



Change or Enroll in Benefits for 2018

Passive Open Enrollment 9/11 – 10/6

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 (214) 671-6947 Option 1.

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 **2018 Annual Enrollment**
- Click **Continue**

You are now ready to begin your enrollment:

- Display your current benefits for 2017
- 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 2018 benefit elections will be displayed.

Click **Update**

Click **Yes** to print

CONGRATULATIONS!

Your 2018 benefits open enrollment is complete

HR Benefits Service Center

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

Monday-Friday • 8:15am-5:15pm • (214) 671-6947 Option 1