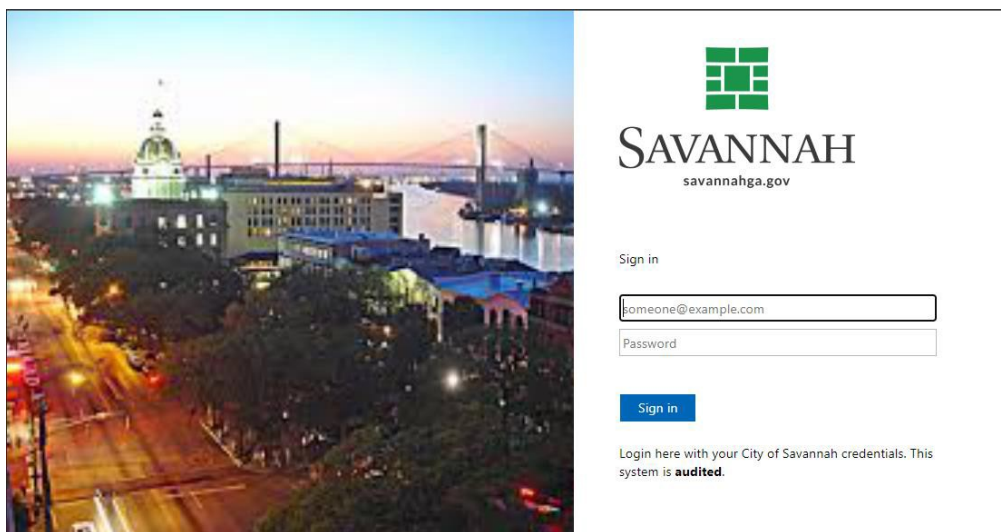



Lawson Open Enrollment Guide

- When accessing the Lawson Portal site, please disable any pop-up blockers you have enabled for your browser. Lawson Portal is only accessible when using Google Chrome or Microsoft Edge as your web browser.
- Click on this link to access Lawson: <http://lawsonselfservice.savannahga.gov>. If you are unable to access Lawson, please contact the IT Help Desk at 912-525-3282.
- Login to Lawson by entering your City login credentials. You must use your City of Savannah Email Address and Password.

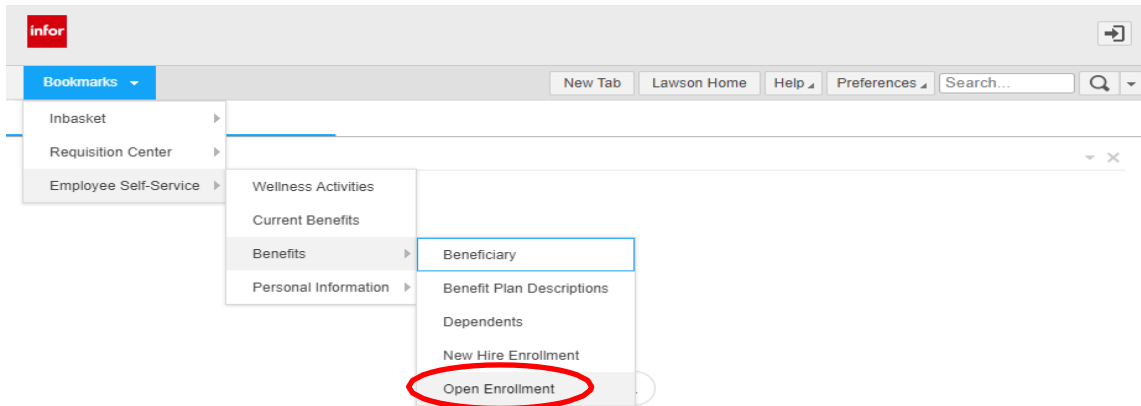



***NOTE: If you are prompted for a choice between SAV and InforCloudSuite, click SAV.**

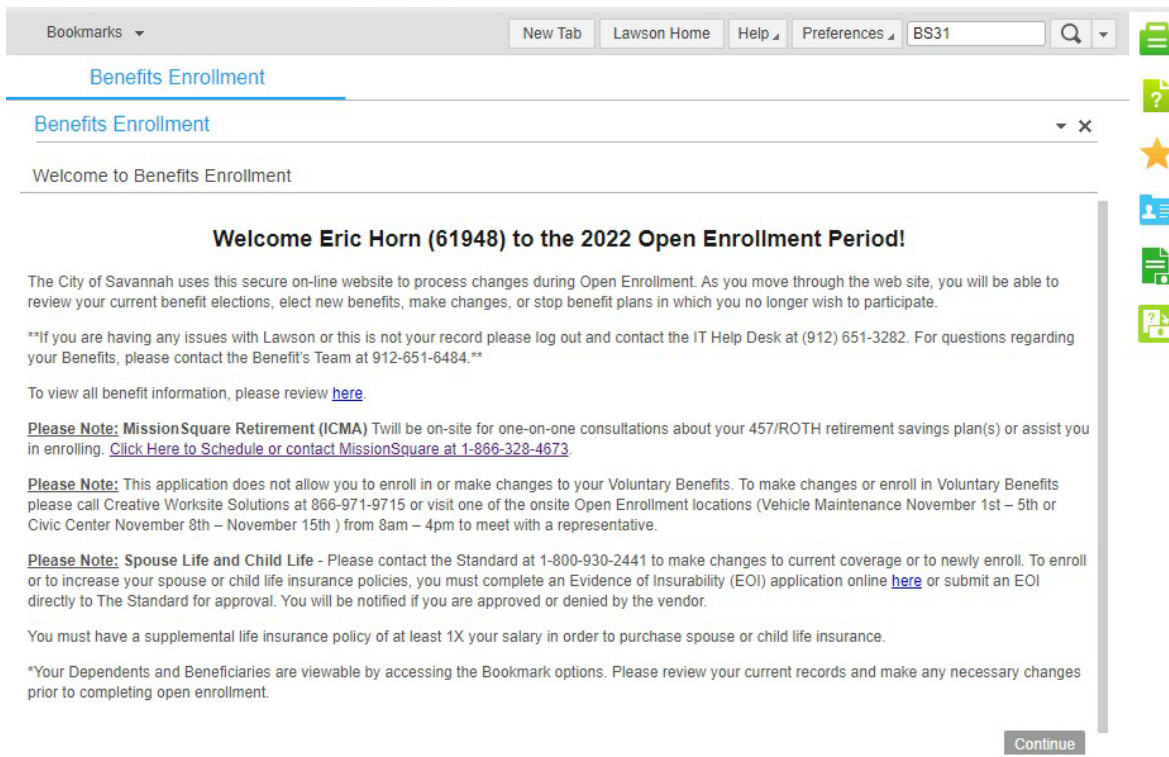


 This is the first screen you will see when you log into Lawson Portal. Select **Bookmarks, Employee Self-Service, Benefits, Open Enrollment**.

*You may receive a message that states ‘Updates have been downloaded. Save changes and reload?’ If so, please Select ‘OK’ when prompted by the Lawson Portal Message.



 This is the opening page of Open Enrollment. Important information on 457/ROTH plans, Voluntary Benefits, and Supplemental life enrollment process is provided. Once reviewed, select **Continue**.



- The next screen is **Current Dependents** on your plan(s). Review, change or add eligible dependents (Spouse, Domestic Partner, Children, and Stepchildren) then select Continue.

Bookmarks ▾

Open Enrollment

Benefits Enrollment

Current Dependents

To add a dependent, click on the Add button.
To change or view additional detail for the dependents listed here, click on a name.

Name	Social Number
Viviana Taylor	
Jayson Carter	

Add Continue Previous Exit

- Next screen is **Current Benefits**, review and select **Continue**

- Enrollment Order**, you will enroll in benefits in the following order: Health, Dental, Vision, FSA Medical, FSA Dependent Care and Employee Life. Use the navigation buttons to continue through the enrollment process of electing your benefits.

infor Lawson

BROWSE | PAGE eric.horn@savannahga.gov

Bookmarks ▾ New Tab Lawson Home Help ▾ Preferences ▾ BS31

Benefits Enrollment

Benefits Enrollment

Enrollment Order

You will enroll in benefits in the following order.

Plan Type
HEALTH
DENTAL
VISION
FSA MEDICAL
FSA DEPENDENT CARE
EMPLOYEE LIFE

Continue Previous Exit

Once you have elected your benefits, you will see this screen to confirm you have completed the enrollment process. **Congratulations, your enrollment is complete!**

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** Displays "eric.horn@savannahga.gov".
- Page Header:** Includes the "infor" logo, the text "Lawson", and navigation icons for home, search, and help.
- Bookmarks Bar:** Contains "New Tab", "Lawson Home", "Help", "Preferences", and "BS31".
- Page Content:**
 - A blue header "Benefits Enrollment" with a horizontal line below it.
 - A sub-header "Benefits Enrollment" with a dropdown arrow and a close button (x).
 - A sub-header "Enrollment Elections" with a horizontal line below it.
 - A red oval highlights the message: "Congratulations Eric Horn. Your enrollment is complete."
- Right-Side Panel:** A vertical stack of icons including a question mark, a star, a person icon, a document icon, and a printer icon.