Bswift Benefits
Employee User Guide

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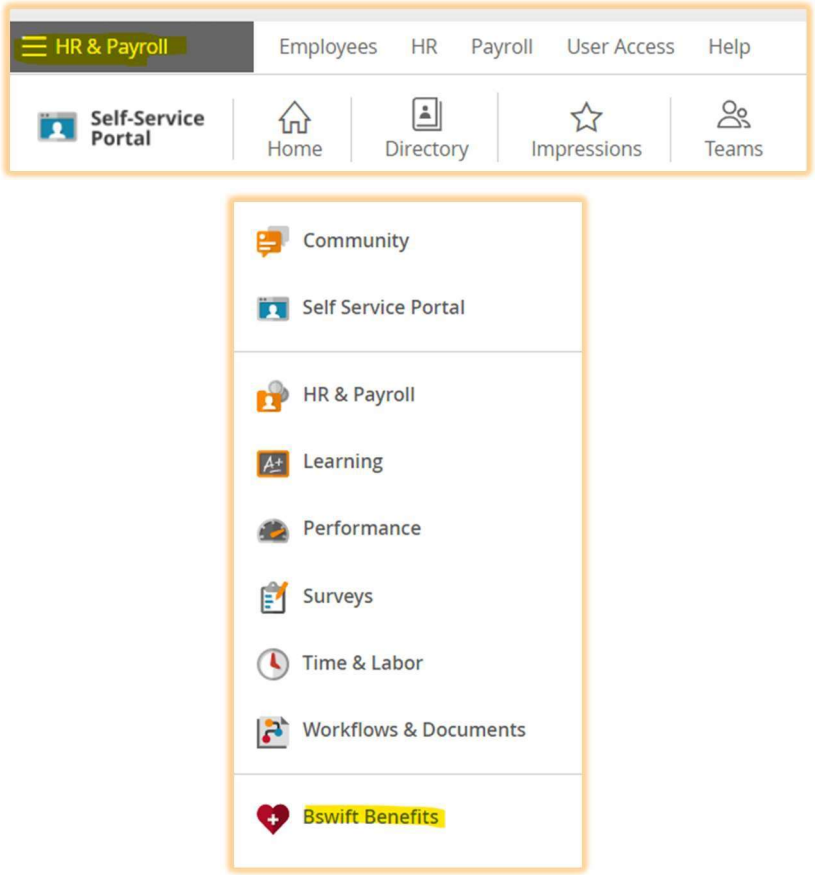
The Bswift Benefits site is used for the following:

- Make your New Hire and/or Open Enrollment elections,
- View your current benefits,
- Make life event changes,
- Update family and/or beneficiary information,
- Access benefit materials such as plan summary documents and evidence of insurability forms, etc.

For successful navigation of the site, do not use the back button in your internet browser, as this will automatically log you out of the site. To navigate through the site, use the navigation bar located at the top of the screen.

1. Accessing Bswift Benefits

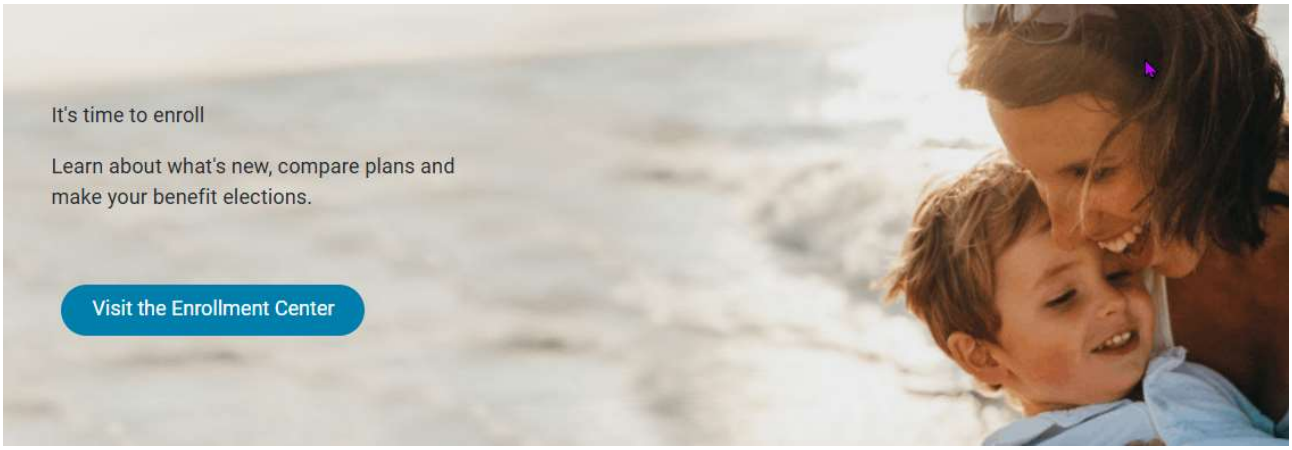
You will be able to access the **Bswift Benefits** site directly from the **Paylocity Employee Self Service Portal**. Click on the gray **HR & Payroll** box at the top left side of your screen and select **Bswift Benefits** from the list of available options. This link will take you directly to Bswift Benefits. A separate user ID or password will not be necessary.



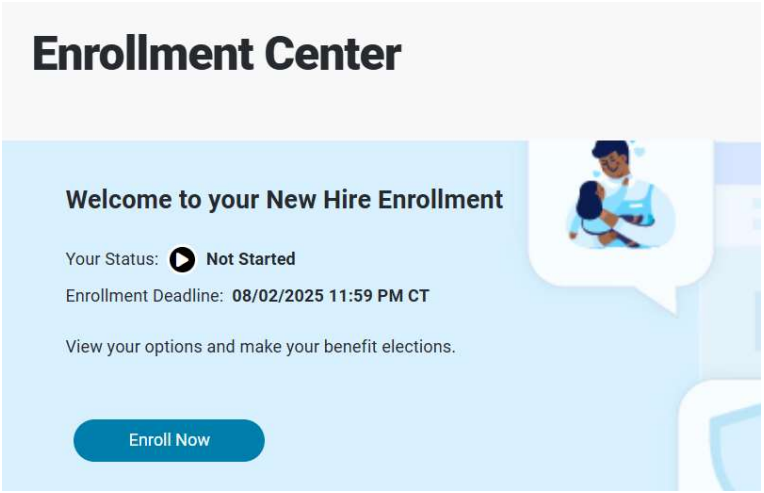
This site supports the following browsers: Microsoft Internet Explorer, version 9.0 and up (as of April 2017 IE versions 9 and 10 will no longer be supported), Mozilla Firefox version 35.0 and up, Safari version 9.0 and up, and Google Chrome version 39.0.2171.99 and up. We encourage you to keep your browser updated.

2. Making Your Benefit Elections

From the homepage, click on **Visit the Enrollment Center**.



Next, click on **Enroll Now**. If you do not see the Enroll Now button, please contact your HR Department.



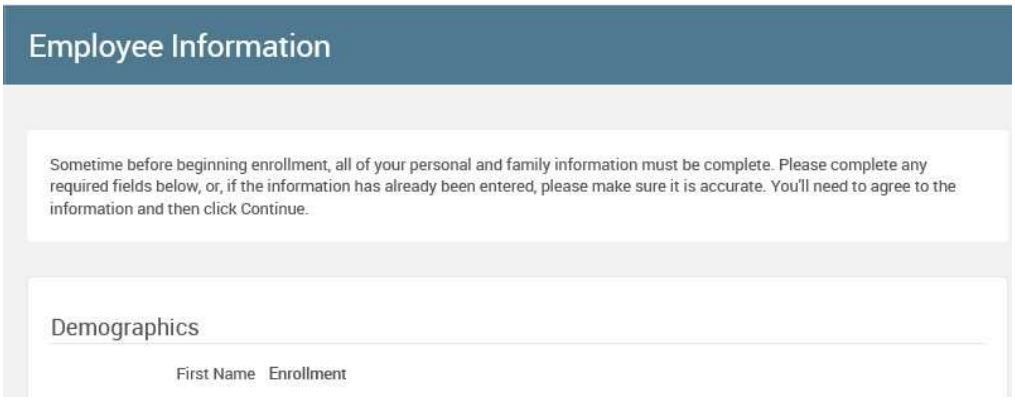
The enrollment process consists of the following four steps. You will be taken through each step to make changes or confirm your information on file and choose your benefits for the new plan year.

1. Employee (Personal Information)
2. Family (Family Information)
3. Enroll
4. Confirm

VERIFY YOUR PERSONAL INFORMATION

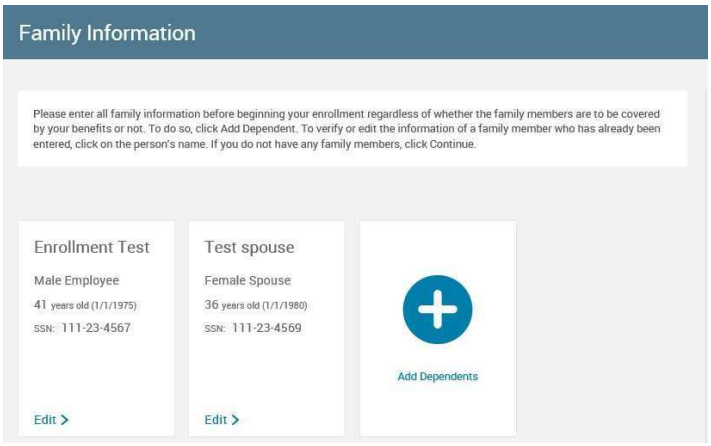
Before beginning your enrollment, please verify the accuracy of all of your personal information (e.g., address, DOB, etc.). If you need to make any changes, please do so in your Employee Self-Service Portal. All updates will reflect on this page within 24 hours. You can still move on with your enrollment. Verify that all information is accurate. When done, check I Agree at the bottom of the page and click Continue.

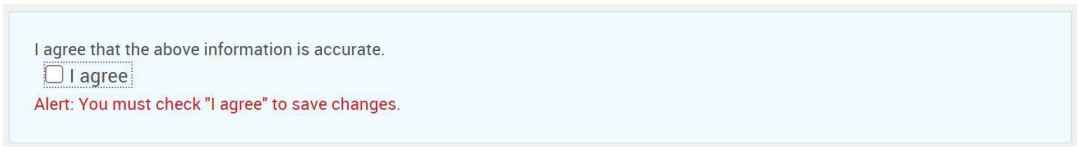
Any field that has an asterisk next to it is required.



VERIFY YOUR FAMILY INFORMATION

Please add all dependents that may be missing from the Family Information section before proceeding to the next section. To do this, click Add Dependents. When all of your family information is accurate, check I Agree and click Continue.



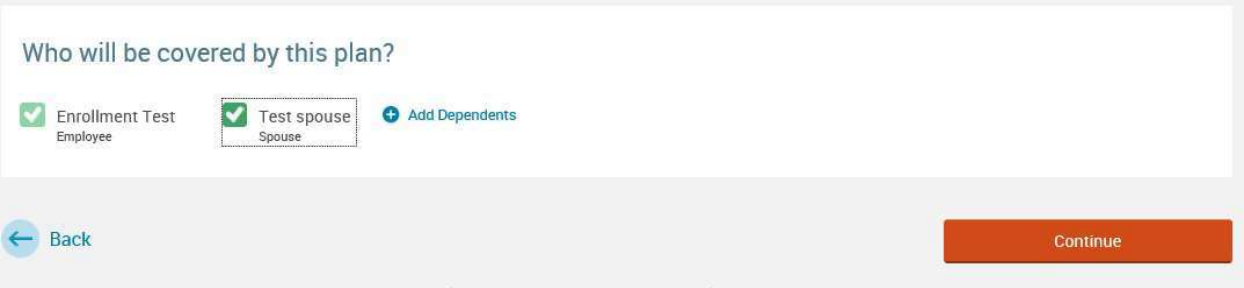


MAKING BENEFIT ELECTIONS

Medical, Dental, and Vision Plans

To review all available plan options, click the View Plan Options link.

Before you are able to select a plan, select all dependents you wish to cover (the system will generate your coverage tier based on this) and click Continue. If you wish to add a new dependent at this time, click Add Dependents to direct to the family tab and add the dependent.



From here, you can use view the available plan. Once you have chosen the plan you wish to enroll in, click Select to the corresponding plan.

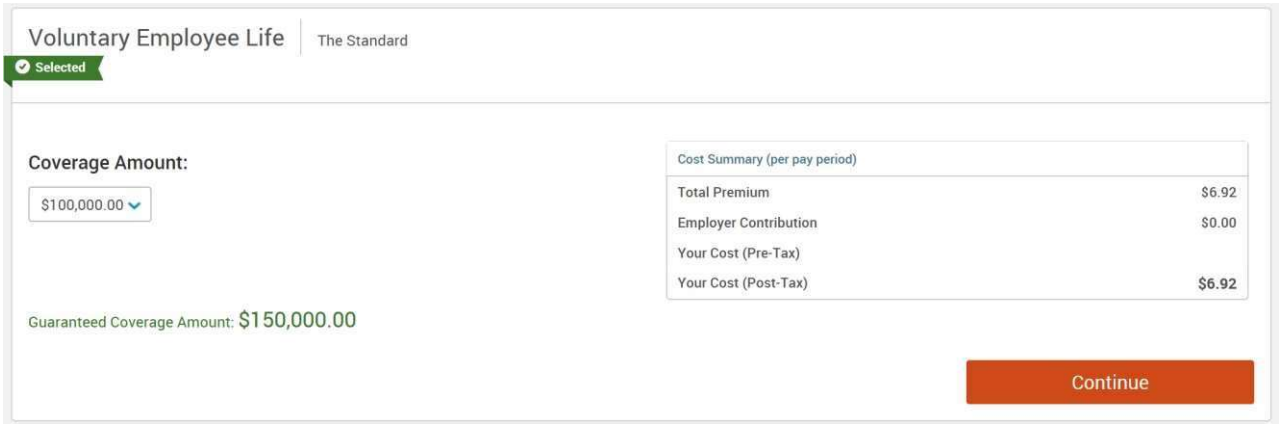
After each election that you make, you will see a summary of your election.

Basic Employee Life and AD&D Plans

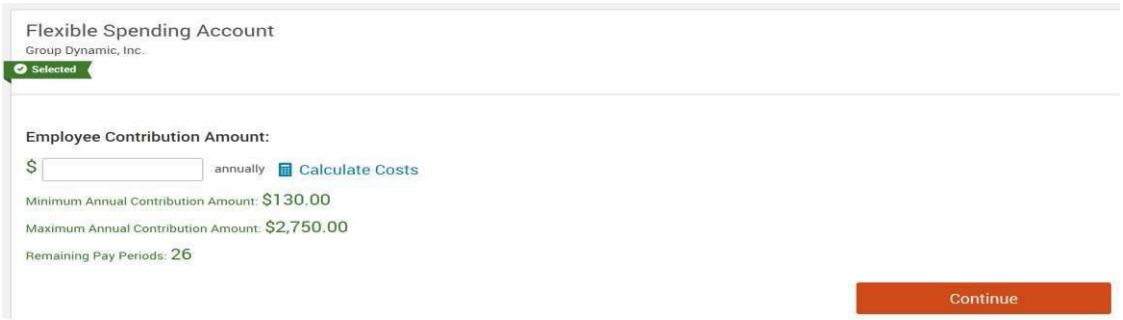
This is a benefit provided to you by your employer at no cost to you. You do not need to make an election here. You can use the View Information button to review any applicable plan information.

Voluntary Life and AD&D Plans

To elect the Voluntary Employee, Spouse, or Child Life plans, select the View Plan Options button to view all plans offered. Once you have chosen the plan you wish to enroll in, click Select next to the corresponding plan. You will select your desired coverage amount from the dropdown. When you are satisfied with your election, click Continue.



Flexible Spending Plans (Healthcare and Dependent Care)



To elect the Healthcare or Dependent Care Flexible Spending Account and make a contribution, click the View Plan Options to review any necessary information and then click Select. You can use the Calculate Cost button to see what the amount would break down to on a per-pay basis. When you are satisfied with your election, click Continue.

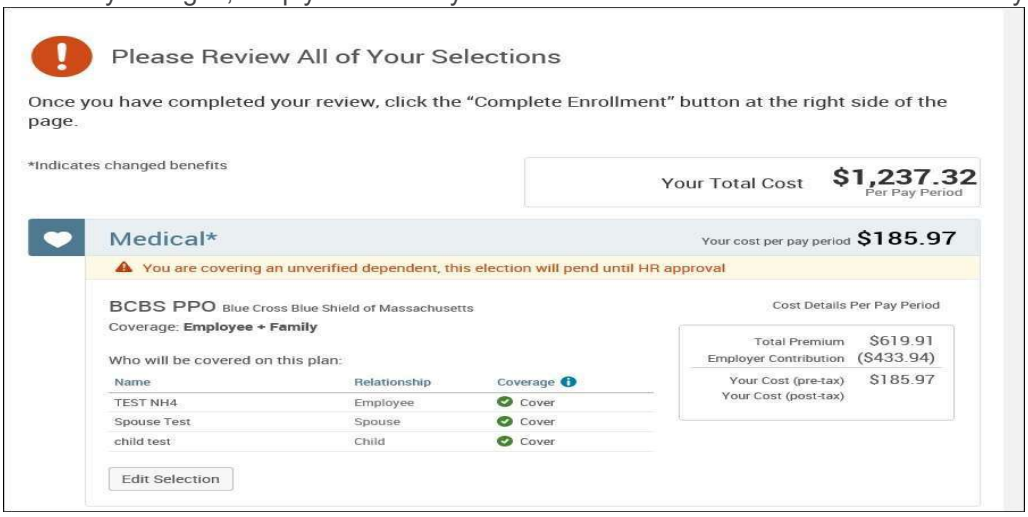
Information-Only Plans

You will not be making elections into these plans here. They are meant solely to provide you with the information you need to make your enrollment elsewhere. To gather more information regarding enrolling into these plans, click View Information.

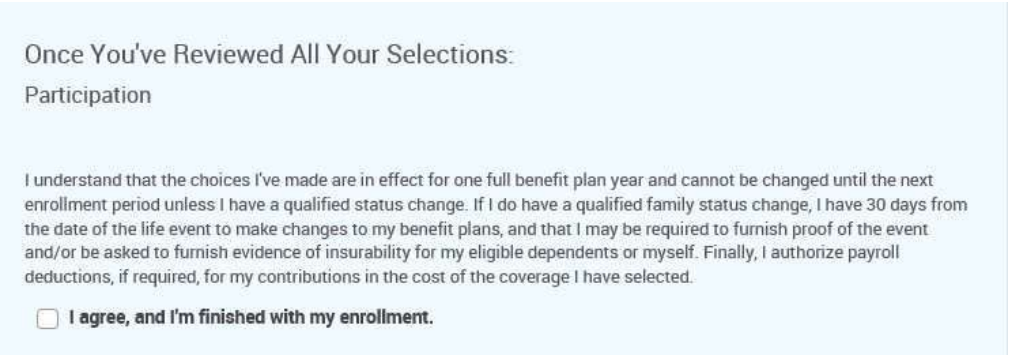
Once you have made all necessary elections, click Continue.

If you enrolled in a plan that requires beneficiary designation, you will be asked to do that now. Any dependents on file will be listed automatically as beneficiaries. Enter your designations. Your percentages must equal 100 percent. When complete, click Continue. If you would like to add another beneficiary, click Add Beneficiary.

Almost Finished!
You will now be on the final review page. Review all of your benefit elections and covered dependents. If you wish to make any changes, simply click on any one of the Edit Selection buttons. It will return you to the enrollment page.

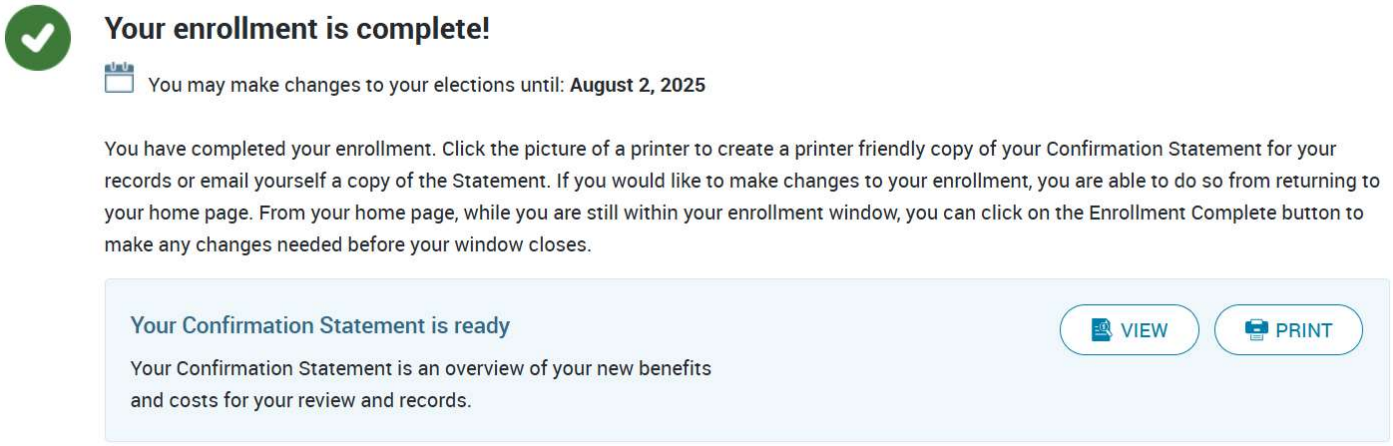


Once you have completed your review, check “I agree, and I’m finished with my enrollment” and “Complete Enrollment.” If you stop at any point before this step, your progress will be saved, but your enrollment is not complete.



DEADLINE & CONFIRMATION

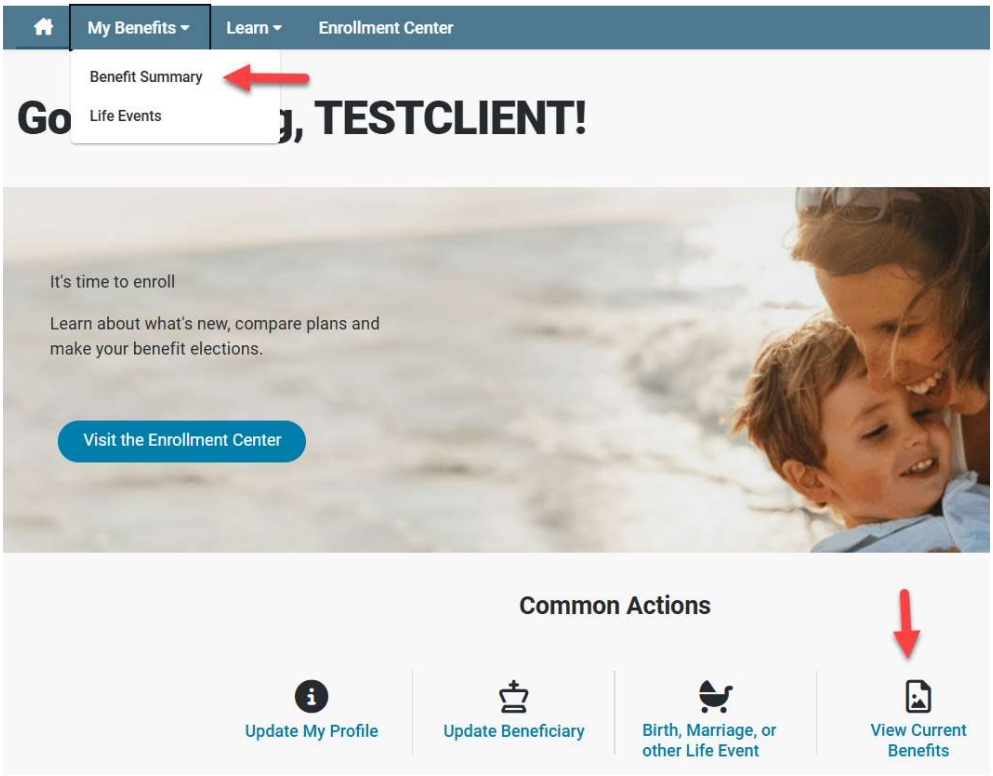
You can send yourself an email confirmation of your elections or print it for your records. Click the printer icon on the right-hand side of the screen.



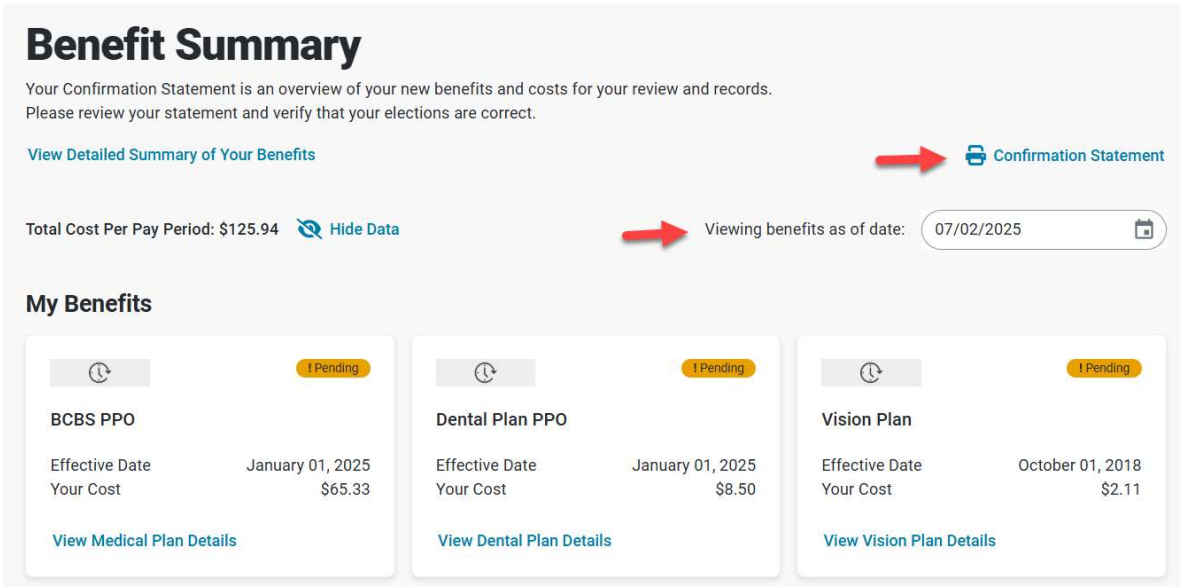
Note: Although the online benefits enrollment site is a secure site and your information is encrypted during transit, it is important that you log off when you have completed your session. Click the Log Off icon in the upper right-hand corner of the enrollment site to do so. For security purposes, the system will automatically log you out if you leave your system idle for more than 30 minutes.

3. Viewing Your Current Benefits

To view a confirmation statement with your current benefits, click on My Benefits, then Benefit Summary from the main landing page. You an also access this information under the Common Actions header

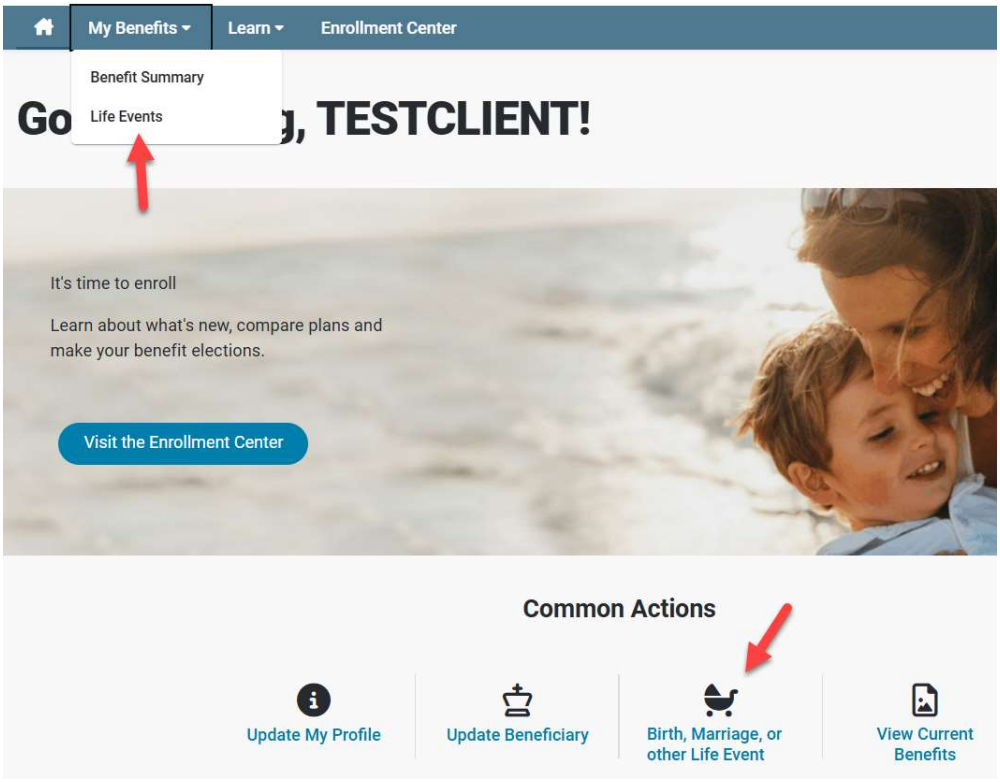


Enter a date in “Viewing benefits as of date”: Click “Confirmation Statement” to print or save to a pdf.



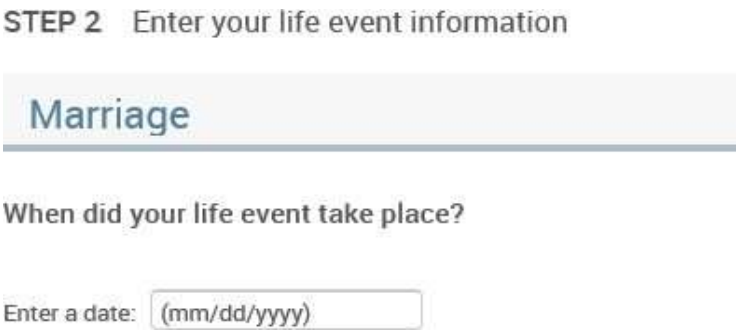
4. Entering a Life Event

Life Events can be accessed either in My Benefits > Life Events or under the Common Actions header.



Click on the appropriate life event you have experienced from the list. You can also click on View Other Events to see additional available life event options. Note: If you still do not see the life event you are looking for, please contact your HR department.

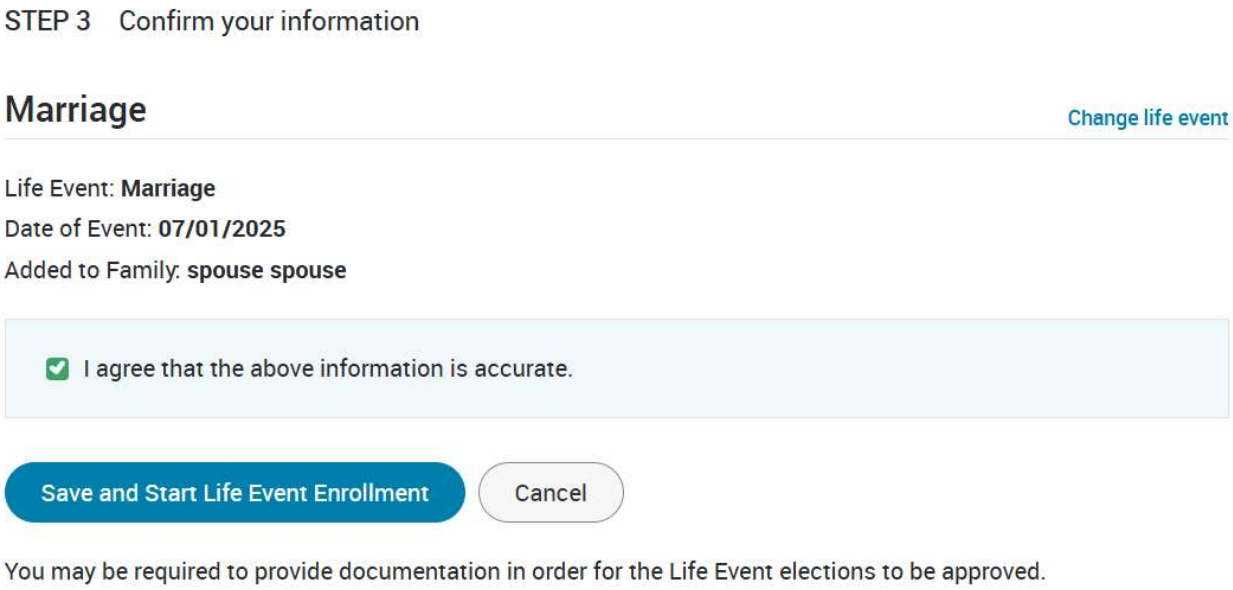
Enter the date of the life event and click Save.



Add or remove dependents (based on your event). If you are adding a dependent, you must enter all required information. Once you are satisfied, click Save.

If you are deleting a dependent, check the box next to the appropriate dependent and click Continue.

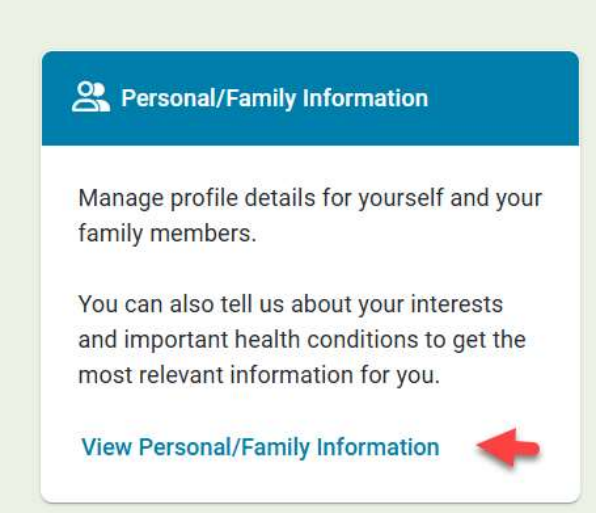
Verify all information entered for your life event is accurate. If so, click “I agree that the above information is accurate” and hit Save and Start Life Event Enrollment.



5. Updating Dependent Information

To view or edit the demographic information of any existing family members or add a family member without making benefit election changes, click Update My Profile under the Common Actions header

Next, click “View Personal Family Information”



Here, you can view any family members that have already been added. To edit the information of an existing family member, click his/her name. To add a new family member, click Add Dependents. Once you are satisfied with all information entered, click Save.

Note: Any field with an asterisk is a required field.

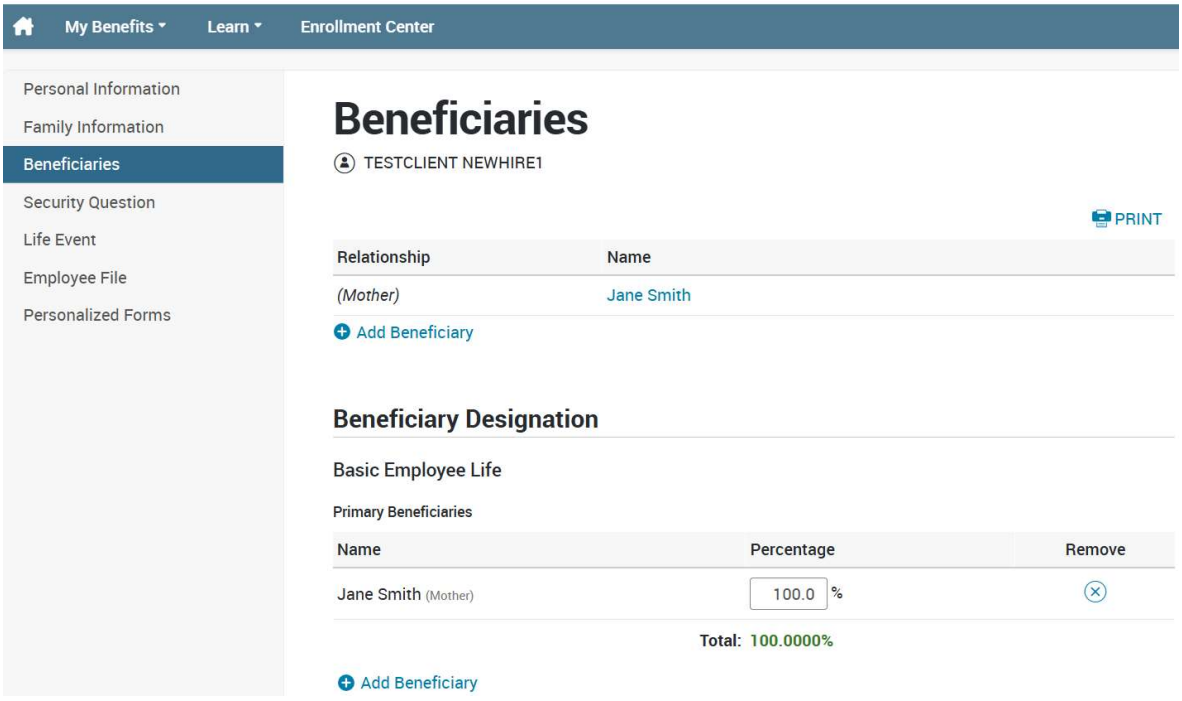
6. Updating Beneficiary Information

To view your current beneficiaries or update your beneficiary designations, click “Update Beneficiary” in the Common Actions section. You can also reach this screen via Update My Profile > View Beneficiaries.

To add a new beneficiary, click Add Beneficiary.

Fill out all required fields. When you are satisfied, click Save.

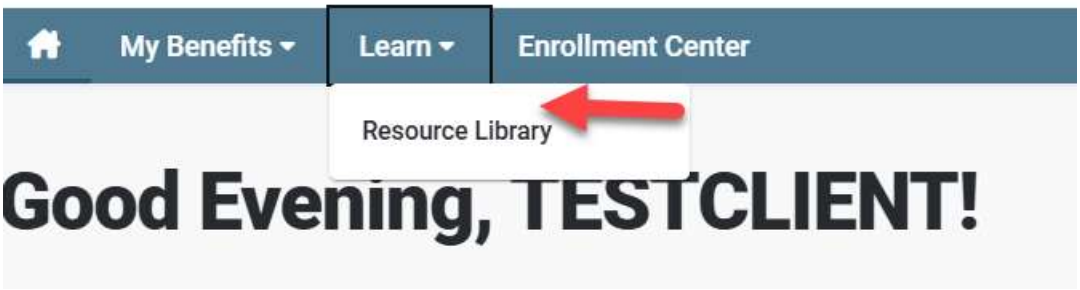
To change your beneficiary designation, enter the percentage you would like designated to your new primary or secondary beneficiaries. Once you are satisfied with the designation, click Save.



Note: If your employer also requires that you submit a paper beneficiary change form, you will need to complete and submit the paper form as well. This document can be obtained in the Library or from your HR department. Please refer to the Accessing Documents in the Library section.

7. Accessing Documents in the Library

The library allows your employer to post documents you may need to reference outside of open enrollment. To access these documents, click Learn > Resource Library



Next, click “View Health Benefit Information” to see the documents available to you. Click on the name of the document you would like to view.