



**Adding Spouse to Insurance Coverage** – In addition to enrollment, if you are adding a spouse you will need to complete the Spousal Affidavit/Certification Form. You may print it from this 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 review the Spousal Affidavit/Certification Form to determine what sections need to be completed. In some cases, the form may need other employer verification to complete the process.



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 within 31 days of enrollment. If documentation is not received the dependents will be dropped from coverage.***

You may fax your documentation to 314-336-5225, drop off copies in the Benefits Office, Suite 230, South Medical Office Building, or put it in the Benefits mailbox outside of Human Resources. The Benefits Office is open Monday – Friday from 7:30am to 4:00 pm.

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



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

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