

OPEN ENROLLMENT

To be completed within 30 days of hire.

Select Your Coverage

You will select your coverage by logging into your Benefits Management Dashboard.

If you are the policy holder updating your coverage choice from a prior year, [log in here](#).

If you are a new hire, part-time employee, or employee covered by your spouse [log in here](#).

Watch the [Open Enrollment Login Video](#) | [Open Enrollment Instructions Video](#)

STEP 1

Login by going to:

<https://secure.bswift.com/default.aspx?abbrev=arm> and then select the second option as seen below.



STEP 2

Login using the first letter of your first name and then your last name.

Example: Simon Cat = scat

Then click *Forgot Password*

The screenshot shows the login page with a 'Log In' section. The 'Username' and 'Password' fields are highlighted with yellow boxes. A 'Forgot Password' link is also highlighted. The 'Log In' button is a blue arrow.

Forgot Password

* [Username](#) or Email Address

* Fields are required

STEP 3

Enter username again. Example: Simon Cat = scat

Then click *Continue*

Forgot Password

Please enter your birth date:

* Birth Date

(mm/dd/yyyy)

* Fields are required

STEP 4

Enter Birth Date

Then click *Continue*

Continue

Back

Forgot Password

Please select from the following reset password methods:

Answer security questions To access your information, you will need to answer the security question(s) provided when you created your account

STEP 5

Click Radio Button

Then click *Continue*

Continue

Back

Forgot Password

Please answer the following security questions.

* Last 4 digits of Social Security Number

* ZIP Code

STEP 6

Enter SSN & Zip Code Info

Then click *Continue*

Continue

Back

STEP 7

Create New Password.

Password must be at least 8 characters and contain at least (1) number, at least (1) capital letter & at least (1) special character (!@\$, etc.)

Then click Save

Change Password

Change Password Instruction Text

* Fields are required

* New Password

Passwords must be 8 characters minimum and contain at least 1 number, at least 1 capital letter, and at least 1 special character (!,@,\$,etc.)

* Verify New Password

Save

STEP 8

Select a Security Question from the drop-down menu.

Enter answer.

Then click Save

Security Question

Security Questions

* Fields are required

-Select-



*

*

Save

Change Password Log Out

My Benefits My Profile Library Help

Welcome to your Open Enrollment

Enrollment Deadline 11/26/2018

Your Status Not Started

Start Your Enrollment

*Take note of your enrollment deadline date

STEP 9

You are now able to make your benefit selections.

Click on *Start Your Enrollment*

ENROLLMENT HIGHLIGHTS

• Effective January 1, 2019, depending on your 2018 engagement level, you have two health plan choices which are highly competitive in the market. These plans give you full access to whole person health and wellness programs to help you avoid preventable illnesses and manage pre-existing medical conditions.

• To receive healthcare coverage for the new plan year through the Ascend to Wholeness Healthcare Plans, you MUST select a healthcare plan. If you do not select a plan during your employer's open enrollment period, you will not receive healthcare coverage.

Employee Information

Tell me about yourself.

Sometimes before beginning enrollment, all of your personal and family information must be complete. Please complete the required fields below, or, if the information has already been entered, please make sure it is accurate. You'll need to agree to the information and then click Continue to the right of the page.

Demographics

* Fields are required:

First Name: SIMON
Middle Initial: F
Last Name: CAT
Suffix:
Social Security Number: 123-45-6789
Date of Birth: 10-31-1976
Gender: Male Female
Disabled: Yes No
Marital Status: Married

- 1 Your Info
- 2 Your Benefits
- 3 Enroll
- 4 Complete

Continue

STEP 10

Complete the Tell me about yourself section.

Click on *Continue* when completed. You will be prompted to click *I agree that you verify that your personal information is correct.*

I agree that the above information is accurate.

I agree

STEP 11

Complete the Tell me about yourself family section.

Click on *Continue* when completed. You will be prompted to click *I agree that you verify that your personal information is correct.*

I agree that the above information is accurate.

I agree

Family Information

Tell me about your family.

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 below. To verify or edit the information of a family member who has already been entered, click on the "Edit" button for the desired dependent. If you do not have any family members, click Continue.

SIMON CAT Male Employee 41 years old (10/31/76) SSN: 123-45-6789 Edit >	SOPHIA CAT Female Spouse 41 years old (02/22/77) SSN: 333-33-3333 Edit >	SIMON CAT JR. Male Child 13 years old (10/21/04) SSN: 555-55-5555 Edit >	SAGE CAT Female Child 14 years old (12/04/03) SSN: 777-77-7777 Edit >
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Add Dependents

- 1 Your Info
- 2 Your Benefits
- 3 Enroll
- 4 Complete

Continue

STEP 12

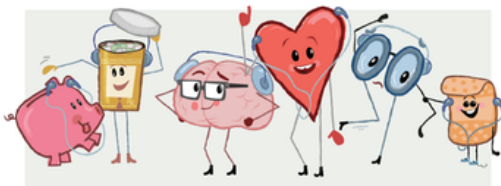
Ask EMMA - Get started with your benefits enrollment audio. You may enroll without Audio by clicking the *Enroll without Audio* link.

Before we get started... will pop up, click *Continue* to enroll in eligible benefits.



askEMMA

Get started with your benefits enrollment.



Start with audio

Enroll without Audio

Company Wide Enrollment

Before we get started...

While enrolling, you will have access to tools that provide cost estimates and make suggestions. But only you can elect benefits that best suit your needs. By using these tools, you agree to the Terms and Conditions.

Continue



STEP 13

Make benefit selections by clicking on the *View Plan Options*. You may waive benefits by clicking the *I don't want this benefit (waive)*.

The screenshot shows the 'Company Wide Enrollment' interface. At the top, there's a 'Benefits FAQ' dropdown and a 'VOICEOVER AUDIO' button. A message bubble says 'Let's get you signed up for your benefits!'. Below, a notification states: 'You are now eligible to make changes to your benefits. Click "View Plan Options" to review the plans you are eligible for and to make a selection. Be sure to select any eligible dependents as you step through your elections.' The main content area lists two benefit options:

- Supplemental Employee Life**: Cost per month \$15.82. Coverage: \$20,000.00. Status: Completed. Buttons: 'I don't want this benefit (waive)' and 'View Plan Options'.
- Supplemental Employee AD&D**: Cost per month \$0.27. Coverage: \$10,000.00. Status: Completed. Buttons: 'I don't want this benefit (waive)' and 'View Plan Options'.

On the right sidebar, a progress indicator shows steps: 1. Your Info, 2. Your Benefits (current), 3. Enroll, 4. Complete. Below the indicator, it shows 'Your Cost per month \$16.09' and a 'Continue' button.

STEP 14

Once you have reviewed all of your selections, and clicked I agree, and I'm finished with my enrollment, you will then click Complete Enrollment to finish.

The screenshot shows the 'Once You've Reviewed All Your Selections: Participation' page. It contains a legal acknowledgment statement. At the bottom, there is a checkbox labeled 'I agree, and I'm finished with my enrollment.' which is circled in red. Below the checkbox, a yellow warning box says: 'You must click the "Complete Enrollment" button to the right to finalize your elections. You must check "I agree" to save changes.' On the right side of the page, a green button labeled 'Complete Enrollment' is also circled in red.

The screenshot shows a confirmation page with a green header containing navigation links: 'My Benefits', 'My Profile', and 'Library'. The main heading reads 'Your enrollment is complete!'. Below this, it states 'Last date to make changes 11/26/2018' and 'Your Status Complete'. A green button labeled 'Change My Elections' is prominently displayed at the bottom.

Your enrollment is complete! To change your elections, return anytime before date listed as your last date to make changes.