

Log in to: bemusptcsd.bswift.com

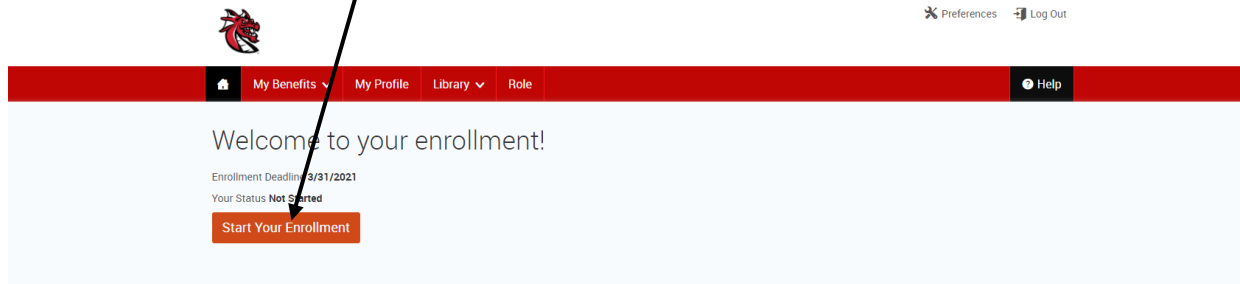
Username: First letter of your first name and full last name (ex. BJones)

Password: last 4 digits of your social security number



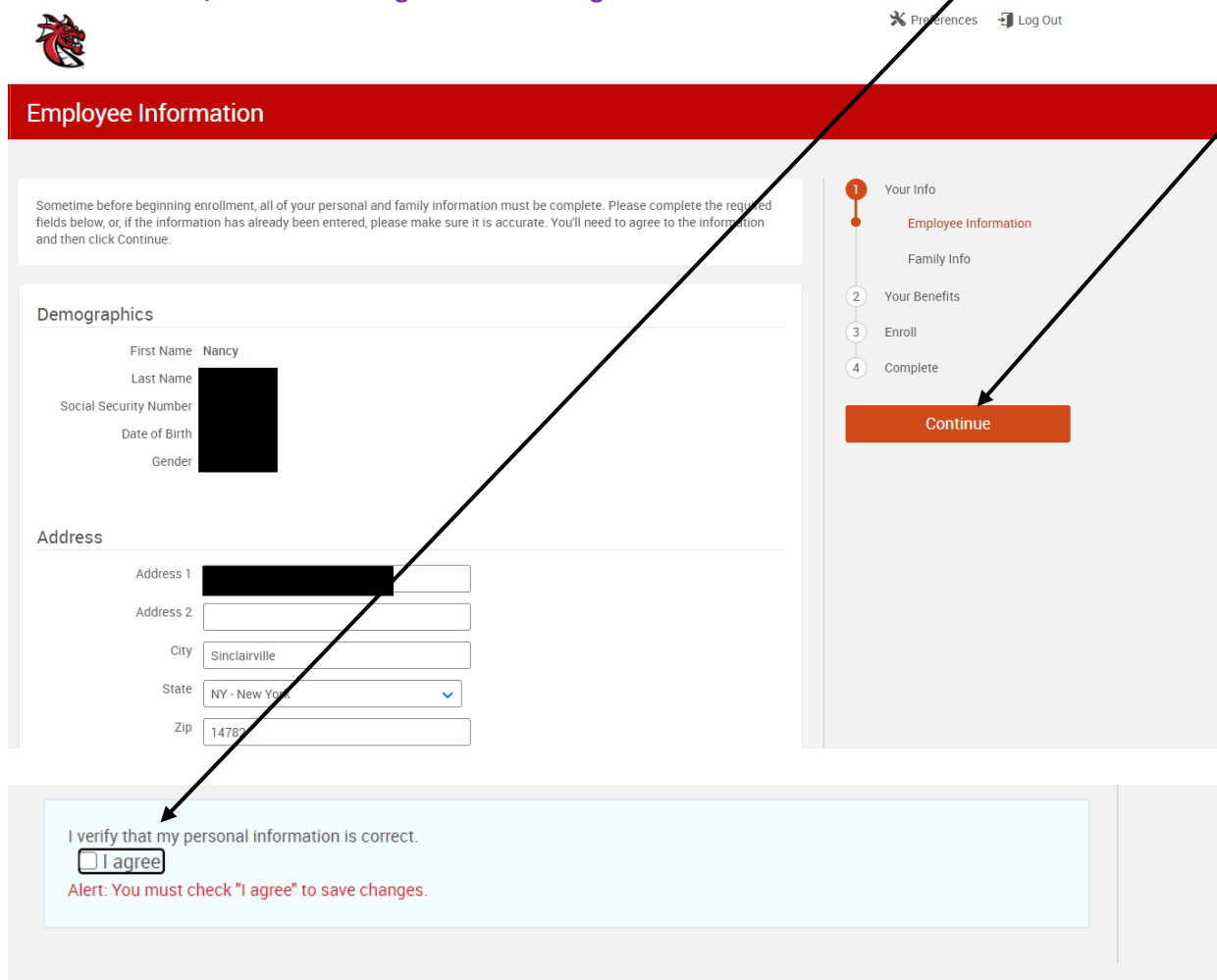
The login form is located on the left side of the page. It has a header "Log in" and two input fields: "Username" and "Password". Below the fields is a blue "Log in >" button. To the right of the form is a large image of a family sitting on a grassy hill under a blue sky. Below the image is a "Welcome to your benefits website." message with instructions on how to log in and a link to request a password reset.

Click – Start Your Enrollment



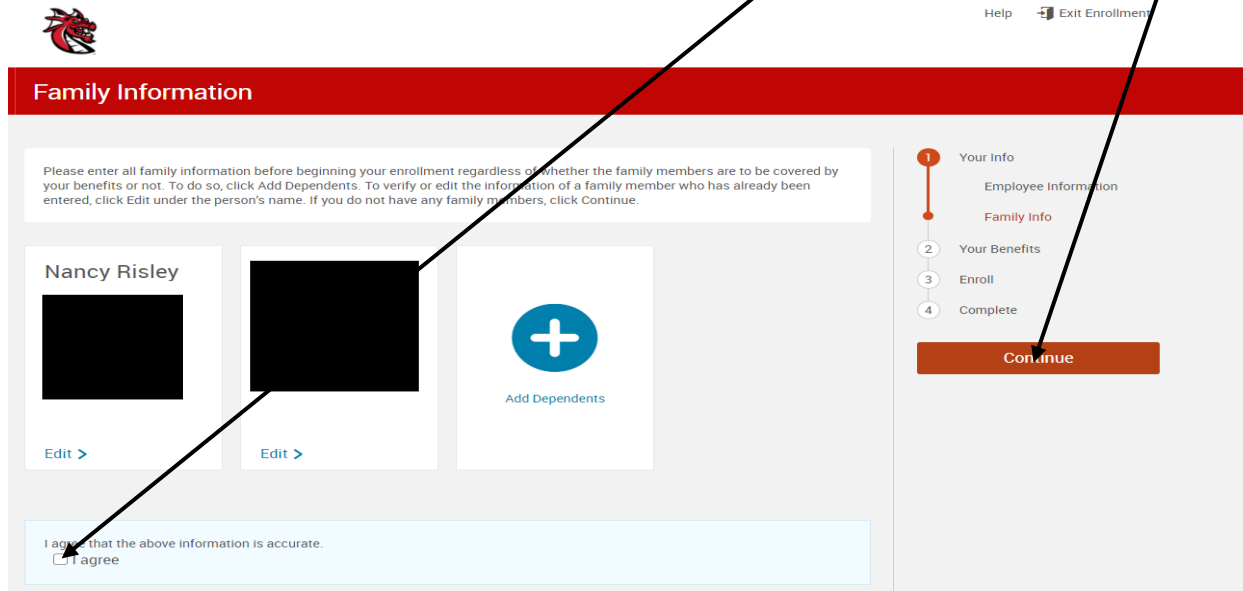
The enrollment start page features a red navigation bar with "My Benefits", "My Profile", "Library", "Role", and "Help" options. The main content area says "Welcome to your enrollment!" and displays the enrollment deadline as 3/31/2021. It also shows the user's status as "Not Started" and a prominent orange "Start Your Enrollment" button.

Check over your demographics & address - if the information is correct click I agree at the bottom and then Continue. If it's not correct, make the changes then click I agree at the bottom and then Continue.



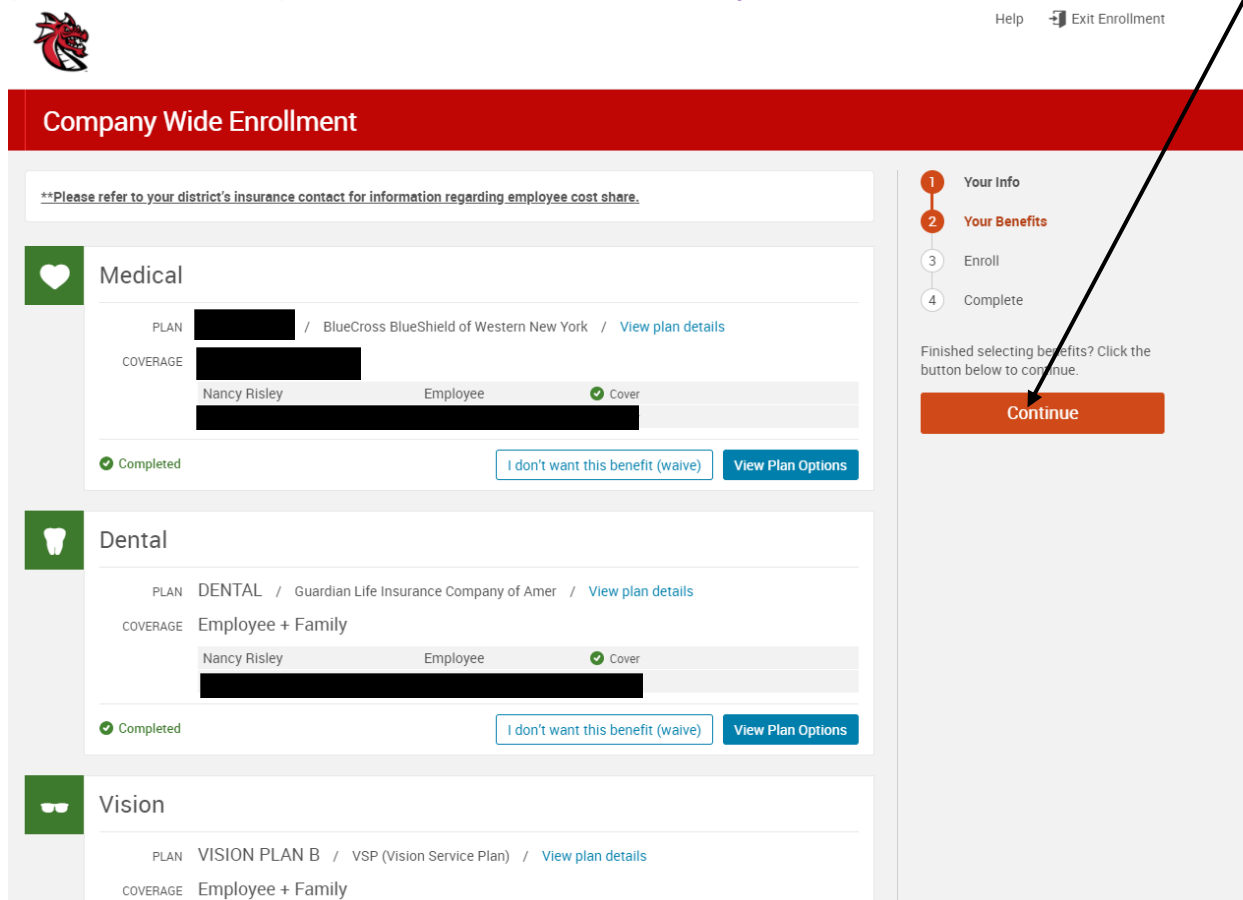
The "Employee Information" form is divided into two main sections: "Demographics" and "Address". The "Demographics" section includes fields for First Name (Nancy), Last Name, Social Security Number, Date of Birth, and Gender. The "Address" section includes fields for Address 1, Address 2, City (Sinclairville), State (NY - New York), and Zip (14785). On the right side, there is a progress indicator with four steps: "Your Info", "Employee Information", "Family Info", and "Your Benefits". The "Employee Information" step is currently active. Below the progress indicator is a large orange "Continue" button. At the bottom of the form, there is a light blue box containing a verification statement: "I verify that my personal information is correct." with an "I agree" checkbox and an alert message: "Alert: You must check 'I agree' to save changes."

Check your family info – if the information is correct click I agree at the bottom and then Continue. If it's not correct, make the changes then click I agree at the bottom and then Continue.



The screenshot shows the 'Family Information' enrollment page. At the top left is a red dragon logo. The page title is 'Family Information'. A message box states: 'Please enter all family information before beginning your enrollment regardless of whether the family members are to be covered by your benefits or not. To do so, click Add Dependents. To verify or edit the information of a family member who has already been entered, click Edit under the person's name. If you do not have any family members, click Continue.' Below this, there are two profile cards for 'Nancy Risley' with redacted photos and 'Edit >' links. To the right is a large blue plus icon with the text 'Add Dependents'. At the bottom left, there is a checkbox labeled 'I agree that the above information is accurate.' with the text 'I agree' below it. On the right side, a progress indicator shows four steps: 1. Your Info (selected), 2. Your Benefits, 3. Enroll, and 4. Complete. Below the progress indicator is an orange 'Continue' button. At the top right, there are links for 'Help' and 'Exit Enrollment'.

MAKE CHANGES HERE to your insurance if you want to change, add, or waive a benefit. BENEFITS are medical (Traditional, POS, PPO), dental, and vision insurance. Once your information is correct click Continue



The screenshot shows the 'Company Wide Enrollment' page. At the top left is a red dragon logo. The page title is 'Company Wide Enrollment'. A message box states: '**Please refer to your district's insurance contact for information regarding employee cost share.' Below this, there are three sections for benefit selection: Medical, Dental, and Vision. Each section shows the plan name, provider, and coverage options for 'Nancy Risley' as an 'Employee'. The 'Medical' section shows 'BlueCross BlueShield of Western New York' and 'Cover' status. The 'Dental' section shows 'DENTAL / Guardian Life Insurance Company of Amer' and 'Cover' status. The 'Vision' section shows 'VISION PLAN B / VSP (Vision Service Plan)' and 'Cover' status. Each section has a 'Completed' status, a 'I don't want this benefit (waive)' button, and a 'View Plan Options' button. On the right side, a progress indicator shows four steps: 1. Your Info, 2. Your Benefits (selected), 3. Enroll, and 4. Complete. Below the progress indicator is an orange 'Continue' button. At the top right, there are links for 'Help' and 'Exit Enrollment'.

Review and confirm your benefits. You can make changes here by clicking on Edit Selection if you need to. Once your information is correct click I agree and Complete Enrollment.

You may now view, email, print your enrollment or just log out. **THANK YOU VERY MUCH FOR DOING THIS IN A TIMELY MANNER, I GREATLY APPRECIATE IT AND YOU!!!** Nancy 😊