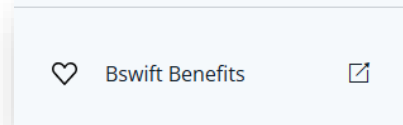




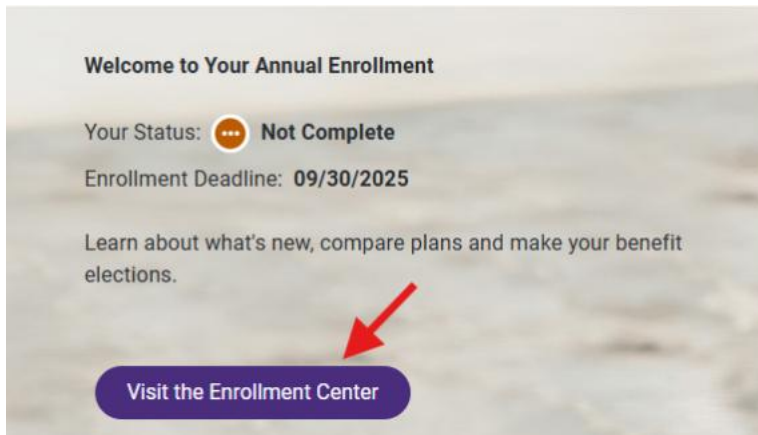
Log In

- Login with your username and password to <http://www.paylocity.com>.
- Click on the **HR & Payroll** menu in the upper left-hand corner of the screen.
- Click **Bswift Benefits** to be directed to your bSwift benefits portal.



Enrollment: Three Steps

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



Click the **Visit the Enrollment Center** 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.
- Check the checkbox next to "I agree."
- Click the **Continue** button.

Family Information

- Please be sure to 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**.
- After confirming all 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 landing page. During this portion of the enrollment, you will be able to view and edit you and your dependents' benefit elections. As you make your elections, your total cost per pay period will accumulate on the right side of the screen.

Please note: you must make an election, whether enrolling or waiving, in each box with the *Selection Required warning before you may continue to the next step.

Under each plan type, you may keep your prior selection, waive, or **View Plan Options** to see what benefit choices are available to you.

The screenshot displays the 'Company Wide Enrollment' interface. At the top, a message states: 'You are now eligible to make changes to your benefits. Be sure to add any eligible dependents in the Family information section prior to beginning your enrollment.' Below this, the 'Medical' plan is shown with a cost of \$109.63 per pay period. The plan details include 'Medical Plan', 'Employee' coverage, and 'Nicolas Sample' as the employee. A red box highlights the 'Selection Required' warning and the 'View Plan Options' button. The 'Dental' plan is also visible with a cost of \$20.00 per pay period. On the right side, a summary shows 'Your Cost per pay period' as \$131.46. A red arrow points to the 'Continue' button at the bottom right.

- If you click **View Plan Options**, 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.



Who will be covered by this plan?

☒ Nicolas Sample
Employee

☐ Spouse Sample
Spouse

☐ Child Sample
Child

[+ Add Dependents](#)

[Back to Benefits](#) [Continue](#)

- Click **Continue**.
 - As you add and remove dependents, the cost and tier next to each plan will change. Click the blue arrow next to the cost to view the company contribution.
 - To compare 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. If the plan you are selecting is your current plan, a **Keep Selection** button will appear on the right of the plan name.

CURRENT PLAN

Medical Plan

[Selected](#)

[View plan details](#)

Your Cost per pay period: \$316.44

Tier: Employee + Family

[Keep Selection](#)

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

[Waive Medical](#) [Waive](#)



- When you have finished making all of your benefit elections (the benefit icon will turn green and be marked **✓ Completed**), click the **Continue** button on the right hand side of the screen to move to the next steps. If you would like to edit any of your selections,

click on the plan's **View Plan Options** button.

Please Note: you will not be able to complete your enrollment until each benefit has been completed.

If applicable, you will be taken to **Beneficiaries**, **Questions**, and/or **Other Coverages** pages.

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.

Step 3: Last Step – Review, Confirm and Save your Elections!



bswift Open Enrollment Instructions



- 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.

Confirmation Statements

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

- 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 **Visit the Enrollment Center** button on your homepage.

