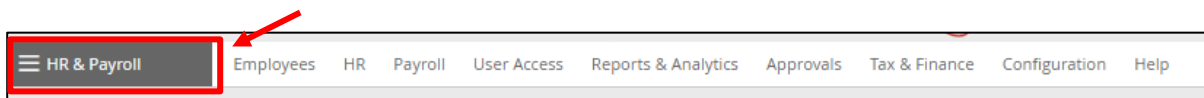


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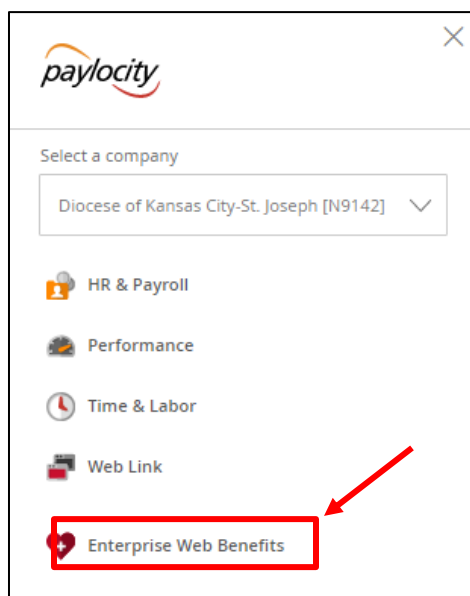
1

Log In

- Login to Paylocity with your Company ID, User Name, and Password at: <http://www.paylocity.com>
- Click on the HR & Payroll menu in the upper left-hand corner of the screen.



- Click Enterprise Web Benefits to be directed to your bSwift benefits portal.



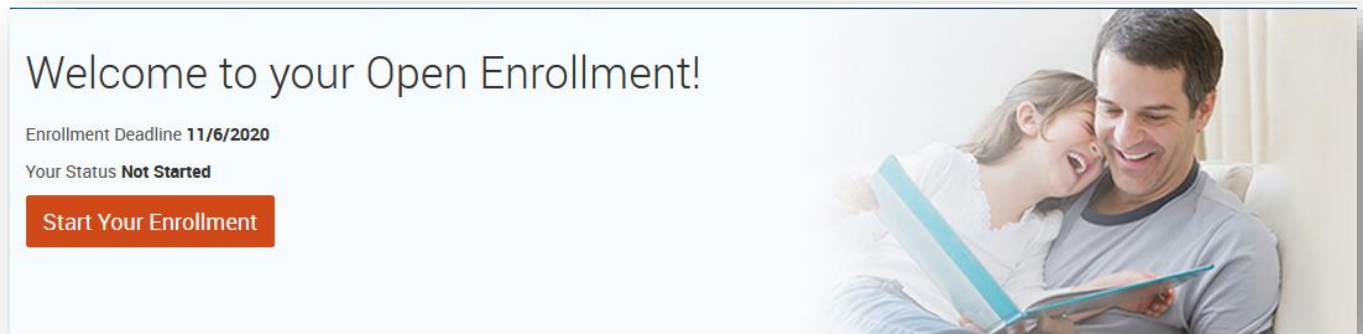
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Enrollment: Three Steps

Note: you must complete all steps of your enrollment in order for your elections to be saved!



- Click the Start Your Enrollment button to get started. You may access your confirmation statement and other important documents from this page at any time.

Step 1: Verify Your Personal and Family Information

Personal Information

- Verify your personal information for accuracy and fill in any required fields. If you need to make changes to any non-editable fields, please contact HR.
- Verify that all information is accurate.
- Check the checkbox next to “I agree.”
- Click the **Continue** button.

Family Information

- Verify or add all dependents to the **Family Information** section before proceeding to the next section (enrollment). To do so, click on the **+ Add Dependents** link. To edit an existing dependent, click on **Edit >** under his or her name.
- Once you have finished entering a dependent, you may either **Save & Add Another** or **Save & Continue**.



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3

Enrollment20...
Tester-cl
Female Employee
61 years old (12/12/1957)
SSN: 101-10-1010
Edit >

Husband
Tester
Male Spouse
63 years old (1/4/1956)
SSN: 444-55-6666
Edit >

Child Tester
Male Child
2 years old (10/21/2016)
SSN: 222-33-4444
Edit >

Add Dependents

I agree that the above information is accurate.
 I agree

- After confirming all of your family information is accurate, check the box next to “I agree.”
- Click the **Continue** button to proceed with your enrollment.

Step 2: Select Your Benefits

After completing your personal and family information, you will be taken to **Your Benefits** page. During this portion of the enrollment you will be able to view and choose your benefit plans.

- Under each plan type, click on the **View Plan Options** button to see what choices are available to you.
- You will be asked to choose any dependents you intend to cover on this plan. You will also be able to make changes on the next step.
- Click **Continue**.

Who will be covered by this plan?

Enrollment2020
Tester-cl
Employee

Husband Tester
Spouse

Child Tester
Child

+ Add Dependents

Back to Benefits

Continue



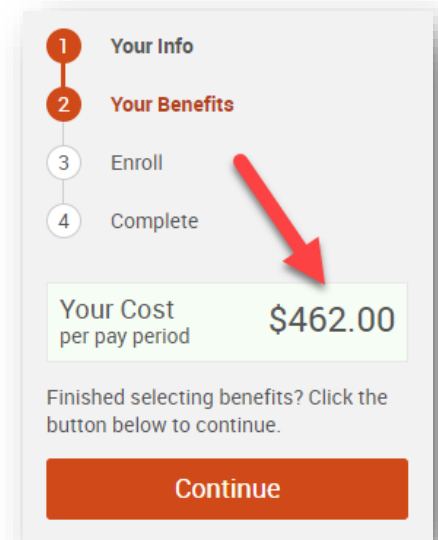
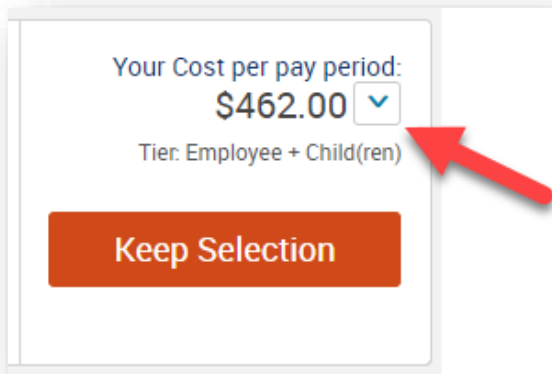
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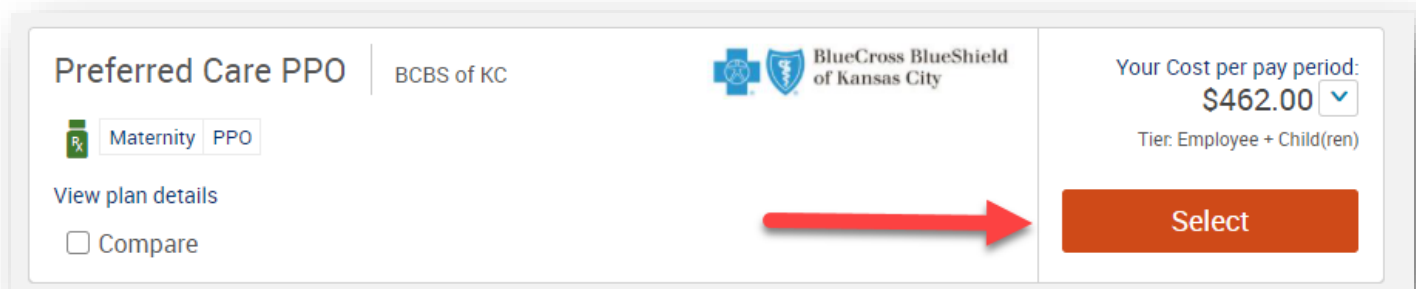
4

For each plan, choose the **Select** or **Waive** button to save any changes and come back to the enrollment page.

- As you are enrolling in your benefits, your total cost will accumulate in the navigation bar on the right hand side of the screen.
- Check the box next to each dependent you would like to cover. Unchecking a box will not include them in coverage.
- As you add and remove dependents, the costs and tiers next to each plan will change. Click the blue arrow next to the cost to view the company contribution.



- To view all plan details next to each other, click the **View All Plans Side-by-Side** button; or for just one plan, click **View plan details** underneath the plan name.
- When you have decided on a plan, click the **Select** button to the right of the plan name.

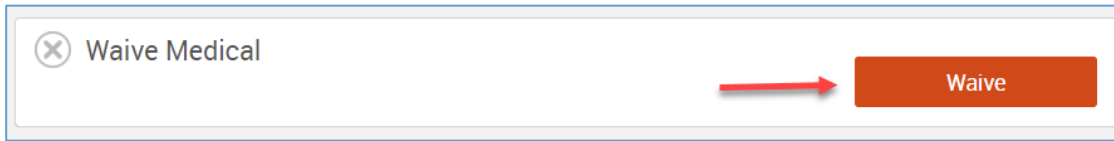


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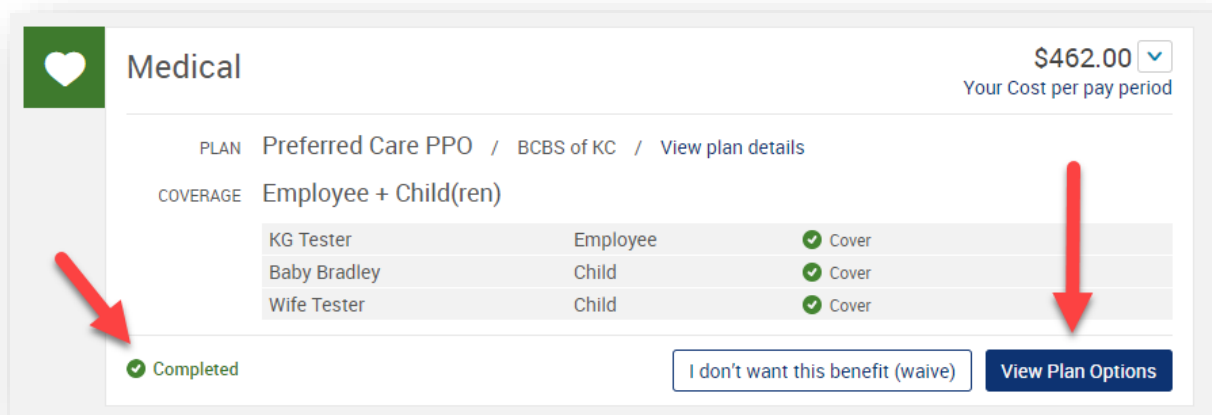
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5

- If you would like to waive coverage, scroll to the bottom of the benefit plan's page and click on the **Waive** button.



- When you have finished making all of your benefit elections (the boxes will have a green checkmark and be marked **Completed**), click the **Continue** button on the right hand side of the screen. If you would like to edit any of your selections, click on the plan's **View Plan Options** button. **Note: you will not be able to complete your enrollment until each benefit has been completed.**



- If applicable, you will be taken to **Beneficiary Designation**, **Questions**, or **Other Coverages** pages.



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6

Beneficiaries

- You may add beneficiaries that are not your dependents (parents, siblings, etc) by clicking **+ Add New Beneficiary**. Enter all required information and then click **Save** or **Save & Add Another**.
- You may split the amount amongst your beneficiaries, but both primary and secondary percentages must total 100%.
- When you are finished with beneficiaries, questions, and/or other coverages, click the **Continue** button to proceed to the final step of enrollment.

Basic Employee Life

Please choose your beneficiaries

Primary Beneficiaries (required)

Name	Percentage
My Estate (Employee)	<input type="text"/> %
Husband Tester (Spouse)	100.00 %
Child Tester (Child)	<input type="text"/> %

Total: 100%

+ Add New Beneficiary

▼ Add Secondary Beneficiaries (optional)

Step 3: Last Step - Confirm and Save your Elections!

If needed, you may still edit your elections by clicking **Edit Selection** on the bottom of any plan type.

- Please read over any agreement text at the bottom of the page.
- Check the **"I agree, and I'm finished with my enrollment"** checkbox and click the **Complete Enrollment** button.

Medical

Your cost per pay period **\$462.00**

Preferred Care PPO BCBS of KC

Coverage: **Employee + Child(ren)**

Who will be covered on this plan:

Name	Relationship	Coverage
KG Tester	Employee	Cover
Baby Bradley	Child	Cover
Wife Tester	Child	Cover

Edit Selection

Cost Details Per Pay Period

Employer Contribution	\$366.00
Your Cost (pre-tax)	\$462.00
Your Cost (post-tax)	



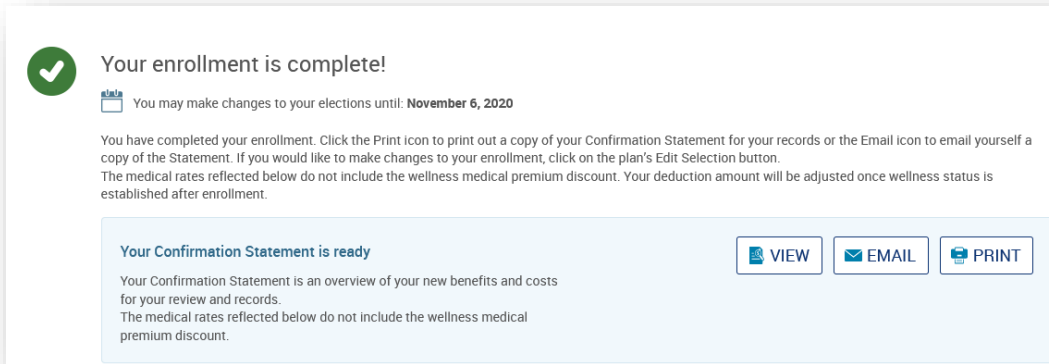
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7

Confirmation Statements

When you reach the **Confirmation Statement** (pictured below), you have completed your enrollment.






✓ Your enrollment is complete!

 You may make changes to your elections until: **November 6, 2020**

You have completed your enrollment. Click the Print icon to print out a copy of your Confirmation Statement for your records or the Email icon to email yourself a copy of the Statement. If you would like to make changes to your enrollment, click on the plan's Edit Selection button.
The medical rates reflected below do not include the wellness medical premium discount. Your deduction amount will be adjusted once wellness status is established after enrollment.

Your Confirmation Statement is ready

Your Confirmation Statement is an overview of your new benefits and costs for your review and records.
The medical rates reflected below do not include the wellness medical premium discount.

 [VIEW](#)  [EMAIL](#)  [PRINT](#)

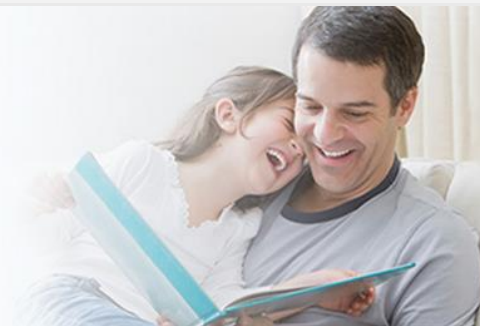
- You may print or email yourself a confirmation statement by clicking the printer or email icons in the upper right-hand corner.
- You may access a copy of your confirmation statement at any time by clicking **My Benefits** in the upper right-hand corner of your homepage.
- You may edit your enrollment until the end of your enrollment window by clicking the **Change My Elections** button on your homepage

Your enrollment is complete!

Last date to make changes **11/6/2020**

Your Status **Complete**

[Change My Elections](#)



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