

EMPLOYEE BENEFITS ENROLLMENT GUIDE

Logging into Employee Center

Lawson ESS is located in Employee Center and can be used with Google Chrome, Mozilla Firefox, Safari, Microsoft Edge, and other browsers. **Lawson ESS is NOT available on Smartphones, iPad or other tablets.** Upon completion of your enrollment, you will be prompted to email yourself and print out a confirmation page. We recommend that you do both. Please make sure that a printer is available before you begin the enrollment process. This is your only opportunity to print the confirmation page and have proof of what you elected.

- Go to www.neisd.net and click the **LOGIN** tab on the upper right side of your screen.
- Click on the **LOGIN** link that is below the statement “**Login using your active directory credentials.**”
- Next you will click on **MyNEISD** tab.
- On the left side of the screen you will see a shaded box with **Quick Links**, select the **Employee Center**.
- Log into **NEISD PROD** with your same credentials using **@neisd.net**

Username/Password:

- You will need to use your full email address to log in and the password that you previously created.
- If you need assistance with your username and password, contact the HELP desk at 210-356-4357. Use prompts 1 and 8.

Dependents

- Social Security numbers are **required** for all dependents. Any dependent missing the social security number may be removed from coverage.
- Supporting documentation is **required** for dependents with different last names than yours. You may send a copy of birth certificate, marriage certificate or other supporting documentation to the Employee Benefits office.
- Dependents with different last names other than yours will be removed and do not have coverage until our office receives the required supporting documentation.
- Ensure the dependent status is correct. Your biological child will be listed as “Natural Child.” If your child has a child and you are providing coverage, this dependent will be listed as “Child of a Dependent Child.”

Benefits Enrollment

- Under **Manage My Benefits**, select **Open Enrollment**.
- The benefit enrollment process will begin on the screens that follow.
- The Dependent screen will prompt you to add dependents or make changes to any existing dependents you intend to cover under your NEISD benefits. **Note:** this step only creates the dependents profile. It does not enroll your dependents in any benefits.
- Follow the instructions on each screen to enroll. You will select the plan you want to enroll in or waive participation for each benefit offered.
- Once you have enrolled or waived each benefit, review the summary page and make changes if necessary.
- If changes are necessary, select the **MAKE CHANGES** option at the bottom of the page. If no changes are necessary select **OK** and confirm your elections.
- After confirming your elections, you will be prompted to email and print your confirmation page. It is **VERY IMPORTANT** that you print a confirmation page for your records. Make sure that there are no error messages on your confirmation page. This will be your only opportunity to print your confirmation page.
- If you **Exit** before you complete open enrollment process, your benefit choices **WILL NOT** be saved. You will need to come back and complete the open enrollment process at any point within the designated open enrollment dates.
- If you need to make changes to your **OPEN ENROLLMENT** elections, you may do so by logging back into **Employee Center** and repeat the process. You will need to **re-print** the Confirmation Page after making your open enrollment changes and saving your elections.

*****Cost per pay period is based on 12 monthly or 26 bi-weekly deductions, 10 month employees actual deduction will differ from amount displayed.*****