

# BSwift

## How to enroll in benefits using the Bswift enrollment portal:

1. Access the Paylocity login page—<https://access.paylocity.com/> (Chrome browser recommended)
2. Login using your Username and Password
3. If you haven't registered, select Register New User

a. For new users—select, I don't have a Registration Passcode and enter your company ID:

- ▶ 57741—Trinidad Benham
- ▶ 80031—Honest Origins
- ▶ 181697—Columbia Bean

b. Follow the prompts to complete registration

4. Once logged in, select the 3 line icon located in the top left corner of the screen
5. Scroll down and select Bswift Benefits

6. Hit the orange "Start Your Enrollment" button and make your

benefit selections

7. Review Employee Demographic Information

- a. Select I agree at the bottom of the page
- b. Select Continue in the right sidebar menu

8. Review Family Information

- a. Select Edit to change an existing dependent's demographic information
- b. Select Add Dependents to enter a new dependent
- c. Select I agree at the bottom of the page
- d. Select Continue in the right sidebar menu

9. Enter Benefit Elections

- a. Where applicable - select which Dependents to cover
- b. Select Continue
- c. Select View plan details to review any applicable plan information
- d. Select the appropriate Plan or Waive option

10. Review all selections

11. Select Edit Selection to make changes to any elections

12. Select I agree, and I'm finished with my enrollment and Complete Enrollment to submit the enrollment

Once You've Reviewed All Your Selections:

Participation

I understand that the choices I've made are in effect for one full benefit plan year and cannot be changed until the next enrollment period unless I have a qualified status change. If I do have a qualified family status change, I have 30 days from the date of the life event to make changes to my benefit plans, and that I may be required to furnish proof of the event and/or be asked to furnish evidence of insurability for my eligible dependents or myself. Finally, I authorize payroll deductions, if required, for my contributions in the cost of the coverage I have selected.

I agree, and I'm finished with my enrollment.

13. Select Email or Print to receive an email or printed Confirmation Statement outlining the benefits elected

✔ Your enrollment is complete!

📄 You may make changes to your elections until January 16, 2018.

You have completed your enrollment. Click the picture of a printer to create a printed hard copy of your confirmation statement for your records or email yourself a copy of the statement. If you would like to make changes to your enrollment, you are able to do so from logging to your Home page from your Home page while you are still within your enrollment window. You can click on the Enrollment Completion button to make any changes needed or before your window closes.

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

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