



# Change or Enroll in Benefits for 2017

## Passive Open Enrollment 9/26 – 10/21

Access Lawson: <https://hris.dallascityhall.com/lawson/portal/>

- Use your **City of Dallas login information for User Name and Password**

**NOTE:** If you have trouble accessing Lawson or trouble with your user name and password, contact the Helpdesk at (214) 670-1234. For all other questions regarding benefits enrollment, please call the Benefits Service Center at (855) 656-9114.

**BEFORE YOU GET STARTED:** During your enrollment session **DO NOT** click on the 'Back' button in your browser.

Once you have successfully logged into Lawson:

- Click **Employee Self Service**
- Click **Benefits**
- Click **Annual Enrollment**
- Click **Continue**

You are now ready to begin your enrollment:

- Display your current benefits for 2016
- Click **Continue** if you would like to make changes or click **Exit** then logout if you would like for your benefits to remain the same
- To change plans select **Make Changes**

Select the plans you would like to change and click **Continue**.

**REMEMBER:** View the top of the page as this indicates the plan you are modifying.

- Click the **Option** you would like to perform
- Click **Continue**
- Select your new coverage option and it will display
- Click **Continue**

*You will see the next plan to change based on your selection in the beginning for making changes. Repeat the above steps to continue making changes to your health plan.*

Once you have made all of your changes, your 2017 benefit elections will be displayed.

Click **Update**

Click **Yes** to print

# CONGRATULATIONS!

## Your 2017 benefits open enrollment is complete

HR Benefits Service Center

1500 Marilla Street • Room 1DS • Dallas • TX • 75201

Monday-Friday • 8:15am-5:15pm • (855) 656-9114