




Open Enrollment is October 13th – October 29th

Out of an abundance of caution, there will be no Benefits Fair this year. Please review the Benefits Overview video for changes coming in 2022 and review the information below.

- **Navigation Checklist** – No Benefits Fair? No worries. The Navigation Checklist will guide you through the Open Enrollment process. Please print it, review the checklist, and turn it in to Human Resources to be entered for prize drawings including a Ring Video Doorbell, Amazon Echo 4th Generation or Amazon Fire 7” tablet.
- **User ID and Password** – Log in with your usual Lawson ID and password. Contact the Help Desk at HELP (ext. 4357) or 314-205-6100 ext. 4357 if you need your user ID and password.
- **Review Current Benefits** – Check your current benefits in Lawson Employee Self Service (ESS) if you want a reminder of your 2021 coverage before considering changes.



- **Changing Plans** - If you want to change benefit plans for 2022, you will need to enroll. For example, if you want to switch from the premium medical plan to the high deductible health (HDHP) plan you will need to go into Lawson ESS to enroll. If you want to keep the same plans, you do not need to enroll.
- **Medical Spending and Health Savings Accounts** – If you want a medical spending account, dependent spending account or a health savings account for 2022, you will need to enroll for benefits.
- **Spousal Affidavit/Certification Form** – If you currently have a spouse on your medical plan or plan to add them for 2022, you need to complete the Spousal Affidavit/Certification Form and fax it to the Benefits Office.
- **Adding or Changing Dependents** - If you are adding, changing, or dropping dependents, you will need to enroll for benefits online by October 29th. 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 to process the coverage change for 2022.
- **Life Insurance** – If you want to increase your life insurance or add dependent life insurance you will need to enroll. Evidence of insurability may be required depending on your election. You may drop supplemental life coverage at any time by contacting the Benefits Office.
- **Voluntary Benefits** – You must re-enroll in VOYA Critical Illness during this open enrollment. ARAG (legal insurance) or VOYA accident insurance will continue unless you need to add or drop these voluntary benefits during open enrollment.
- **Beneficiaries** – Please take time to check your beneficiaries to see if any changes are needed. 
- **Check the Rates** – Don’t forget to check the rates and compare them to your first paycheck in 2022.

Still Need Help?



Username and Password – 205-6100 ext. 4357

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