

Welcome to Your Benefits Enrollment!

STEP 1: Log In

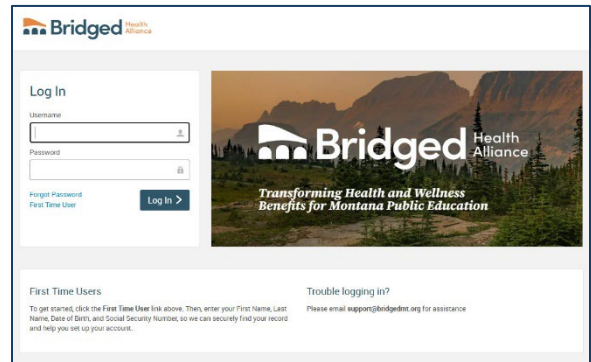
Enter the following URL into your web browser or scan the QR Code:

<https://bridged.bswift.com>

New users: To access the site for the first time, please access the “First Time User” link to locate your account and create your username and password.

Returning users: Log in to the bswift portal with the username and password you’ve previously selected.

Dependent Information - SSN and DOB are necessary in order to complete your enrollment.



STEP 2: Click Into the Enrollment Banner

Once you’re logged in, you’ll land on your bswift homepage. Look for the enrollment banner, situated directly below your navigation bar.

Look for the “Visit the Enrollment Center” button to begin enrolling in your benefits.

STEP 3: Verify Your Information & Your Dependents' Information

Your first task will be to verify your information and your family information.

Tip! Keep in mind that any field with a * are required fields. You will need to complete these fields in order to move on to the next step of the enrollment!

STEP 4: Enroll!

When you arrive on your benefits enrollment page, you may notice that some benefit tiles are **GREEN** and some are **GRAY**.

GREEN tiles represent:

Benefits that you've already enrolled in. If you are not changing your coverage, no action is needed.

OR

Benefits you are automatically enrolled in by your employer. No action is needed but reviewing the benefit may be helpful for your own education!

Benefits in **GRAY** are required enrollment items. You must review to elect or waive; no action means no coverage!

STEP 5: Beneficiaries Checkpoint

A beneficiary is a person or organization that is designated to receive any benefits that may be due from insurance carriers after death. Some plans will only ask for one beneficiary, but some may ask you to choose a primary and a secondary (or contingent) beneficiary.

You are usually required to designate a primary beneficiary or beneficiaries. Follow your employer's instructions to learn what information they need.

The screenshot shows a web interface for 'Company Wide Enrollment'. The main section is titled 'Basic Employee Life' and asks the user to 'Please choose your beneficiaries'. Below this, there is a table for 'Primary Beneficiaries (required)'. The table has three columns: 'Name', 'Percentage', and 'Remove'. One beneficiary is listed: 'Sean Sample (200000)' with a percentage of '100.0' and a 'Remove' button. Below the table, there is a total of '100.00000%'. There are two buttons: 'Add Beneficiary' and 'Add Beneficiary'. Below the table, there is a section for 'Secondary Beneficiaries (optional)' with a note: 'Secondary beneficiaries receive money if your primary beneficiaries are unable to inherit'. There is also an 'Add Beneficiary' button. On the right side, there is a progress indicator with steps: 'Your Info', 'Your Benefits', 'Enroll', 'Beneficiaries', 'Review and Confirm', and 'Complete'. The 'Beneficiaries' step is currently active. Below the progress indicator, it shows 'Your Cost per pay period' as '\$76.13' and a 'Continue' button.

STEP 6: Review & Confirm

The last step of your enrollment will be to review all of the elections and changes you've made to your benefits for the upcoming plan year.

Once you've reviewed your elections, you will confirm that you agree to all elections. Keep in mind, you can still make changes to your elections until your enrollment deadline.

Revisiting Your Benefit Information

When you complete your enrollment, you will have the option to view and print your confirmation statement.

Don't forget! You can log in to your bswift benefits portal anytime throughout the year to view your benefits information.

STEP 7: After Enrollment Tasks

Don't forget! You can log in to your bswift benefits portal anytime throughout the year to view your benefits information.

Benefit Summary

Change your "benefits as of" date to reflect your first day of benefits coverage and view your current or future elections.

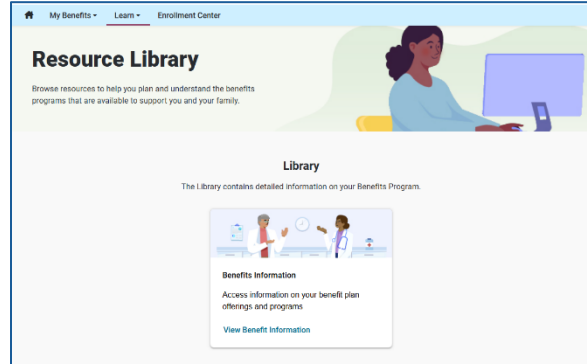
Pending Enrollments

You can also view any after-enrollment tasks. If you have enrollments pending approval for EOI, you can find the EOI Forms in your **Benefit Summary>View Detailed Summary of Your Benefits.**

Select the EOI Form under the benefits that are pending approval.

Resource Library

Browse resources to help you plan and understand the benefits programs that are available to support you and your family. The library contains detailed information on your Benefits Program.



Initiating a Life Event

A big change in your life, like getting married, having a baby, or losing health coverage can make you eligible for a special enrollment period. This special enrollment allows you to update your current coverage while you go through the regular open enrollment process.

Once you're logged in, look for the "Birth, Marriage, or other Life Event" link situated in the Common Actions section.