

MAKING YOUR BENEFIT ELECTIONS USING EMPLOYEE SELF SERVICE (ESS)

Open Enrollment Benefit selections are made using the Employee Self Service (ESS) module in the Enterprise Resource Planning (ERP) system. The ERP system is accessed by clicking on the ERP System link on Insite. If you have problems accessing Insite or ESS, please contact your Department IT HelpDesk.

For Prince George's County Planning:

To open a ticket, send email to PPD.HELPDESK@ppd.mncppc.org

For Central Administrative Services:

Create a ticket on ONPOINT Service Desk at www.mncppc.org/onpoint or call 301-454-1040

For Prince George's County Parks & Recreation:

301-454-1515 itshelpdesk@pgparks.com

For Montgomery County Parks and Planning:

mcp-help@mncppc-mc.org 301-495-2540

EMPLOYEE SELF-SERVICE (ESS) –INSTRUCTIONS (OPEN ENROLLMENT)

PLEASE NOTE THAT YOU WILL HAVE THE CAPABILITY TO VIEW OTHER FEATURES OF ESS AS WELL. THIS GUIDE WE WILL FOCUS ON OPEN ENROLLMENT BENEFIT ELECTIONS.

Step 1: Open Insite by typing <http://insite.mncppc> in the browser

Step 2: Click on the ERP System icon as shown in the figure below

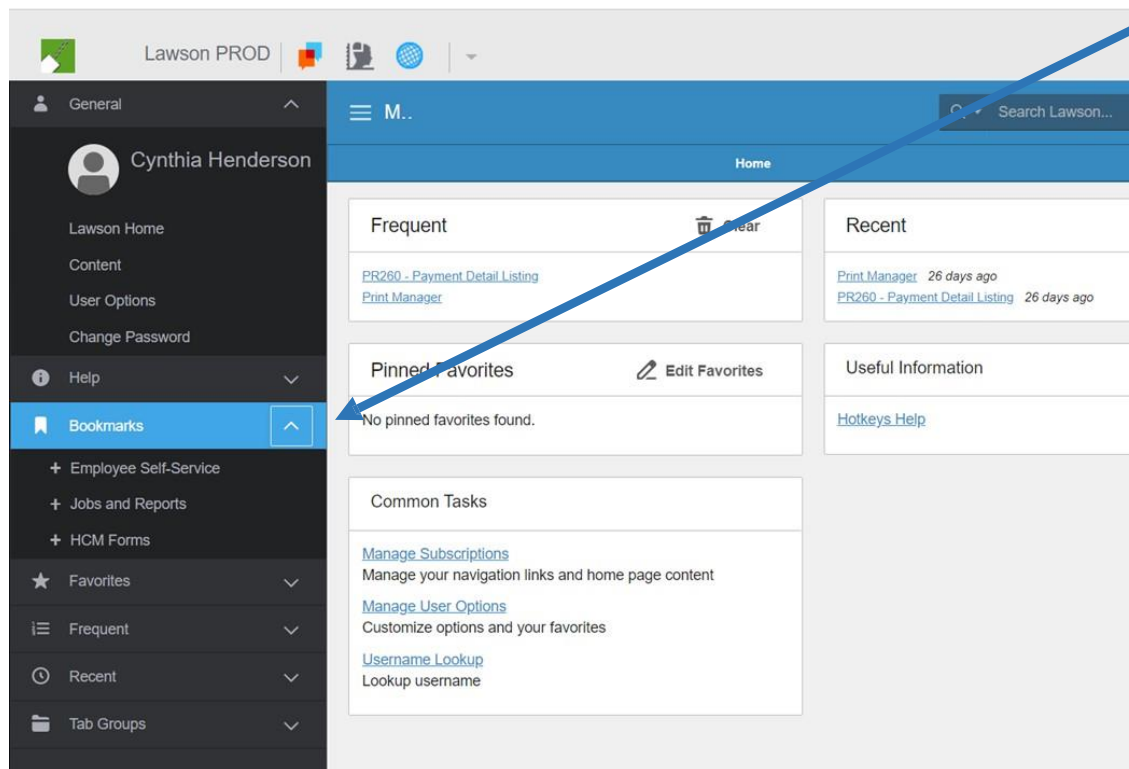
The screenshot shows the Insite portal homepage. On the left, there are several news items and links, including 'Resolution 17-02 and Healthy Vending Machine Policy', '2019 Holiday Schedule', '2019 Expense Reimbursement for Mileage (Notice 18-05)', and '2019 Career and Seasonal Bi-'. On the right, there is a sidebar with various service links, including 'MONTHLY PMO NEWSLETTER', '2019 KRONOS UPGRADE INFO', 'M-NCPPC Document Self-Service', 'Security Mentor', 'Wellness Portal', 'EnergyCAP', 'Access to your email', 'Kronos Time System', and 'ERP System' (highlighted with a red box). The 'ERP System' link is located at the bottom of the sidebar, next to the 'EAM System' link.

Step 3: Click on MNCPPC Azure

The screenshot shows the MNCPPC Azure login page. The page has a dark header with the URL 'mingle-ssoinforcloudsuite.com/inforsts/CA36EAE58A44430A8E41F56DC5ABC91/ldp/wsfed?wtrealm=um%3Am12use1b-portal_core_443%3Aportal&wa=wsignin1.0&wrepy='. Below the header, there is a large white box with the 'infor' logo at the top. Below the logo, it says 'Sign in with...'. There are two buttons: 'Cloud Identities' and 'MNCPPC Azure'. Below these buttons, there is a checkbox labeled 'Remember my authentication mode'.

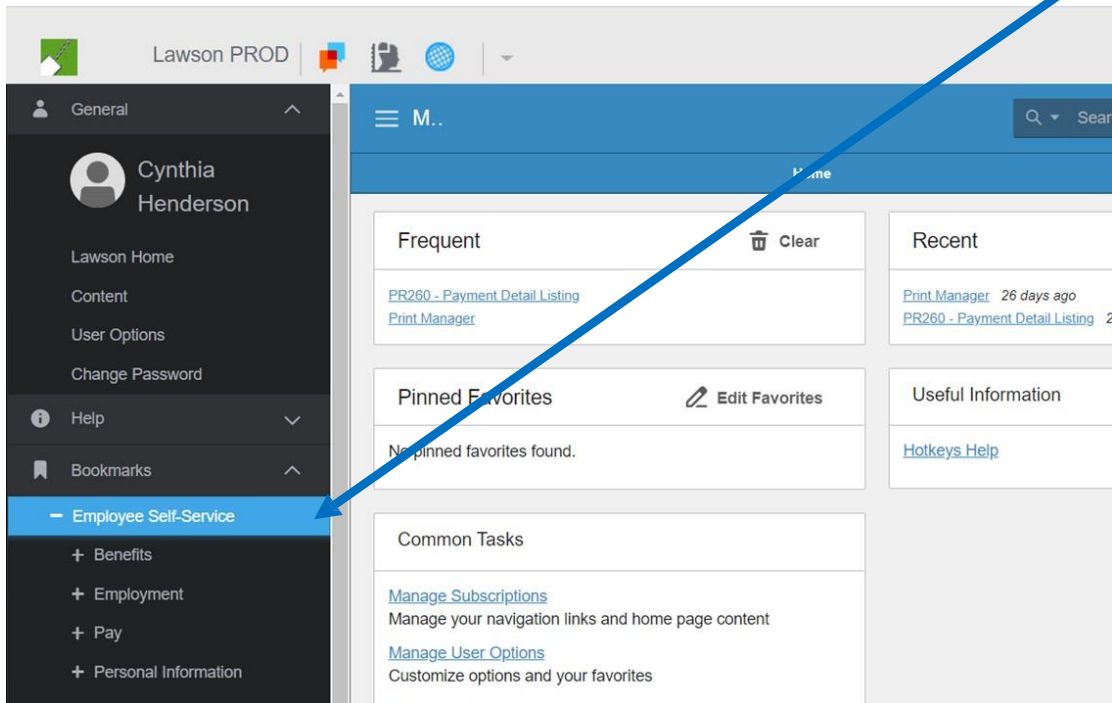
EMPLOYEE SELF-SERVICE (ESS) - INSTRUCTIONS

Step 4: Now you will be on the Menu Page. Click on Bookmarks.

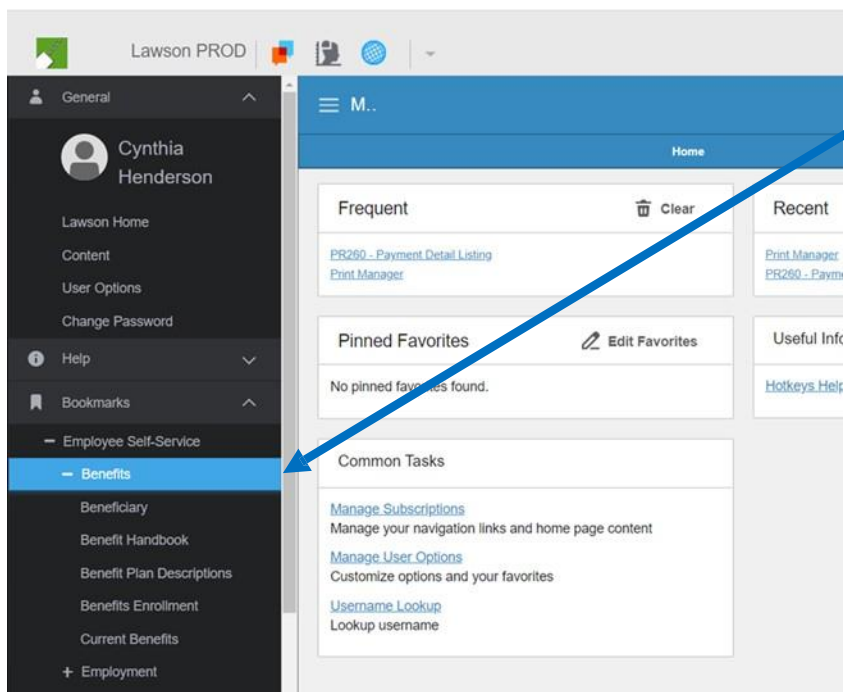


EMPLOYEE SELF-SERVICE (ESS) - INSTRUCTIONS

- **Step 5:** Click on Employee Self-Service. (You may see different bookmarks depending upon your access and work programs.)

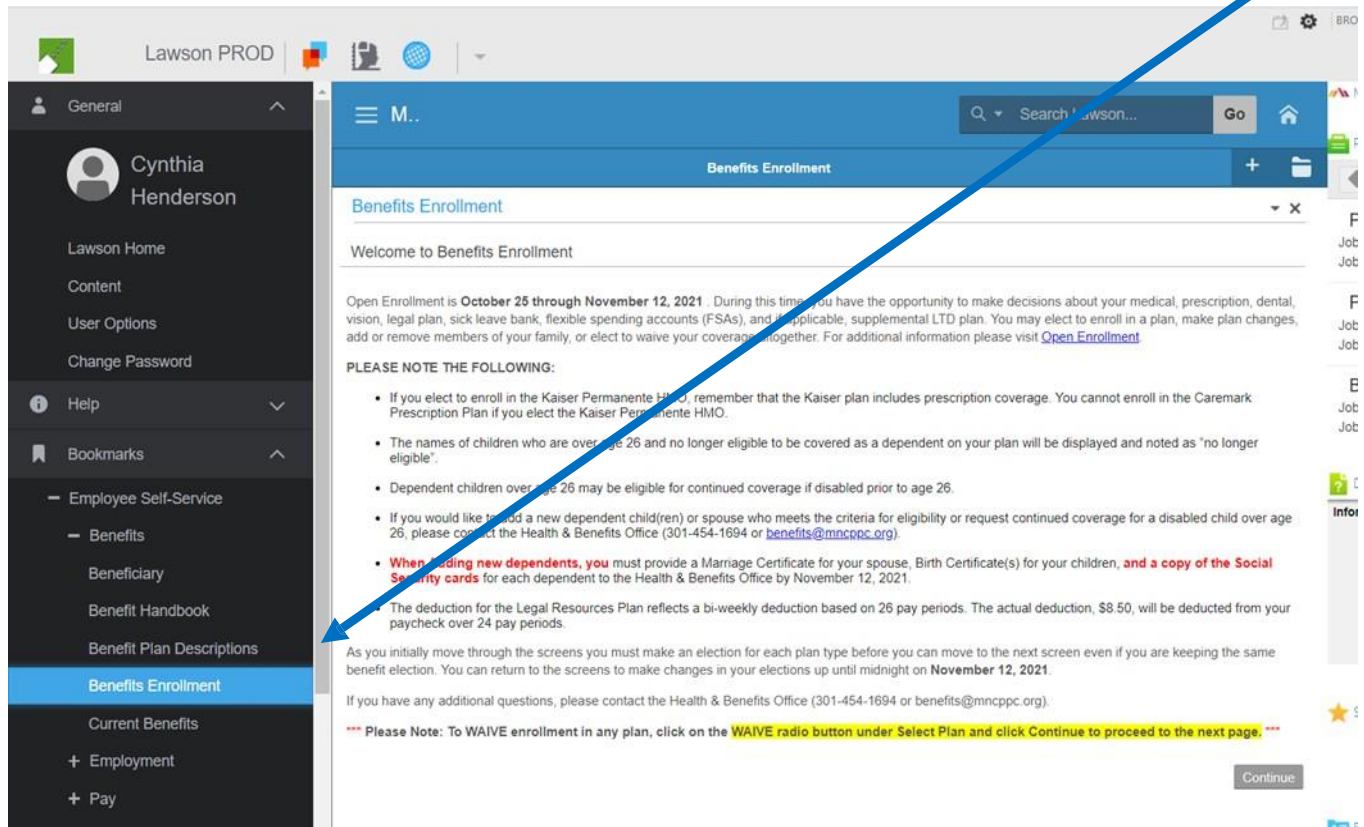


- **Step 6:** Click on **Benefits**:



EMPLOYEE SELF-SERVICE (ESS) - INSTRUCTIONS

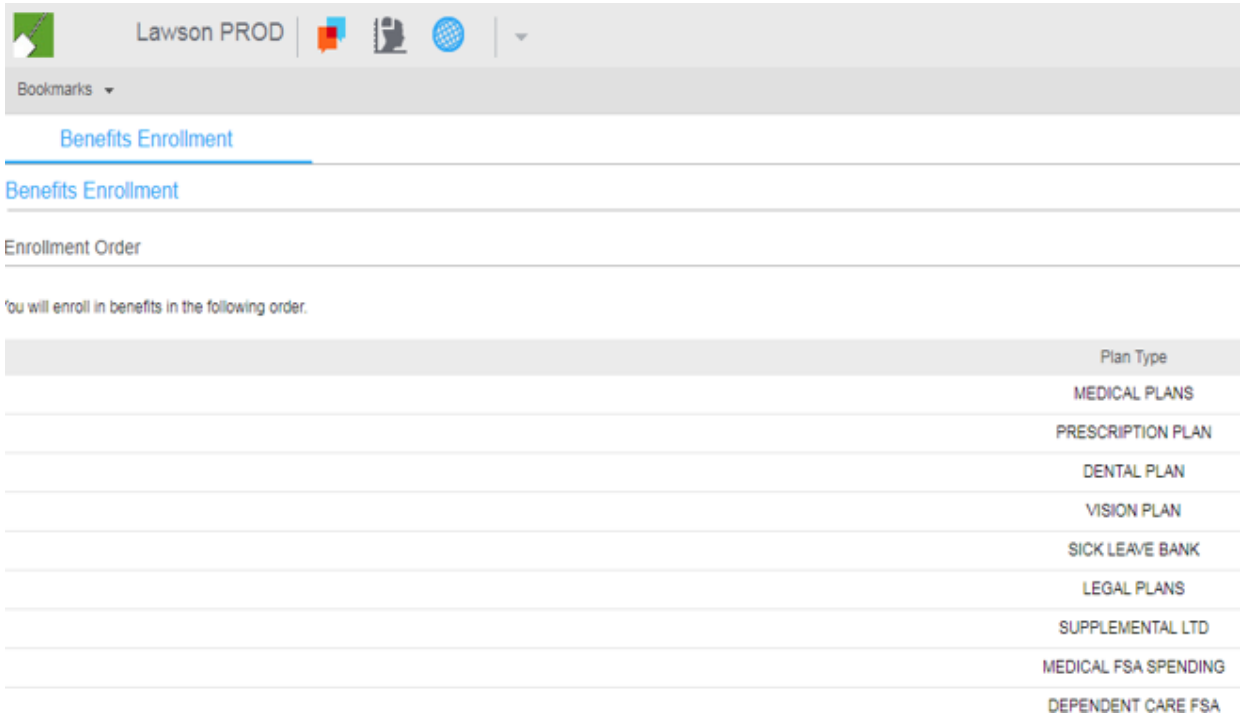
- **Step 7:** Next click on Benefits Enrollment. This takes you to the “Welcome Page” for Open Enrollment.



- You will begin Open Enrollment at the “Welcome” Page. After you finish reading the instructions on the Welcome Page click the Continue button to take you to the Benefit Enrollment Order Page.

EMPLOYEE SELF-SERVICE (ESS) - INSTRUCTIONS

- The Benefit Enrollment Order Page shows you the order of the benefit plans as they will be presented for your election/changes. Click the Continue button to proceed to the Current Benefits Page.



Lawson PROD

Bookmarks ▾

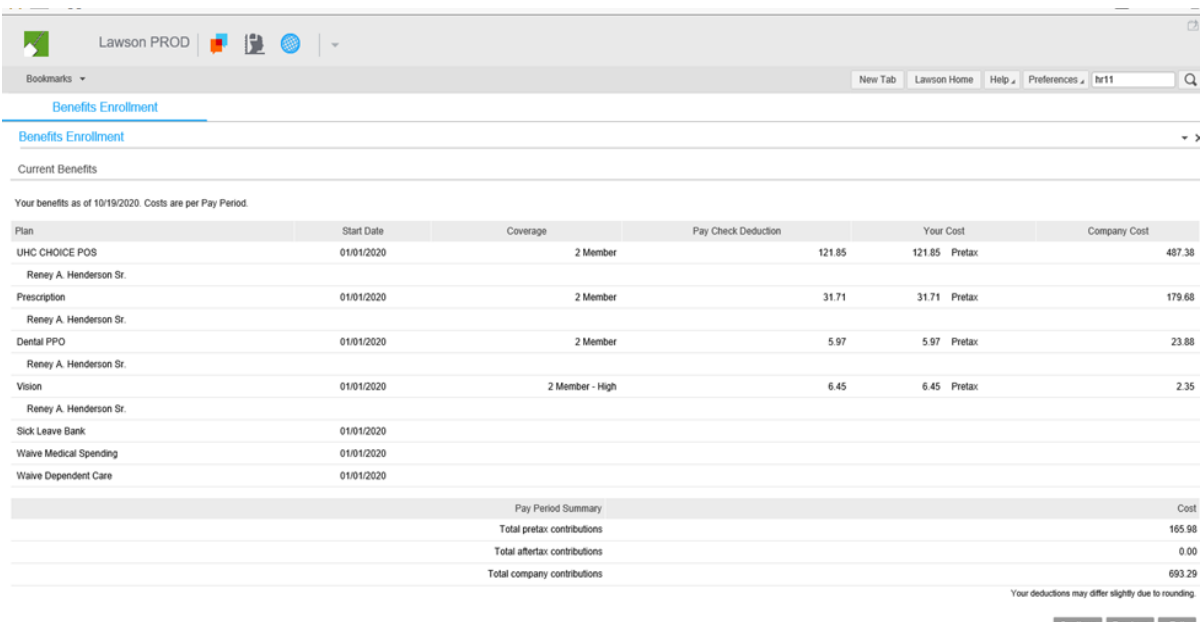
Benefits Enrollment

Enrollment Order

You will enroll in benefits in the following order.

Plan Type
MEDICAL PLANS
PRESCRIPTION PLAN
DENTAL PLAN
VISION PLAN
SICK LEAVE BANK
LEGAL PLANS
SUPPLEMENTAL LTD
MEDICAL FSA SPENDING
DEPENDENT CARE FSA

The Current Benefits Page allows you to review the benefits that you are currently enrolled in. Scroll to the bottom of the page and click the Continue button to go to the Medical Plans Election Page.



Lawson PROD

Bookmarks ▾

New Tab Lawson Home Help ▾ Preferences ▾ hr11

Benefits Enrollment

Current Benefits

Your benefits as of 10/19/2020. Costs are per Pay Period.

Plan	Start Date	Coverage	Pay Check Deduction	Your Cost	Company Cost
UHC CHOICE POS	01/01/2020	2 Member	121.85	121.85 Pretax	487.38
Reney A. Henderson Sr.					
Prescription	01/01/2020	2 Member	31.71	31.71 Pretax	179.68
Reney A. Henderson Sr.					
Dental PPO	01/01/2020	2 Member	5.97	5.97 Pretax	23.88
Reney A. Henderson Sr.					
Vision	01/01/2020	2 Member - High	6.45	6.45 Pretax	2.35
Reney A. Henderson Sr.					
Sick Leave Bank	01/01/2020				
Waive Medical Spending	01/01/2020				
Waive Dependent Care	01/01/2020				
Pay Period Summary					Cost
Total pretax contributions					165.98
Total aftertax contributions					0.00
Total company contributions					693.29

Your deductions may differ slightly due to rounding.

EMPLOYEE SELF-SERVICE (ESS) –INSTRUCTIONS (OPEN ENROLLMENT)

When you reach the Medical Plans Enrollment Election section below, if at any time you want to see details about a specific medical plan, just click on the Plan Name and a window will open with a link for the vendor website or information materials provided by the vendor. Example below:

File Edit View Favorites Tools Help

Suggested Sites ▼

Lawson PROD

Bookmarks ▼

Benefits Enrollment

Benefits Enrollment

Enrollment Elections - MEDICAL PLANS

You are currently enrolled in [UHC CHOICE POS](#). Costs are per Pay Period.

As Of	Coverage Type
10/19/2020	2 Member
01/01/2021	2 Member

https://mncppcprod-lsf01.cloud.infor.com/...

Health Insurance

Benefits:

Please review summary plan description

[UHC Summary Benefit Coverage Choice Plus POS Plan \(PDF\)](#)

New Tab Lawson Ho

You are currently enrolled in [UHC CHOICE POS](#). Costs are per Pay Period.

As Of	Coverage Type	Your Cost
10/19/2020	2 Member	101.05

On the Medical Plans Election Page, you must make a selection even if you keep the same benefit.

*****Please Note: To WAIVE enrollment in this plan, click on the radio button for “Select a different plan” and proceed to the next page. If you WAIVE a benefit plan, you will not be enrolled in that plan.**

EMPLOYEE SELF-SERVICE (ESS) –INSTRUCTIONS (OPEN ENROLLMENT)

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Bookmarks

Benefits Enrollment

Benefits Enrollment

Enrollment Elections - MEDICAL PLANS

You are currently enrolled in **UHC SELECT EPO**. Costs are per Pay Period.

As Of	Coverage Type	Your Cost
10/21/2019	Family	144.55 Pretax
01/01/2020	Family	144.55 Pretax

Covered Dependents As Of 10/21/2019

Gabrielle A. McDonald Grant W. McDonald
William J. McDonald

Select Option

☐ Keep the same coverage

☐ Keep the same option; add or change dependent coverage

☐ Change the coverage

☐ Select a different plan

Note: If you change a coverage level you will also be prompted to:

- Select that level: Single, 2-Member or Family with the associated cost and
- Select eligible dependents in the system, if applicable.

If you want to review all plan options before making your final selection, choose “Select a Different Plan”

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Bookmarks

Benefits Enrollment

Benefits Enrollment

Enrollment Elections - MEDICAL PLANS

You are currently enrolled in **UHC SELECT EPO**. Costs are per Pay Period.

As Of	Coverage Type	Your Cost
10/21/2019	Family	144.55 Pretax
01/01/2020	Family	144.55 Pretax

Covered Dependents As Of 10/21/2019

Gabrielle A. McDonald Grant W. McDonald
William J. McDonald

Select Option

☐ Keep the same coverage

☐ Keep the same option; add or change dependent coverage

☐ Change the coverage

☐ Select a different plan

EMPLOYEE SELF-SERVICE (ESS) –INSTRUCTIONS (OPEN ENROLLMENT)

To view all plan options, other than the one you are currently enrolled in, choose “Select a Different Plan” all plan options will be displayed. You may click on any Plan Name and a window will open with a link to more detailed information about that plan.

Lawson PRO D

Bookmarks ▾

New Tab Lawson Home Help ▾ Preferences ▾ Search... Q ▾

Benefits Enrollment

Benefit Elections - MEDICAL PLANS

Select the plan in which you would like to enroll.

Select Plan

☐ Waive Health

☐ Kaiser Permanente HMO

☐ UHC SELECT EPO

☐ UHC CHOICE POS

Continue Previous Start Over Exit Elections

Once you make all selections click the Continue button to display the benefit you selected.

Lawson PRO D

Bookmarks ▾

New Tab Lawson Home Help ▾ Preferences ▾ Search... Q ▾

Benefits Enrollment

Benefit Elections - MEDICAL PLANS

You have chosen to keep **UHC CHOICE POS**. Costs are per Pay Period. Changes will be effective 01/01/2021. Review and confirm your election choices for this benefit.

Plan	Coverage	Cost	Company Cost
UHC CHOICE POS	2 Member	121.85 Pretax	487.38

Covered Dependents As Of 01/01/2021

Renee A. Henderson Sr.

Continue Previous Elections

Review your selection for the Medical Plans. If you are satisfied with this election, you may click the Continue button to proceed to the next Benefit Enrollment Election Page for the Prescription Plan.

EMPLOYEE SELF-SERVICE (ESS) - INSTRUCTIONS

You may click the Previous button if you want to change your Medical Plan selection at this time. Once you make the change to your Medical Plan, click the Continue button to review your selection. Click the Continue button again to proceed to the next Benefit Plan Enrollment Election Page- Prescription Plan.

The screenshot shows the 'Benefits Enrollment' page in the Lawson PROD system. The page title is 'Enrollment Elections - PRESCRIPTION PLAN'. Below the title, it states 'You are currently enrolled in Prescription. Costs are per Pay Period.' A table displays enrollment details for two periods: 10/19/2020 and 01/01/2021. Both periods show a '2 Member' coverage type with a 'Your Cost' of 31.71 Pretax and a 'Company Cost' of 179.68. Below the table, there is a section for 'Covered Dependents As Of 10/19/2020' listing 'Renee A. Henderson Sr.'. Underneath, there are four radio button options for selecting a plan: 'Keep the same coverage', 'Keep the same option, add or change dependent coverage', 'Change the coverage', and 'Select a different plan'. At the bottom right, there are 'Continue' and 'Exit' buttons.

As Of	Coverage Type	Your Cost	Company Cost
10/19/2020	2 Member	31.71 Pretax	179.68
01/01/2021	2 Member	31.71 Pretax	179.68

Covered Dependents As Of 10/19/2020

Renee A. Henderson Sr.

Select Option

- ☐ Keep the same coverage
- ☐ Keep the same option, add or change dependent coverage
- ☐ Change the coverage
- ☐ Select a different plan

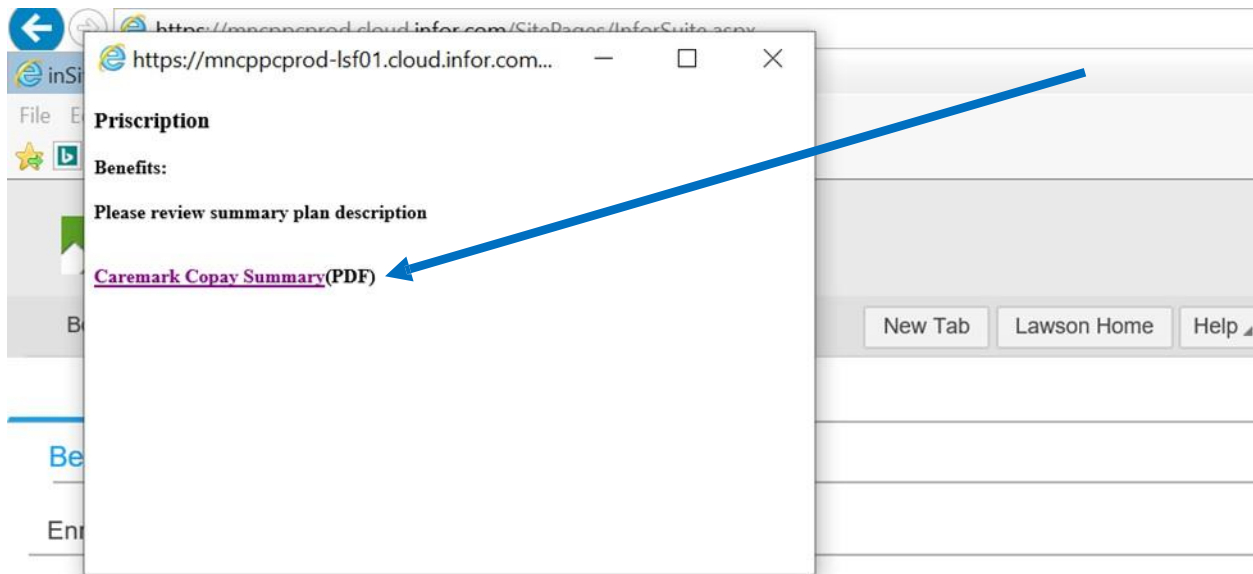
Continue Exit

When you reach the Prescription Plan Enrollment Page, if at any time you want to see details about the prescription plan, click on the Plan Name and a window will open with a link for the vendor website or information materials provided by the vendor. Example below:

This screenshot is similar to the one above, showing the 'Benefits Enrollment' page for the 'PRESCRIPTION PLAN'. A blue arrow points from the right side of the page towards the word 'Prescription' in the text 'You are currently enrolled in Prescription. Costs are per Pay Period.' The rest of the page content, including the table and dependent list, is identical to the previous screenshot.

As Of	Coverage Type	Your Cost
10/19/2020	2 Member	31.71 Pretax
01/01/2021	2 Member	31.71 Pretax

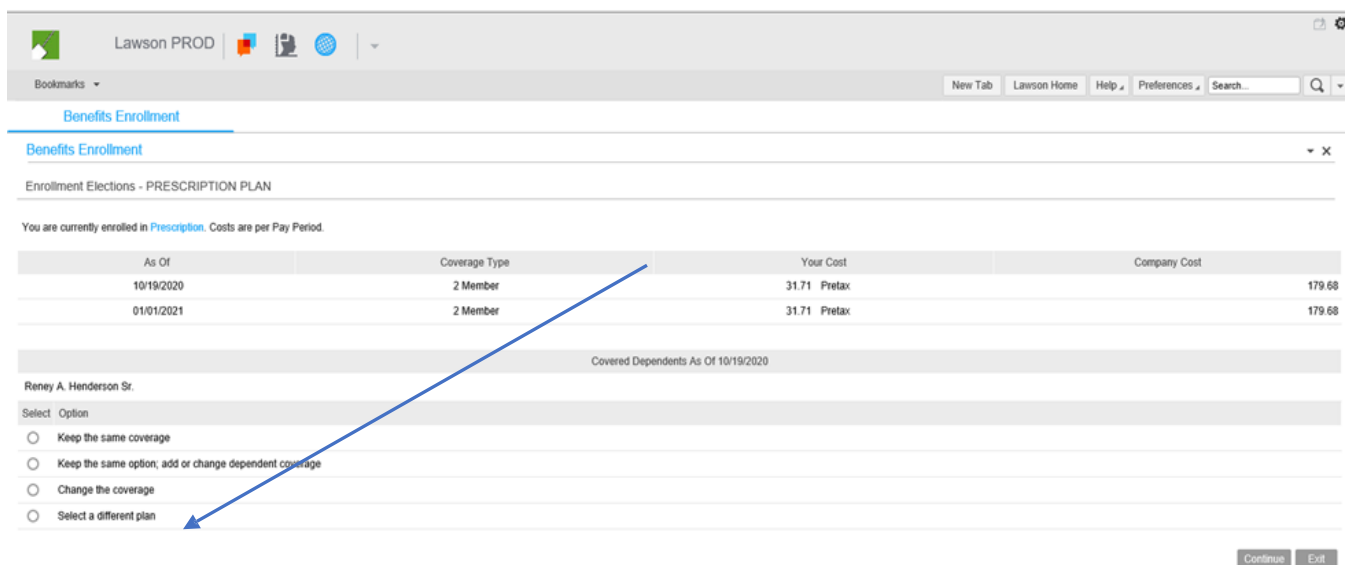
EMPLOYEE SELF-SERVICE (ESS) - INSTRUCTIONS



You are currently enrolled in [Prescription](#). Costs are per Pay Period.

As Of	Coverage Type	Your Cost
10/19/2020	2 Member	31.71 Pretax
01/01/2021	2 Member	31.71 Pretax

To view all plan options, other than the one you are currently enrolled in, choose “Select a Different Plan” all plan options will be displayed. You may click on any Plan Name and a window will open with a link to more detailed information about that plan.



EMPLOYEE SELF-SERVICE (ESS) - INSTRUCTIONS

Lawson PROD

Bookmarks

New Tab Lawson Home Help Preferences Search

Benefits Enrollment

Benefits Enrollment

Benefit Elections - PRESCRIPTION PLAN

Select the plan in which you would like to enroll

Select Plan

☐ Prescription

☐ Waive Rx

Continue Previous Start Over Exit Elections

On the Prescription Plan Enrollment Election Page, you must make a selection even if you keep the same benefit. *****Please Note: To WAIVE enrollment in this plan, click on the radio button for “Select a different plan” and proceed to the next page. If you WAIVE a benefit plan, you will not be enrolled in that plan effective 1/1/2026*****

Note: If you change a coverage level you will also be prompted to:

- Select that level: Single, 2-Member or Family with the associated cost and
- Select eligible dependents in the system, if applicable.

Once you make the selection click the Continue button and the benefit you selected will be displayed.

Lawson PROD

Bookmarks

New Tab Lawson Home Help Preferences Search

Benefits Enrollment

Benefits Enrollment

Benefit Elections - PRESCRIPTION PLAN

You have chosen to keep Prescription. Costs are per Pay Period. Changes will be effective 01/01/2020. Review and confirm your election choices for this benefit.

Plan	Coverage	Cost	Company Cost
Prescription	Family	45.28 Pre-tax	256.57

Covered Dependents As Of 01/01/2020

Gabrielle A. McDonald
William J. McDonald
Grant W. McDonald

Review your selection for the Prescription Plan. If you are satisfied with this election, you may click the Continue button to proceed to the next Benefit Enrollment Election Page for the Dental Plan.

You may click the Previous button if you want to change your selection at this time. Once you select a plan, click the Continue button to review your selection. Click the Continue button again to proceed to the next Benefit Plan Enrollment Election Page.

The procedure and screen shots above are for benefit enrollment elections in the Medical Plans and the Prescription Plan. Follow the same procedure for the remaining benefit plans,

EMPLOYEE SELF-SERVICE (ESS) - INSTRUCTIONS

Dental*, Vision, Sick Leave Bank, Supplemental LTD (if applicable), Legal Plan, Medical FSA Spending and Dependent FSA Spending.

*** You have two (2) Dental Plan options: HMO Plan and PPO Plan.**

*****Remember:** When you reach the Election Enrollment page for any benefit plan and want to see details about the plan, click on the **Plan Name** and a window will open with a link for the vendor website or information materials provided by the vendor.

To view plan options other than the one that you are currently enrolled in, choose “Select a Different Plan” and all options for that particular benefit plan will be displayed.

Once you finish making all plan elections, you will see a summary of your elections on the Benefits Enrollment Page.

The screenshot displays the 'Benefits Enrollment' page. At the top, there is a 'Menu' button and a search bar labeled 'Search Lawson...'. Below the header, the page title 'Benefits Enrollment' is shown. The main content area is divided into two sections. The first section, 'Benefit Elections As Of 01/01/2022', contains a table with columns: Plan, Coverage, Your Cost, and Company Cost. The second section, 'Covered Dependents', contains a table with columns: Plan and Covered Dependents. Below these tables is a 'Pay Period Summary' table with columns: Pay Period Summary and Cost. At the bottom right, there are three buttons: 'Continue', 'Make Changes', and 'Exit'. A note at the bottom right states: 'Your deductions may differ slightly due to rounding.'

Plan	Coverage	Your Cost	Company Cost
UHC CHOICE POS	2 Member	138.82 Pretax	555.29
Prescription	2 Member	31.57 Pretax	178.89
Dental PPO	2 Member	6.15 Pretax	16.15
Vision	2 Member - High	6.45 Pretax	2.35
Sick Leave Bank			
Legal Resources		7.85 Aftertax	
Waive Medical Spending			
Waive Dependent Care			

Plan	Covered Dependents
UHC CHOICE POS	Reney A. Henderson Sr.
Prescription	Reney A. Henderson Sr.
Dental PPO	Reney A. Henderson Sr.
Vision	Reney A. Henderson Sr.

Pay Period Summary	Cost
Total pretax contributions	182.99
Total aftertax contributions	7.85
Total company contributions	752.69

Your deductions may differ slightly due to rounding.

[Continue](#) [Make Changes](#) [Exit](#)

If you are satisfied with your elections, click the Continue button to review and confirm your benefit plan selections. If you want to make changes, click the Make Changes button and update your benefit elections. (See the Making Changes section later in these instructions.)

Warning: If you click the Exit button, your elections will not be saved. You will have to start over.

If you are satisfied with your elections and do not want to make any changes, click the Continue Button to proceed to print a copy.

EMPLOYEE SELF-SERVICE (ESS) - INSTRUCTIONS

Click the “Yes” radio button and then click the Continue Button. Retrieve your copy immediately as it contains confidential information.



PLEASE PRINT YOUR SUMMARY PAGE FOR CONFIRMATION AND REFERENCE!!

Summary Page with Elections

Menu

Search Lawson... Go

Benefits Enrollment

Benefits Enrollment

Benefit Elections As Of 01/01/2022

Plan	Coverage	Your Cost	Company Cost
UHC CHOICE POS	2 Member	138.82 Pretax	555.29
Prescription	2 Member	31.57 Pretax	178.89
Dental PPO	2 Member	6.15 Pretax	16.15
Vision	2 Member - High	6.45 Pretax	2.35
Sick Leave Bank			
Legal Resources		7.85 Aftertax	
Waive Medical Spending			
Waive Dependent Care			

Plan	Covered Dependents
UHC CHOICE POS	Reney A. Henderson Sr.
Prescription	Reney A. Henderson Sr.
Dental PPO	Reney A. Henderson Sr.
Vision	Reney A. Henderson Sr.

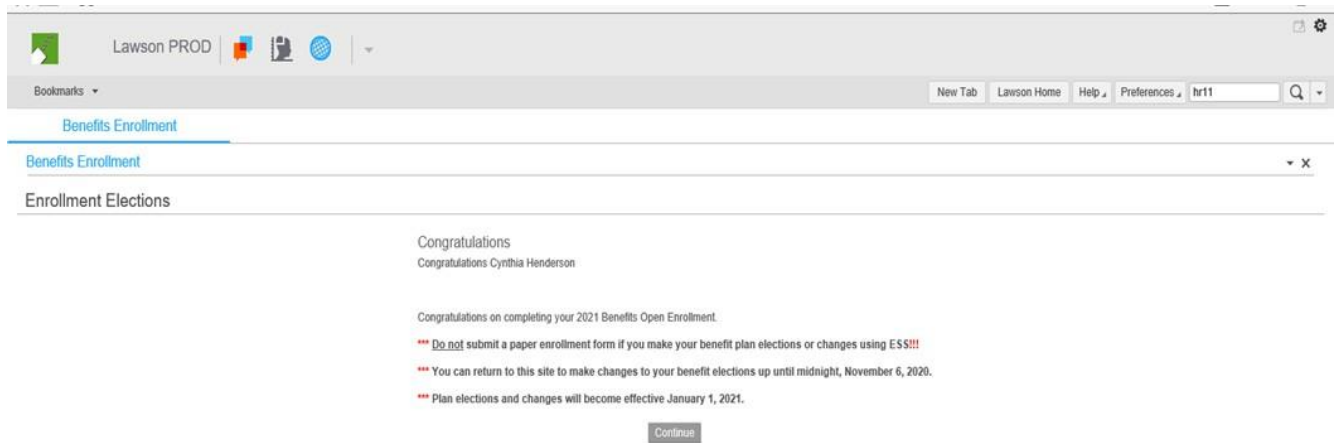
Pay Period Summary	Cost
Total pretax contributions	182.99
Total aftertax contributions	7.85
Total company contributions	752.69

Your deductions may differ slightly due to rounding.

Continue Make Changes Exit

Once you print your summary page, you will see an Enrollment Elections-Congratulations Page. You have completed your Benefits Enrollment.

EMPLOYEE SELF-SERVICE (ESS) - INSTRUCTIONS



MAKING CHANGES AFTER YOUR INITIAL BENEFIT PLAN ELECTIONS

- **During the Annual Open Enrollment Period** you may make changes to your benefit elections up until midnight, on the last day of Open Enrollment. Follow the steps below.

Access ESS using instructions on page 2-4 of this document.

This will take you to the Welcome Page for Open Enrollment.

After you finish reading the Welcome Page click the Continue button to take you to the Current Benefits Page.

The screenshot shows a web browser window with the address bar displaying 'Lawson PRO D'. The page title is 'Benefits Enrollment'. The main content area is titled 'Welcome to Benefits Enrollment'. It contains a paragraph about the Open Enrollment period (October 19 through November 6, 2020) and a list of instructions. A 'Continue' button is located at the bottom right of the page.

Lawson PRO D

Benefits Enrollment

Welcome to Benefits Enrollment

Open Enrollment is October 19 through November 6, 2020. During this time, you have the opportunity to make decisions about your medical, prescription, dental, vision, legal plan, sick leave bank, flexible spending accounts (FSAs), and if applicable, supplemental LTD plan. You may elect to enroll in a plan, make plan changes, add or remove members of your family, or elect to waive your coverage altogether. For additional information please visit [Open Enrollment](#).

PLEASE NOTE THE FOLLOWING:

- If you elect to enroll in the Kaiser Permanente HMO, remember that the Kaiser plan includes prescription coverage. You cannot enroll in the Caremark Prescription Plan if you elect the Kaiser Permanente HMO.
- The names of children who are over age 26 and no longer eligible to be covered as a dependent on your plan will be displayed and noted as "no longer eligible".
- Dependent children over age 26 may be eligible for continued coverage if disabled prior to age 26.
- If you would like to add a new dependent child(ren) or spouse who meets the criteria for eligibility or request continued coverage for a disabled child over age 26, please contact the Health & Benefits Office (301-454-1694 or benefits@mncppc.org).
- You must provide a Marriage Certificate for your spouse, Birth Certificate(s) for your children, and Social Security cards for each dependent to the Health & Benefits Office by November 6, 2020.
- The deduction for the Legal Resources Plan reflects a bi-weekly deduction based on 26 pay periods. The actual deduction, \$9.50, will be deducted from your paycheck over 24 pay periods.

Note: The U.S. Legal Service Plan will not be offered in 2021. If you want to participate in a prepaid legal plan you must select the Legal Resources Plan.

As you initially move through the screens you must make an election for each plan type before you can move to the next screen even if you are keeping the same benefit election. You can return to the screens to make changes in your elections up until midnight on November 6, 2020.

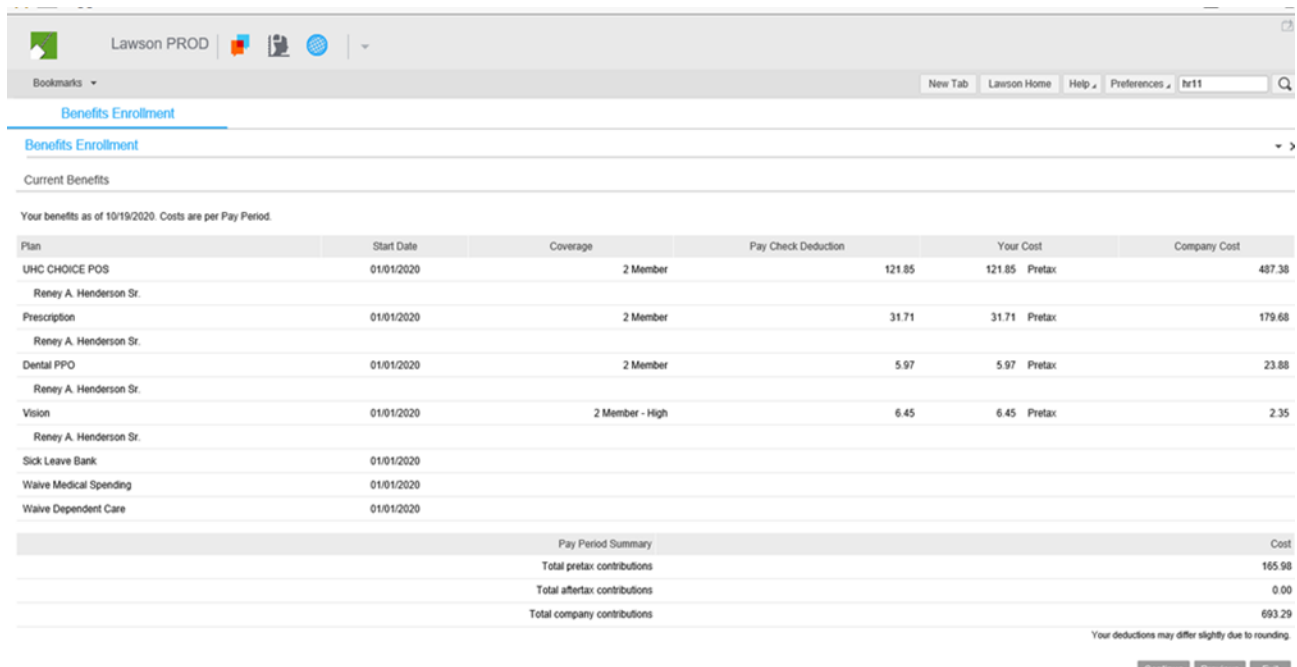
If you have any additional questions please contact the Health & Benefits Office (301-454-1694 or benefits@mncppc.org).

***** Please Note: To WAIVE enrollment in any plan, click on the radio button to Select a different plan and proceed to the next page. *****

Continue

EMPLOYEE SELF-SERVICE (ESS) - INSTRUCTIONS

The Current Benefits Page shows the benefits that you are currently enrolled in and the cost.



Lawson PROD

Bookmarks ▾ New Tab Lawson Home Help ▾ Preferences ▾ hr11

Benefits Enrollment

Benefits Enrollment ▾

Current Benefits

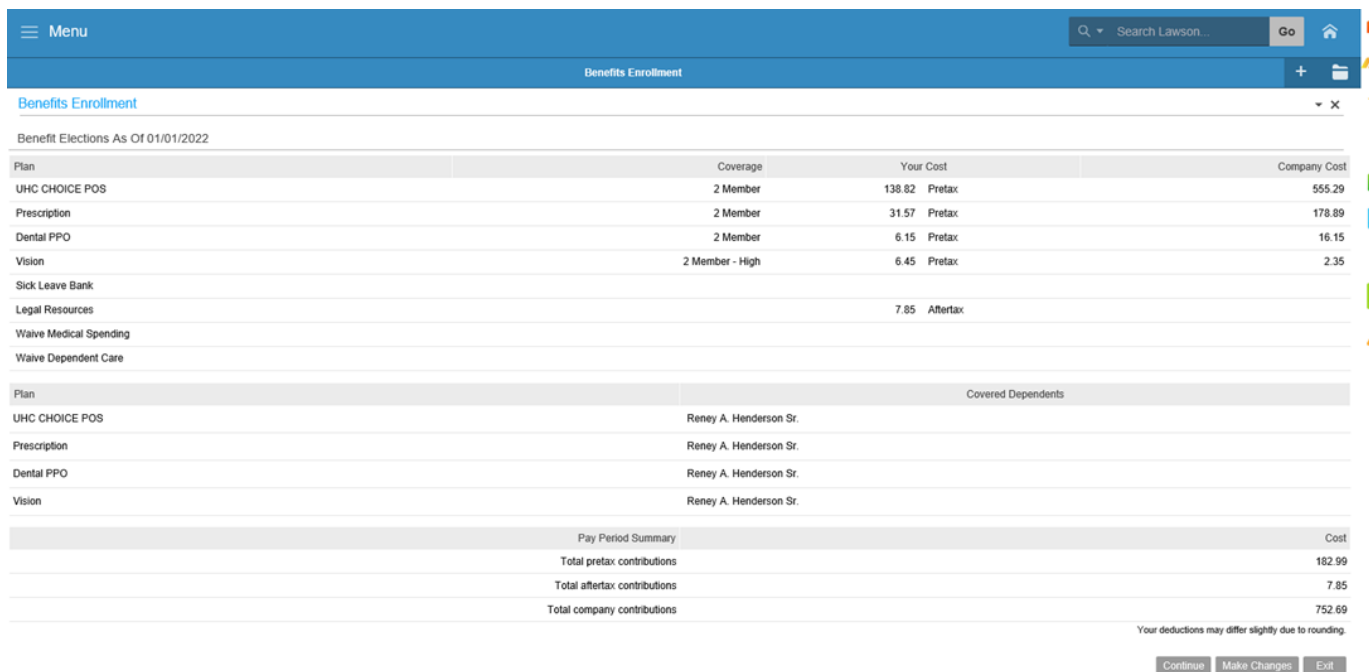
Your benefits as of 10/19/2020. Costs are per Pay Period.

Plan	Start Date	Coverage	Pay Check Deduction	Your Cost	Company Cost
UHC CHOICE POS	01/01/2020	2 Member	121.85	121.85 Pretax	487.38
Reney A. Henderson Sr.					
Prescription	01/01/2020	2 Member	31.71	31.71 Pretax	179.68
Reney A. Henderson Sr.					
Dental PPO	01/01/2020	2 Member	5.97	5.97 Pretax	23.88
Reney A. Henderson Sr.					
Vision	01/01/2020	2 Member - High	6.45	6.45 Pretax	2.35
Reney A. Henderson Sr.					
Sick Leave Bank	01/01/2020				
Waive Medical Spending	01/01/2020				
Waive Dependent Care	01/01/2020				
Pay Period Summary					Cost
Total pretax contributions					165.98
Total aftertax contributions					0.00
Total company contributions					693.29

Your deductions may differ slightly due to rounding.

Summary Print Cancel

Click the Continue button to proceed to the page for Benefits Elections Effective as of 01/01/2025.



Menu Search Lawson... Go

Benefits Enrollment +

Benefits Enrollment ▾

Benefit Elections As Of 01/01/2022

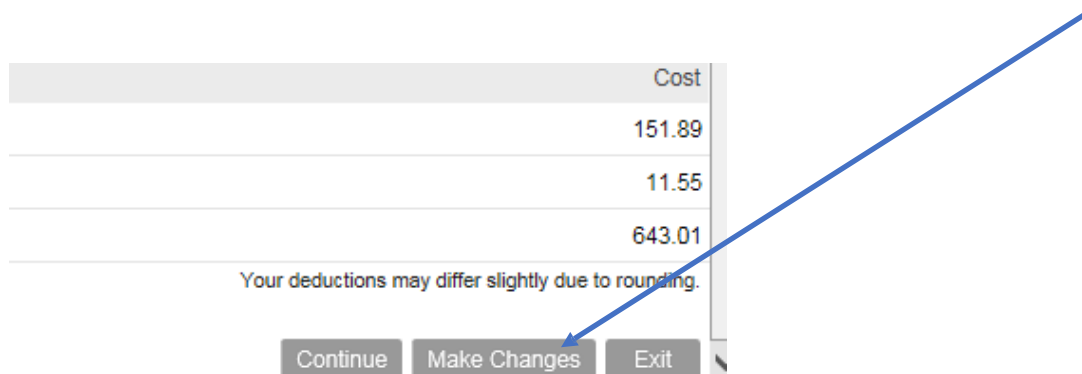
Plan	Coverage	Your Cost	Company Cost
UHC CHOICE POS	2 Member	138.82 Pretax	555.29
Prescription	2 Member	31.57 Pretax	178.89
Dental PPO	2 Member	6.15 Pretax	16.15
Vision	2 Member - High	6.45 Pretax	2.35
Sick Leave Bank			
Legal Resources		7.85 Aftertax	
Waive Medical Spending			
Waive Dependent Care			
Covered Dependents			
UHC CHOICE POS	Reney A. Henderson Sr.		
Prescription	Reney A. Henderson Sr.		
Dental PPO	Reney A. Henderson Sr.		
Vision	Reney A. Henderson Sr.		
Pay Period Summary			Cost
Total pretax contributions			182.99
Total aftertax contributions			7.85
Total company contributions			752.69

Your deductions may differ slightly due to rounding.

Continue Make Changes Exit

EMPLOYEE SELF-SERVICE (ESS) - INSTRUCTIONS

On the Benefits Elections Effective as of 01/01/2025 Page, review your elections. If you want to make changes to the benefits that you selected to become effective 01/01/2024 click the Make Changes button at the bottom right hand corner of the page to go to the Enrollment Change Page.

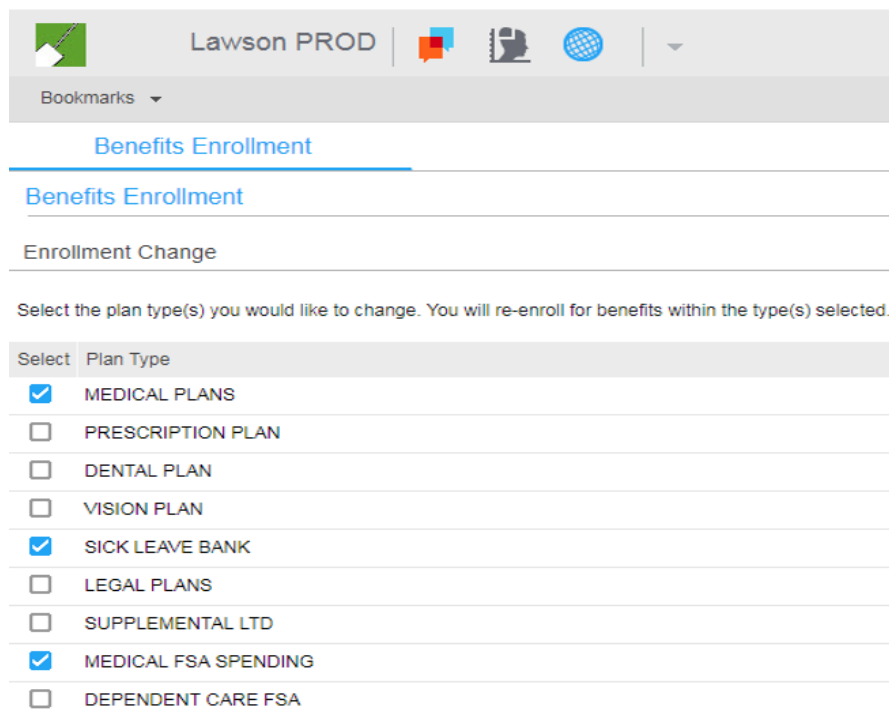


Cost
151.89
11.55
643.01

Your deductions may differ slightly due to rounding.

[Continue](#) [Make Changes](#) [Exit](#)

The Enrollment Change Page shows you the list of benefit plans. Place checks only next to the benefit plans that you want to change. In this example, we want to make changes to our elections for the Medical, Sick Leave Bank and Medical FSA Spending Plans. Click the Continue button to proceed with your election changes. (Follow the steps for enrolling in your benefits as before.)



Lawson PROD

Bookmarks

[Benefits Enrollment](#)

[Benefits Enrollment](#)

Enrollment Change

Select the plan type(s) you would like to change. You will re-enroll for benefits within the type(s) selected.

Select	Plan Type
☒	MEDICAL PLANS
☐	PRESCRIPTION PLAN
☐	DENTAL PLAN
☐	VISION PLAN
☒	SICK LEAVE BANK
☐	LEGAL PLANS
☐	SUPPLEMENTAL LTD
☒	MEDICAL FSA SPENDING
☐	DEPENDENT CARE FSA

After you make all of your changes, print (save as PDF) the Summary of Your Elections.

PLEASE PRINT YOUR SUMMARY PAGE FOR CONFIRMATION AND REFERENCE!!

IMPORTANT NOTICE:

If you are enrolled in the life insurance plan, don't forget to review/update your designated beneficiaries using the Beneficiary tab under the Benefits Bookmark. The beneficiaries recorded will be assigned to the Basic and Supplement Life Plans. You are the beneficiary for the Spouse/Dependent Life Plan.

To review your Life Insurance designated beneficiary, under Employee Self-Service on the Menu, click on Beneficiary and follow the steps.

The screenshot displays the Lawson PROD Employee Self-Service (ESS) interface. On the left is a dark sidebar menu with the user's name 'Cynthia Henderson' at the top. Below the name are links for 'Lawson Home', 'Content', 'User Options', and 'Change Password'. A 'Help' section with a dropdown arrow is followed by a 'Bookmarks' section with an upward arrow. Under 'Bookmarks', the 'Employee Self-Service' link is expanded, showing 'Benefits' and 'Beneficiary' (which is highlighted with a blue bar). Other options in the sidebar include 'Benefit Handbook', 'Benefit Plan Descriptions', 'Benefits Enrollment', 'Current Benefits', '+ Employment', '+ Pay', '+ Personal Information', and '+ Jobs and Reports'.

The main content area on the right has a blue header with a 'Menu' icon and the word 'Menu'. Below this is a blue bar labeled 'Beneficiary'. The 'Beneficiaries' section title is in blue. Under 'Current Beneficiaries', there is instructional text: 'To add a beneficiary for a plan, click on the Add Individual or Add Trust button for the plan.' and 'To change, delete or view additional detail for a current beneficiary, click on the beneficiary's name.' Below this, four plan entries are listed:

- Plan Type: Employee Life, Plan Name: AD&L. It has 'Add Individual' and 'Add Trust' buttons.
- Plan Type: Employee Life, Plan Name: Basic Life. It has a 'Name' input field, 'Type' (Primary), and 'Amount' (34.00%).
- Plan Type: Employee Life, Plan Name: Basic Life. It has a 'Name' input field, 'Type' (Primary), and 'Amount' (33.00%).
- Plan Type: Employee Life, Plan Name: Basic Life. It has a 'Name' input field, 'Type' (Primary), and 'Amount' (33.00%).

Below these are two more plan entries:

- Plan Type: Defined Contribution, Plan Name: ICMA. It has 'Add Individual' and 'Add Trust' buttons.
- Plan Type: Disability, Plan Name: LTD. It has 'Add Individual' and 'Add Trust' buttons.

A blue arrow points from the 'Beneficiary' link in the sidebar to the 'Beneficiary' tab in the main content area. At the bottom of the screen, a status bar shows '[09:39:13 - Home] Ready'.

EMPLOYEE SELF-SERVICE (ESS) - INSTRUCTIONS

You may use the Beneficiary page to review or update beneficiaries for both the Basic Life Insurance and Supplemental Life Insurance plans. Your current beneficiaries will be displayed.
(You are the beneficiary for Spouse/Dependent Life insurance.)

You can review or update your beneficiaries at any time during the year.

If you have any questions, concerning the election of your benefits for Open Enrollment, contact the Health & Benefits Office (benefits@mncppc.org or 301-454-1694).