

# Bswift Enrollment

**NOTE:** You are required to make a selection for all benefits. You must add any dependents you wish to cover to the system at this year's annual enrollment.

## To Begin:

- 1) From the "Home Page" click on the "Enroll Now" link, to begin the election process.
- 2) On the "Personal & Family Page", verify your information is accurate and "Add" all eligible dependents you wish to cover under any benefits.

## HOW TO ENROLL

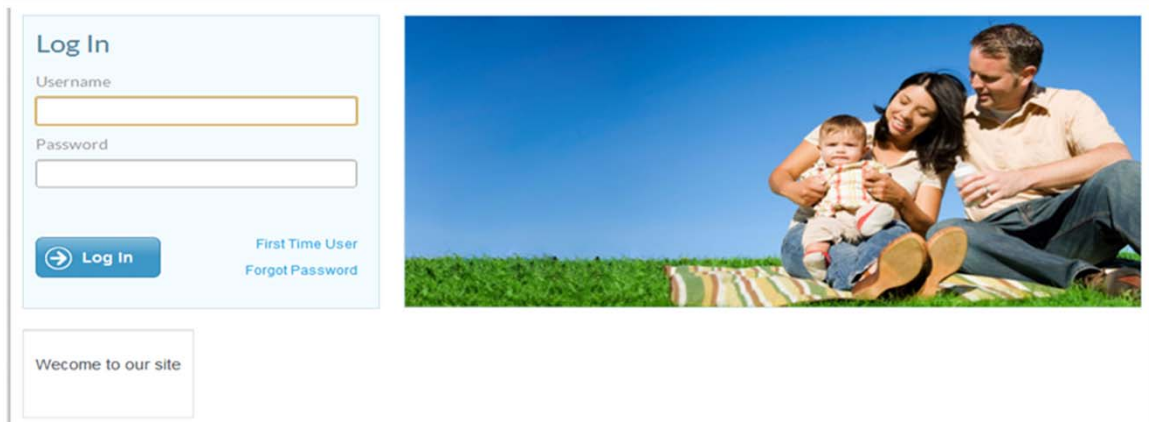
Go to <http://catoosaboc.bswift.com>.

At this time, make sure to disable your pop up blocker.

At the enrollment website enter your Username and Password.

- Username is the first letter of your first name, your full last name and the last four digits of your social security number (ex.jdoe2257)
- Password is the last 4 digits of your Social Security number (ex. 4567).

You will then be prompted to create a permanent password.



Log In

Username

Password

[Log In](#) [First Time User](#) [Forgot Password](#)

Welcome to our site

- 3) To make a plan selection, select the button beside the newly elected plan. if you are covering dependents, make sure to "Select" them by checking off next to their name under Select who to cover with this plan. Then press "Next" at the bottom of the screen.

# Bswift Enrollment, Cont'd

The screenshot displays the 'Plan Selection' interface. On the left, a 'SPECIAL ENROLLMENT' sidebar lists various options, with 'Vision' selected. The main area shows the 'Vision Plan (2014)' for 'Employee + Family' at a cost of '\$17.20'. Below this, there are checkboxes for 'Sally Test Employee', 'spouse test Spouse', and 'child TEST Child', all of which are checked. A 'CURRENT PLAN' section highlights the 'Vision Plan (2014)' with a 'View plan details' link and a note about receiving new vision ID cards effective 1/1/2014. At the bottom, there is a 'Waive Vision' option.

- 4) Once you have reviewed and completed your enrollment, click on “I Agree and I am finished with my enrollment”, then click on “Save My Enrollment”.

## Once You've Reviewed All Your Selections:

### Participation

I hereby acknowledge I have read the statements contained herein, or they have been read to me, and the statements are true and complete to the best of my knowledge. I understand any misrepresentation or omission contained herein may be used to reduce or deny claim or void the contract if such misrepresentation or omission affects acceptance of the risk. I hereby enroll for benefits for which I am presently eligible, or for which I may become eligible, under my employer's group contract(s). If any deductions are required for this coverage, I authorize such deductions from my earnings and I understand that any premiums will be automatically deducted from my paycheck on a pre-tax basis (before tax dollars) unless I submit a declination election. I reserve the right to revoke this deduction authorization at any time upon written notice.

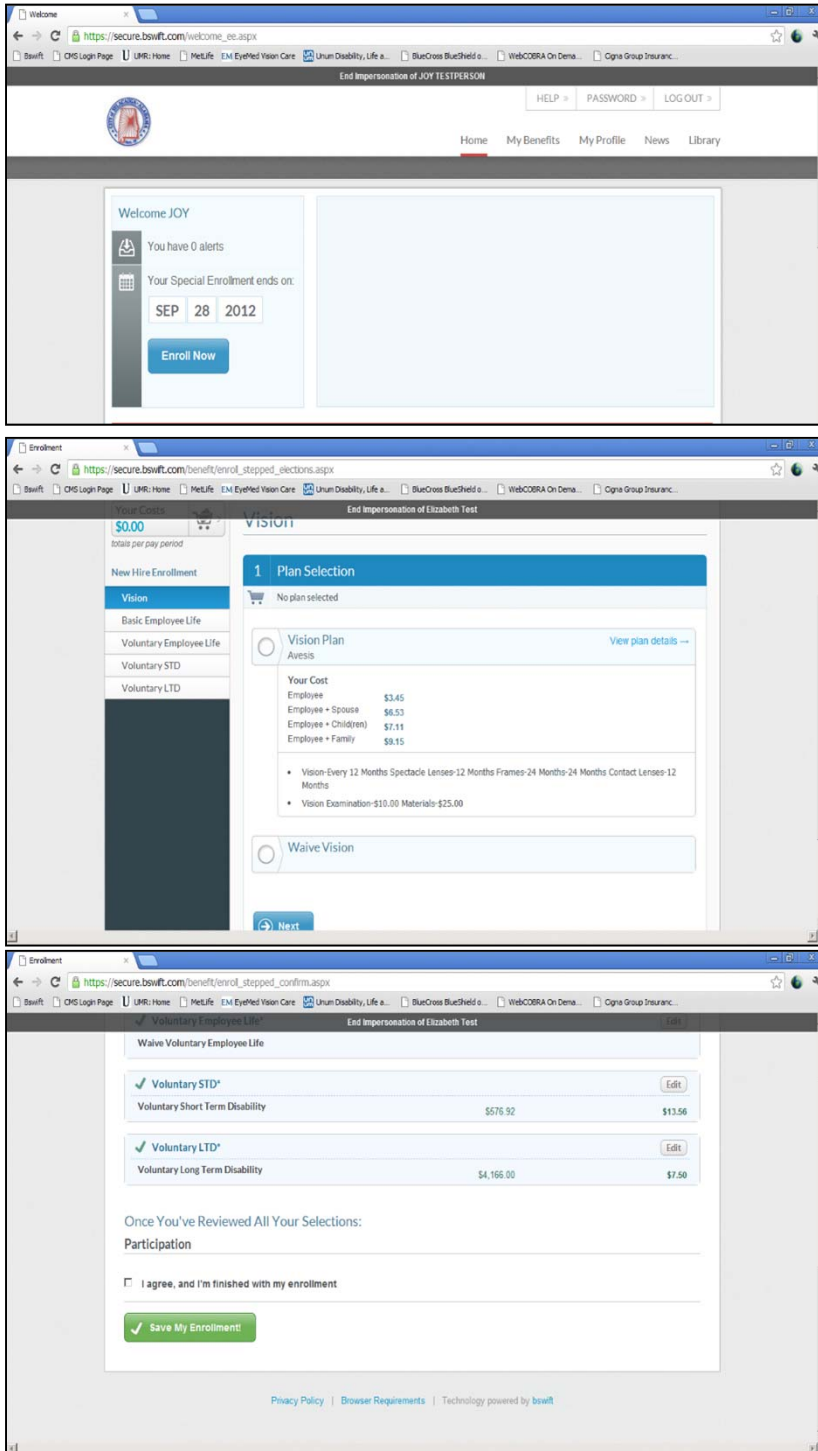
I agree, and I'm finished with my enrollment

- 5) You will now be taken to the final confirmation page to either print or email.

## Qualifying Events (refer to your 2016 Summary Plan Description - Special Enrollment Rights)

- Contact ShawHankins by calling 800-994-7429 to speak with an enroller regarding enrollment.
- You must enroll within 30 days from the effective date of your qualifying event.

# How to Enroll



**NOTE: You are required to review all your benefits. Please be aware your premium deductions may change for certain plans**

To Begin:

- 1) From the Home Page Click on the Enroll Now link, to begin the election process
- 2) On the Personal & Family Page, verify your information is accurate.
- 3) To choose or change your current election, select the button beside the newly elected plan and press "Next" at the bottom of the screen.
- 4) Once you have reviewed and completed your enrollment, click on "I Agree and I am finished with my enrollment", then click on "Save My Enrollment"
- 5) You will now be taken to the final confirmation page to either print or email.