

bswift Enrollment Instructions

(You must complete your enrollment online by November 21, 2022)



How to Access the bswift Website

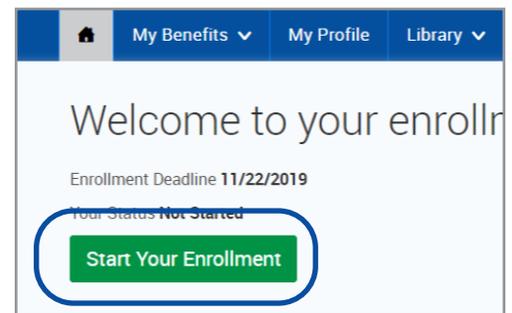
Enter formybenefits.bswift.com into your web browser. This will automatically redirect you to the Utilities Service Employee Portal Login page. Enter your username and password, then click "Login." This will take you directly into the new bswift enrollment portal.



Note: You can also access the bswift website by logging into the Employee Portal at: <http://portal.utilservcorp.com>. Then select the "MyBenefits" application.

Enrollment

Once you are ready to elect your benefits, click on "Start Your Enrollment."



Your Information

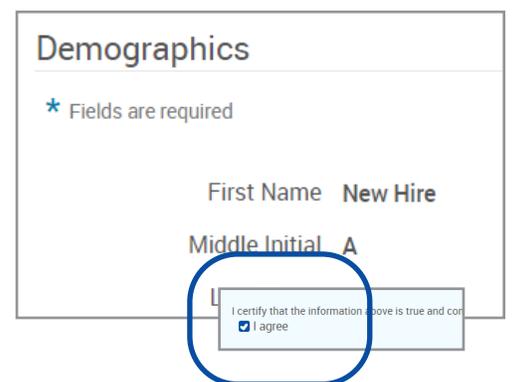
Confirm your personal information is correct. If any updates are needed, log into the Employee Portal at <http://portal.utilservcorp.com> and select the Employee Self Service application to update your record.

Once you finish reviewing your personal information, check the box certifying the information is accurate and click "Continue."

Verifying Family Information

Next, you will need to review your dependent's (i.e. spouse, child) information. If you currently have dependents enrolled, they will already be displayed in this section. Please review the information and follow the instructions in the bswift website if any corrections are necessary.

To add dependents, click on the "Add Dependents" button. All fields marked as required must be completed to process the addition of a dependent. You will need to follow the instructions shown in the bswift website to submit any required dependent verification documentation such as a marriage or birth certificate. Documentation must be provided within 30 days of enrolling your dependents or they will not be enrolled in coverage.



Who is NOT a qualified dependent?

- Boyfriend/Girlfriend/Fiance
- Parents
- Grandparents/Grandchildren
- Brothers or Sisters
- Domestic Partner (if a marriage certificate is available, your dependent should be marked as a 'Spouse')



Electing Benefits

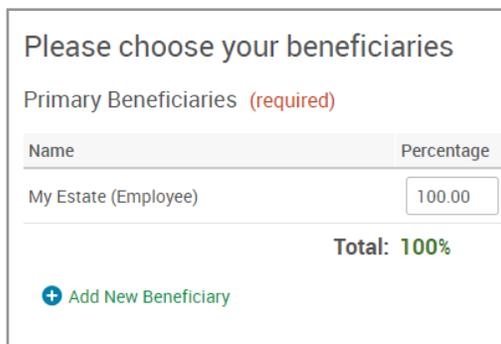
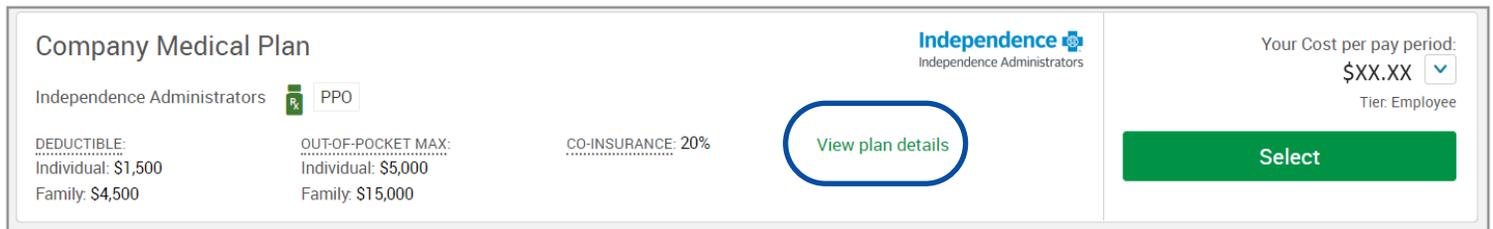
To elect benefits, click the “**View Plan Options**” button. You will need to check the eligible dependents you want to cover and the plan you wish to enroll in. Then click “**Continue**.”



Click “**Select**” next to the plan you wish to elect. You will then be directed back to the main enrollment page where you can proceed to the next benefit. You will need to repeat this process for all your benefits. As you complete your elections,  **Completed** will appear by the benefit plan name on the left-hand side of the screen.

When you have finished selecting all your benefits, click the “**Continue**” button and you will advance to the Beneficiaries page.

 **TIP:** Click “**View plan details**” to access specific data about each plan and to download plan documents and summaries.



Beneficiaries Page

If you are enrolled in a plan that requires a beneficiary designation, you will be able to review your current beneficiary assignments in this section. If none are listed, you can add Primary and Secondary beneficiaries as well as assign the percentage that you want each beneficiary to have. You are required to assign a Primary beneficiary for any plans that are listed within this section.

After you have completed assigning your beneficiaries, click “**Continue**.”

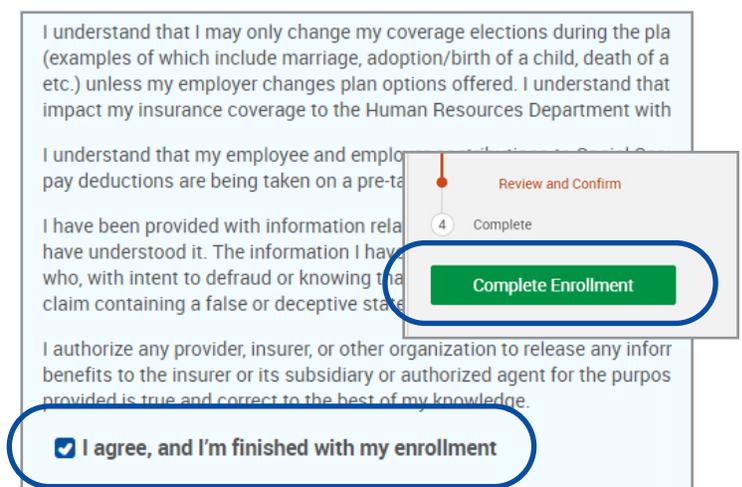
*Note: You can change your beneficiary in bsswift at any point during the year by clicking “**Edit my profile**” on the employee homepage and then “**Beneficiaries**.”*

Review and Confirm Page

This will show a summary of your elections, the dependents you are covering by plan, and your cost for these coverages. Note: dependents showing as “incomplete” were not correctly enrolled.

After you have reviewed your elections, you will need to agree that these are your elections by checking the “**I agree, and I'm finished with my enrollment**” box, and then clicking, “**Complete Enrollment**.” You will then be provided the opportunity to print or email a copy of your elections.

 **IMPORTANT DEADLINE:** You must select “**Complete Enrollment**” to submit your final elections by **11:59pm CST on November 21st**.



 **IMPORTANT:** You can always adjust your elections at any point during the Open Enrollment window, even after clicking “**Complete Enrollment**.” Any changes you make to your elections will always need to be confirmed and saved by hitting the “**Complete Enrollment**” button. You must make your final elections and select the “**Complete Enrollment**” button by 11:59pm CST on November 21st.