To enroll or make changes to your benefits, you will need to log onto Lawson Employee Self Service (ESS). One way to access Lawson is through the link on CapsLive.
Enter your Network User-Name and Password to log into Lawson Employee Self Service. This is the same log in you use to sign into your work computer, EPIC, etc.
Once you are logged on, please click the globe icon.
Quick Tip: If you do not see Bookmarks after pressing the Globe Icon, you may need to refresh Lawson. Simply log out and log in again. If you still cannot see Bookmarks after logging in a second time, please call the IS Help Desk for assistance at 910-667-7855.
Once you click on Bookmarks, use the mouse to hover over

(1) Employee Self Service,

(2) then over to Benefits,

(3) then over to Benefits Enrollment.

Click on Benefits Enrollment.
At this point, you are ready to enroll or make changes to your benefits. Please read each screen carefully and follow the prompts.

As a reminder, detailed information about benefits, including rates, is available on the Benefits website: www.nhrmc.org/employees/benefits

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Benefits Enrollment Acknowledgement

2018. I also understand that my benefit choices generally will be effective from January 1, 2018 until December 31, 2018. I have the option to enter the Lawson Benefits Enrollment System at anytime during my enrollment period. Press "Continue" to confirm.
Once you have completed your elections, you will see this summary of your elections and the cost (contributions). If you are ready to complete your enrollment, click “continue.” Your enrollment is not complete until you click “continue” on this page.

Quick tip: To make changes to your elections, click “make changes.” Once you complete your changes, you will return to this summary page. You will need to click “continue” at that time to complete your enrollment.
Click “yes” in this pop-up box to either print your Benefit Confirmation Statement or have a copy emailed to your NHRMC account. Be sure to keep a copy of your Benefit Confirmation Statement!
Once your enrollment is complete and you have chosen how to receive your Benefit Confirmation Statement, you will see this screen.

Congratulations! You completed your enrollment!

If you have any questions about enrollment, please contact the HR Benefits Team by calling 910-667-6000.