

Featured Applications

[Customize and View all](#)

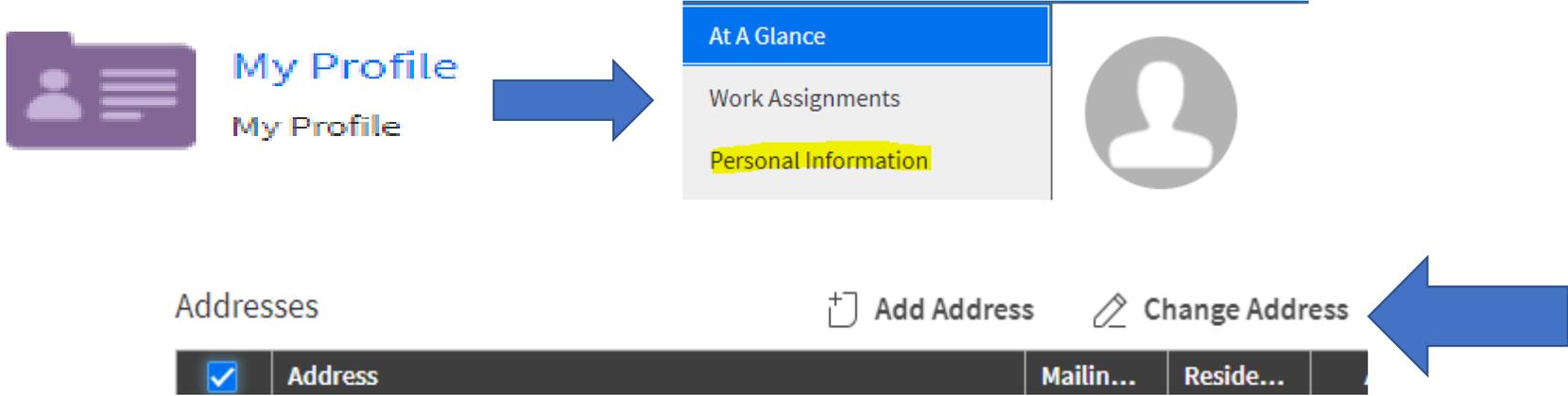
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To enroll or make changes to your benefits, you will need to log onto Infor Global HR (GHR). One way to access Global HR is through the link on CapsLive.

First ensure that your address is correct so that you receive all necessary communications.

Click on the icon below to update your address if necessary:



The screenshot shows a user profile interface. On the left, there is a purple folder icon with a person silhouette and the text "My Profile" and "My Profile". A blue arrow points from this icon to a central menu. The menu has a blue header "At A Glance" and three items: "Work Assignments", "Personal Information" (highlighted in yellow), and a grey person icon. Below the menu, there is a section titled "Addresses" with two buttons: "Add Address" (with a plus icon) and "Change Address" (with a pencil icon). A blue arrow points to the "Change Address" button. Below the buttons is a table with one row containing a checked checkbox, the text "Address", and two truncated columns "Mailin..." and "Reside...".

Once you have verified this is correct, you can click on the purple umbrella icon below to start your 2021 Benefits Open Enrollment. It will redirect you to Lawson Employee Self Service to Enroll. This is correct as we are working in two systems



The banner features a purple umbrella icon on the left. To its right, the text "Open Enrollment 2021" is displayed in a blue, sans-serif font. Below this, the dates "Open Enrollment 11/ 2/ 2020 to 11/ 10/ 2020" are shown in a smaller, grey font.

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.



Sign in with your organizational account

Sign in

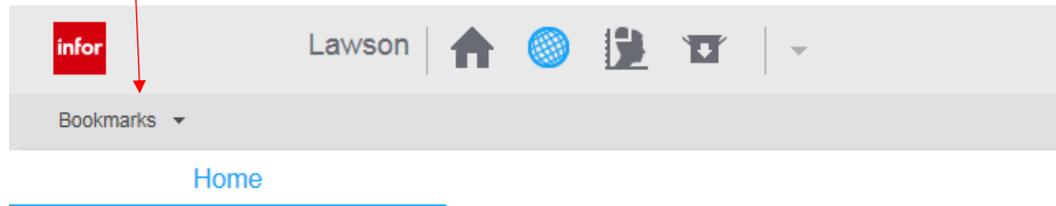
Sign in above with your NHRMC credentials to access Infor Lawson.

Once you are logged on, please click the globe icon.



home

Click Bookmarks



Lawson

10.0.9.0

Common Tasks

- > [Manage Subscriptions](#)
Manage your navigation links and home page content
- > [Manage User Options](#)
Customize options and your favorites
- > [Username Lookup](#)
Lookup username

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.

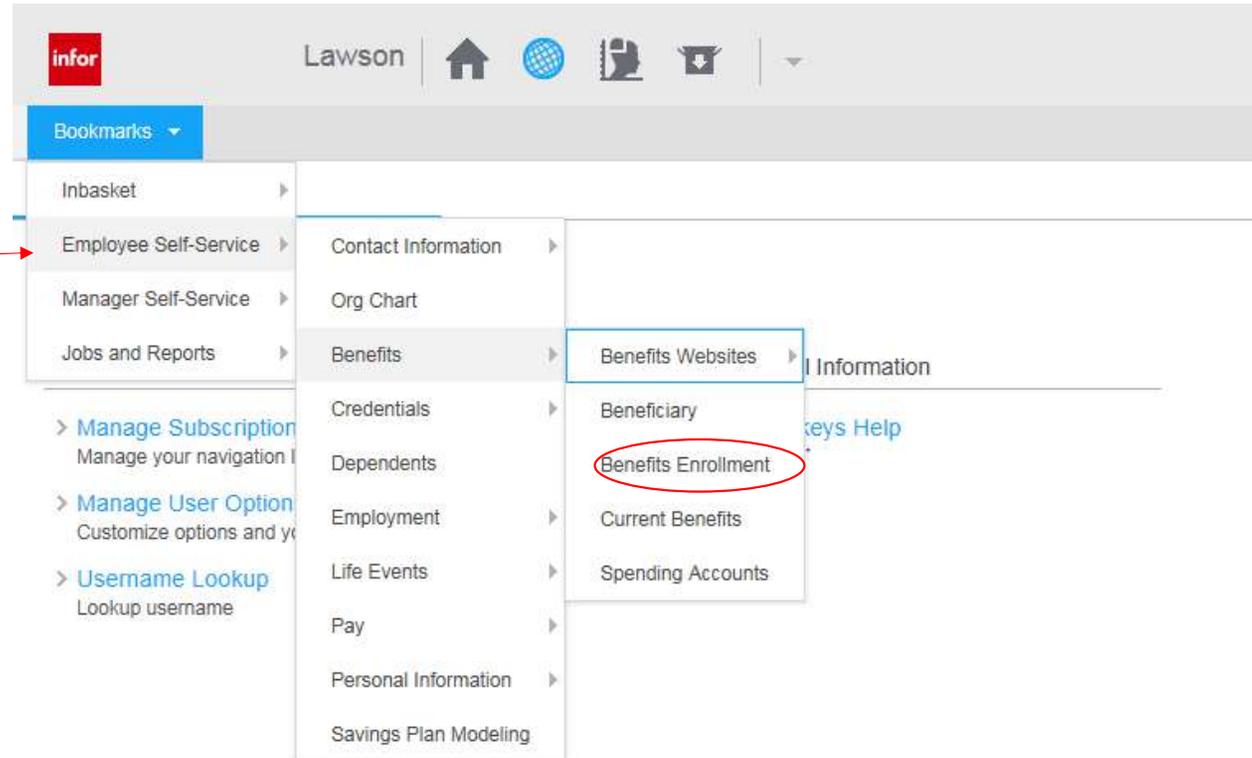
Once you click on Bookmarks, use the mouse to hover over

(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

Benefits Enrollment Acknowledgement

2018. I also understand that my benefit choices generally will be effective from January 1, 2018 until December 31, 2018 a

enter the Lawson Benefits Enrollment System at anytime during my enrollment period.

Press "Continue" to confirm.

Plan	Coverage	Your Cost	Company Cost
NHRMC Plan	Family	116.77 Pre-tax	680.42
Ameritas Dental Plan	Emp/Family	33.70 Pre-tax	23.22
Community Eye Care-Vision Plan	Emp + Fam	13.76 Pre-tax	
Supplemental Life Insurance	432,000.00	48.45 After-tax	
Dependent Life Insurance	15K/Dep	2.86 After-tax	
Optional Spousal Life	50,000.00	3.35 After-tax	
Long Term Disability - 90 Days	60% of salary 64,671.36		14.92
Healthcare FSA	520.00 per year	20.00 Pre-tax	
Dependent Day Care FSA	5,000.00 per year	2,500.00 Pre-tax	

Plan	Covered Dependents
NHRMC Plan	
Ameritas Dental Plan	
Community Eye Care-Vision Plan	

Pay Period Summary	Cost
Total pre-tax contributions	2,684.23
Total after-tax contributions	54.66
Total company contributions	718.56

Your deductions may differ slightly due to rounding.

To accept the above changes: Click "Continue" and WAIT for the pop up box to print your confirmation.
To go back and make changes: Click "Make Changes" to make changes to your benefit elections.



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.

Plan	Coverage	
NHRMC Plan	Family	1
Ameritas Dental Plan	Emp/Family	
Community Eye Care-Vision Plan	Emp + Fam	
Supplemental Life Insurance	432,000.00	
Dependent Life Insurance	15K/Dep	
Optional Spousal Life	50,000.00	
Long Term Disability - 90 Days		
Healthcare FSA		
Dependent Day Care FSA		2,5
Plan:		
NHRMC Plan		
Ameritas Dental Plan		
Community Eye Care-Vision Plan		
Total pre-tax contributions		
Total after-tax contributions		
Total company contributions		

? Dialog ✕

Do you want to print these elections for your reference?

Yes

No

Do you want to send these elections to your email address on file?

Yes

No

[Continue](#)

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!**

The screenshot shows the Infor Lawson user interface. At the top left is the Infor logo. To its right is the word "Lawson" followed by navigation icons: a home icon, a globe icon, a person icon, and a document icon. Below this is a "Bookmarks" dropdown menu. The main content area has a blue header "Benefits Enrollment" with a horizontal line below it. Underneath is "Enrollment Elections" with another horizontal line. Below that is the word "Congratulations" followed by the text "Your enrollment has been successful." At the bottom, it says "Your benefit summary has been sent to the following email address:" followed by the email address "@nhmc.org".

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**.