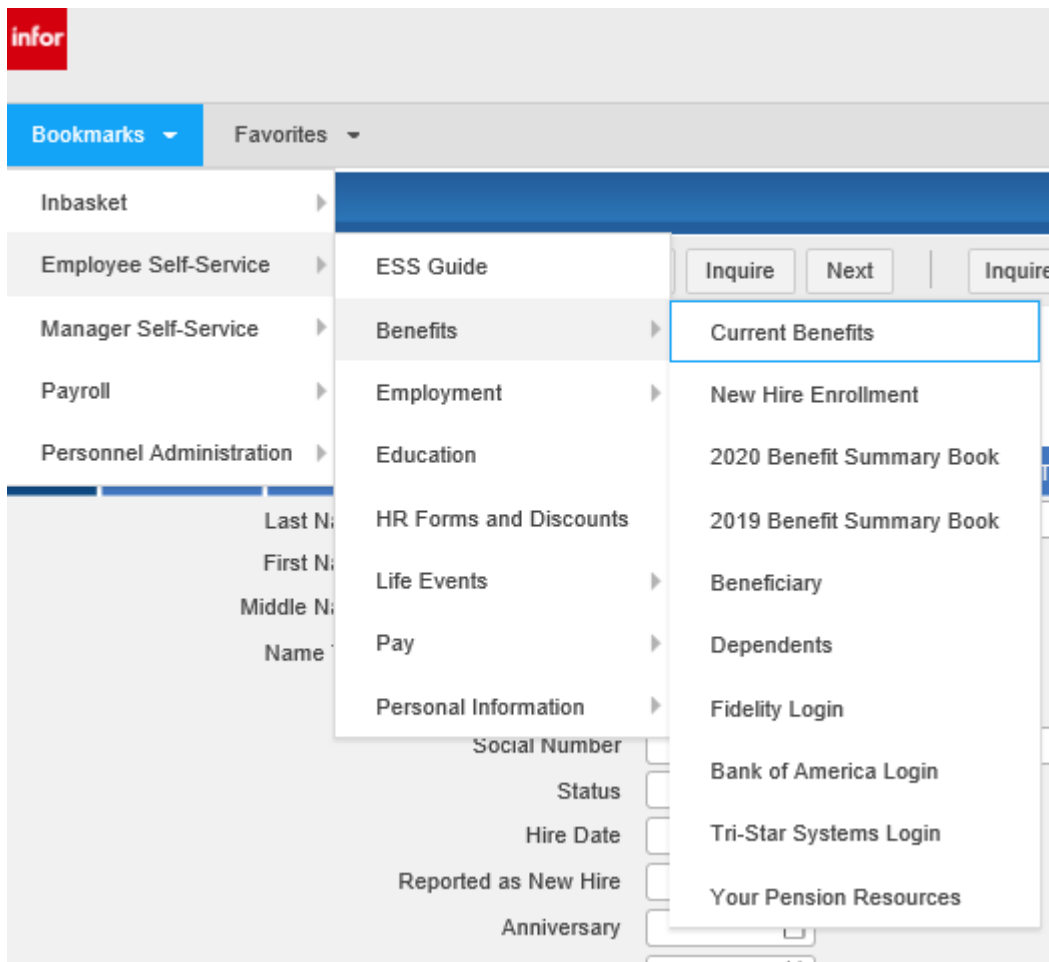




How do I Review Current Benefits and Add Beneficiaries?

Current Benefits

Log into Lawson/Click on Bookmarks/Employee Self Service/Benefits/Current Benefits.



The Current Benefits Screen will give you a detailed view of your current benefits once you have enrolled for coverage and your benefits have updated in Lawson.

Still Need Help?

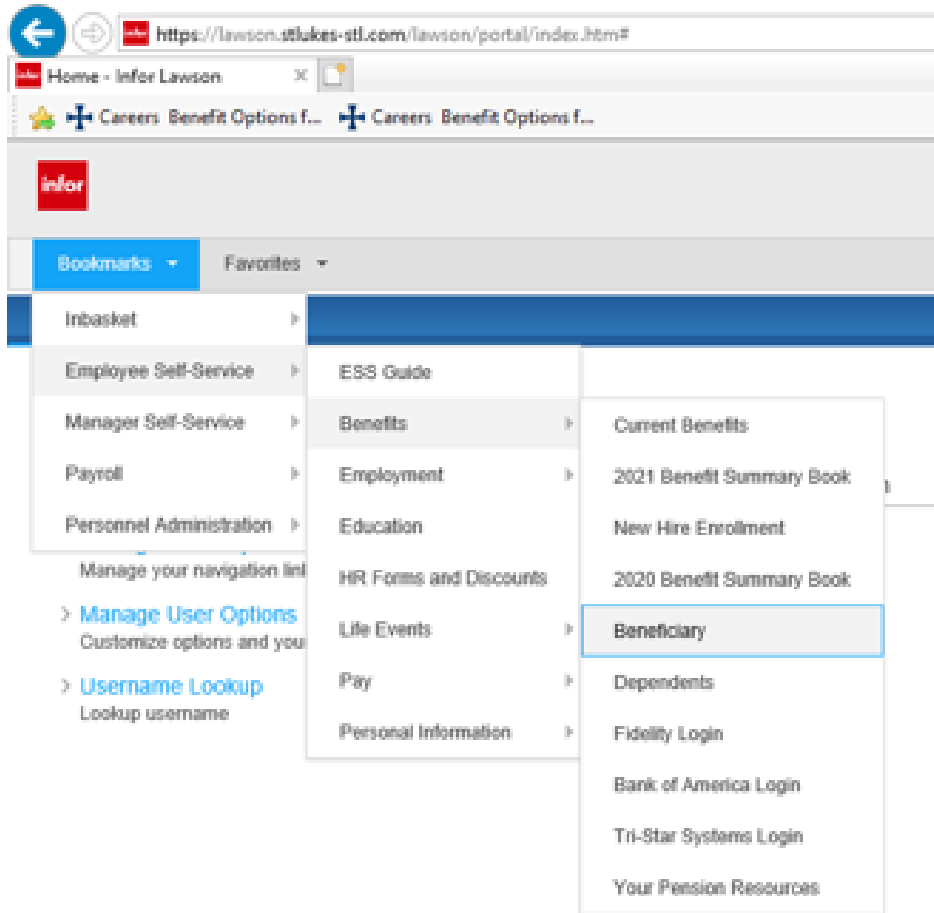


User ID and Password – Call 205-6100 ext. 4357

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

Adding Beneficiaries

Log into Lawson/Click on Bookmarks/Employee Self Service/Benefits/Beneficiary



Click on Beneficiary and then click on Add Individual or Add Trust to complete your beneficiary designations.

Current Beneficiaries

To add a beneficiary for a plan, click on the Add Individual or Add Trust button for the plan.

To change, delete or view additional detail for a current beneficiary, click on the beneficiary's name.

Plan Type	Employee Life
Plan Name	ARAG Legal Insurance - Waived
	Add Individual Add Trust
Plan Type	Employee Life
Plan Name	Accident Insurance - Waived
	Add Individual Add Trust
Plan Type	Disability
Plan Name	BASIC LTD-COMPANY PAID