



Employee Online Open Enrollment

**Your window to enroll is from March 1 through
March 31 for benefits effective July 1**

Enrollment Website*:

bemusptcsd.bswift.com

**Please enter web address in address bar; not search bar*

For questions on the online enrollment system, or if you are experiencing any
difficulties with the website please contact:

BSwift Website Questions, Access Issues

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Plan Information, Benefit Questions, All Other Concerns

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EMPLOYEE ENROLLMENT GUIDE

1. Log in to bemusptcsd.bswift.com
 - ✓ User ID: First letter of your first name and full last name (ex. BJones).
 - ✓ Password: last 4 digits of your social security number.
 - ✓ If this is your first time in bswift, accept the "User Agreement"

2. The Welcome Page contains links to the plan summaries, required documents, libraries, and to insurance carrier websites.
 - ✓ **Even if you are not making any plan changes, it is important to walk through each step to verify the information is correct**
 - ✓ Click on "Enroll Now".

3. Review the Employee Information section and make necessary updates

4. Add any dependents you wish to cover by clicking the "Add Dependents" link. Please note date of birth and SS# is required for each dependent for carrier verification.

5. You are now ready to enroll into your company benefits.
 - ✓ For each benefit, click "View Plan Options" and select the dependents you wish to cover (if applicable) and then select the desired plan.
 - ✓ After you have selected your plan, you will be brought back to the list of available benefits.
 - ✓ If you wish to keep current election, click "keep selection"
 - ✓ If you would like to waive a benefit, click "I don't want this benefit"
 - ✓ Repeat for each benefit

6. Once complete, click "Continue" and then scroll down and verify each of the benefits to make sure that each benefit is correct.
 - ✓ Once complete, check the "I agree and I'm finished with my enrollment." box.
 - ✓ Click the green "Complete Enrollment" button.

7. You have completed your enrollment and can print or email your Confirmation Statement.