

Open Enrollment System Instructions

We will be holding Open Enrollment beginning June 1, 2026, and ending June 12, 2026. Benefit elections will not be accepted after June 12, 2026. All elections made during this period will be effective September 1, 2026.

ONLINE ENROLLMENT

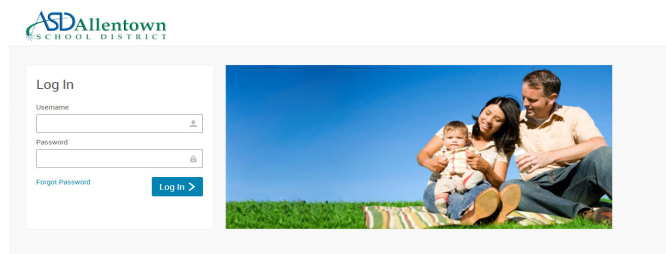
Enrollment Website: <https://asdbenefits.bswift.com>.

Step 1:

Enter your Username and Password.

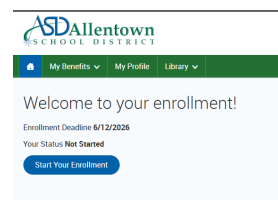
Your username is your ASD email address, and your password is the last 4 digits of your social security number.

Click **"Log In"** to continue.



Step 2:

Click on the **"Start Your Enrollment"** button to begin the enrollment process.



Step 3:

You will be taken to your employee information screen. Verify that the information shown is correct.

Note: Should a correction need to be made to your personal information, proceed with your enrollment and once complete, contact Donnie Noble in Human Resources. Your updated information will link to the Benefits Website automatically.

Check the **"I agree"** box and click the **"Continue"** button to continue.

Step 4:

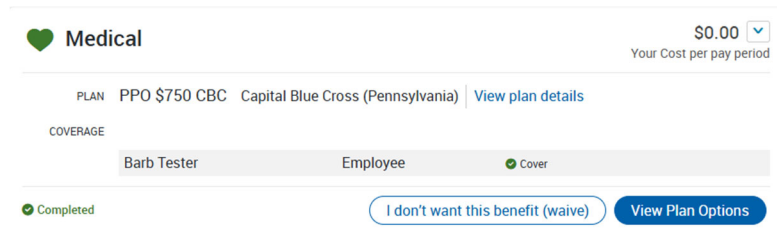
After you click on **"Continue"** you will automatically go to the **"Family Information"** screen to review your dependent information. If you do not have any family members to add, Check the **"I agree"** box and click the **"Continue"** button.

To add a dependent, click on **"Add Dependents"** and complete all of the required fields (*). To review information for a family member listed, click on the edit link beneath their name.

Click on **"Save & Continue"** or **"Save & Add Another"** at the bottom of the page.

Once you have added all of your dependents, check the **"I agree"** box and click the **"Continue"** button.

Step 5: Your enrollment will begin with Medical. To review the plan options available, select the "**View Plan Options**" button. Select any dependents you wish to cover under the plan and click the "**Continue**" button.



Note: Your dependents will be listed if you added them in the Family Info section. If your dependents are not listed, click on "**Add Dependents.**"

Make your election by clicking on "**Select**" or "**Waive.**"

Once you have completed your medical enrollment, continue through the remaining available benefits. The icon to the left of each plan will turn green once a selection is made. Once you have made a selection for each benefit click "**Continue.**"

Step 6:

Review Elections and Agree – Review the elections you have made for the 2026-2027 plan year. After you have read the agreement language, click the "**I agree**" box and then "**Complete Enrollment.**"

- **Evidence of Insurability**– If you elect voluntary life insurance coverage for yourself or your spouse, or increased the amount of your existing voluntary life insurance, over the plans guaranteed issue amount (displayed on your screen during enrollment) you will need to complete an **Evidence of Insurability.**

The instructions for completion are as follows:

1. Go to <https://eoi.nis-sif.com> to get started.
 2. Log in using your employer-sponsored email address, unique employer PIN Number, and Group Number.
 - PIN Number: 858698
 - Group Number: 013165
 3. Shortly after you click Submit Request, you will receive an email from NIS Automail titled Online EOI Submission. This email contains a link for you to use to continue with the Online Evidence of Insurability submission process. (if you do not receive the online EOI Submission email within a few minutes, please check your Spam or Bulk Email folder.)
- **IMPORTANT:** Your submission is NOT complete until you electronically sign the DocuSign form you will receive via email *after* filling out the online EOI information.

When the carrier approves the requested amount, the Human Resources Department will update the system, and the new coverage amount will be reflected on your confirmation statement and in your paycheck.

Reminder: You can access the enrollment system anytime during the open enrollment window, June 1st – June 12th, 2026 to review or make any changes to the benefits offered.

Step 7:

Enrollment Complete – You will be taken to your confirmation statement displaying the elections you have made. It is recommended that you send yourself an email confirmation of your benefit elections. If you do not see the option to send an email, it means you do not have an email address listed under the address information section.

Your enrollment is complete!

You may make changes to your elections until: **June 12, 2026**

Your open enrollment is complete.

You have completed your enrollment. To print a copy of your confirmation statement, click the "Print" icon. To receive a copy via email, click the "Email" icon.

Note: if choosing to email a copy of your confirmation statement, you must have a valid email address listed in your Employee Profile.

Your Confirmation Statement is ready

Your Confirmation Statement is an overview of your new benefits and costs for your review and records.

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

Remember to click on the **"Log Out"** button, located at the top right corner of the screen, when you are finished.

Congratulations, you have completed your Allentown School District Online Benefits Enrollment!

QUESTIONS

If you have benefits questions, please call Donnie Noble in Human Resources at 484-765-4126, or via email at benefits@allentownsd.org.

Important: You can access the StreamLink system from any computer with internet access. The system is available 24 hours a day. Security of the StreamLink site can be verified by clicking on the secure seal on the bottom of the login page.

