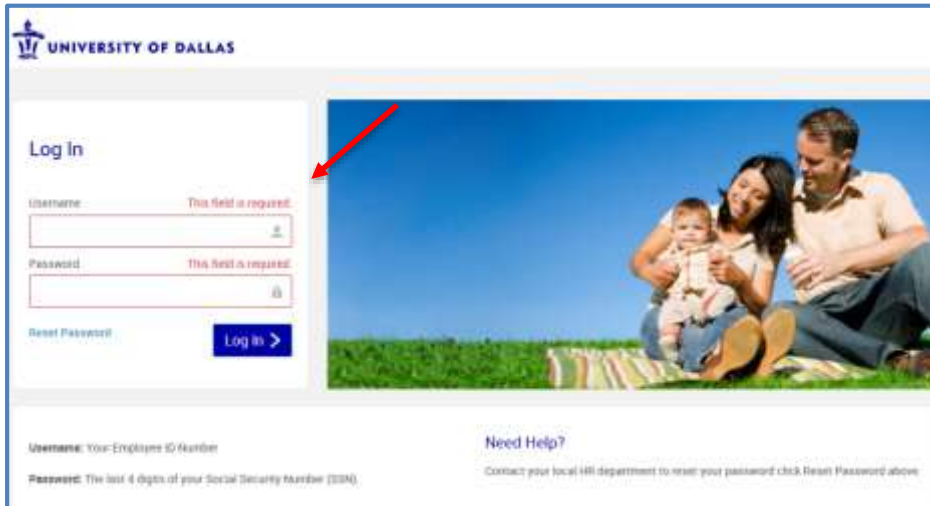


bswift New Hire Instructions – University of Dallas

1

Log In

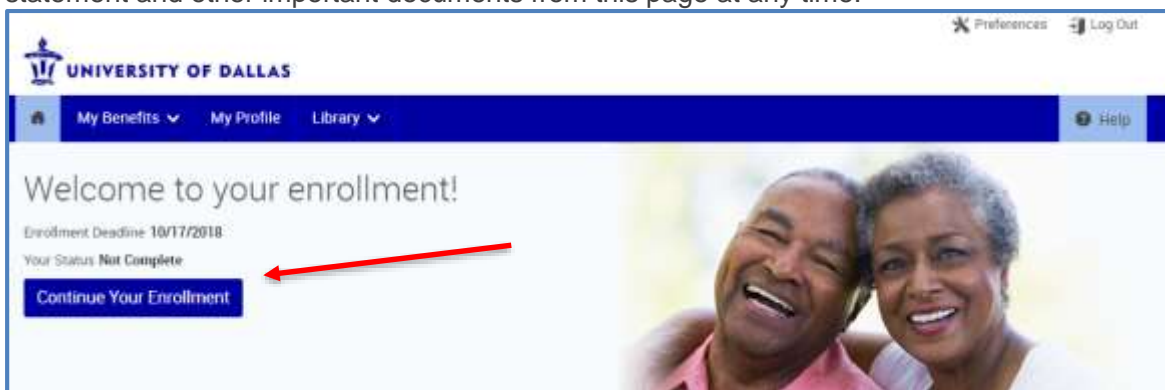
- URL: <http://udallas.bswift.com>
- Username: Employee ID
- Password: the last four digits of your social security number



Enrollment: Three Steps

Please note: you must complete all steps of your enrollment in order for your elections to be saved!

- Click the Start Your Enrollment button to get started. You may access your confirmation statement and other important documents from this page at any time.



Benefit Technology Resources ®

Step 1: Verify Your Personal and Family Information

Personal Information

- Verify your personal information for accuracy and fill in any required fields. If you need to make changes to any non-editable fields, please contact HR.
- Verify that all information is accurate.
- Check the checkbox next to “I agree.”
- Click the **Continue** button.

Family Information

- Please be sure to add all dependents to the **Family Information** section before proceeding to the next section (enrollment). To do so, click on the **+ Add Dependents** link. To edit an existing dependent, click on **Edit >** under his or her name.
- Once you have finished entering a dependent, you may either **Save & Add Another** or **Save & Continue**.

Please enter all family information before beginning your enrollment if you plan on enrolling them in medical, dental, vision, or voluntary spouse life or child life. 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.

Donald OnSiteTest Male Employee 38 years old (1/1/1988) DOB: xxx-xx-1236 Edit >	Spouse Test Female Spouse 34 years old (2/26/1984) DOB: xxx-xx-7818 Edit >	test test Male Child 0 years old (7/14/2018) Edit >	 Add Dependents
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I agree that the above information is accurate. Also, by signing below, I acknowledge and affirm the following information accurately identifies my legal dependent(s) I enrolled in BSWIFT-sponsored health and welfare plans. For each, I provided my legal dependent's name, address, date of birth, and how the individual is my legal dependent, using one of the following designations: legal spouse by marriage, biological/natural child, adopted child, step-child, child placed for adoption, minor child for whom I am the legal guardian, foster child, or handicapped child older than 26.

I agree

- After confirming all of your family information is accurate, check the box next to “I agree.”
- Click the **Continue** button to proceed with your enrollment.

Questions

- Please be sure to answer the spousal surcharge questions under the **Questions** section before proceeding to the next section (enrollment). To do so, select **Yes** or **No**.



- Once you have finished hit **Continue**.

UNIVERSITY OF DALLAS

Questions

* Fields are required

*For individuals who are applying for spousal healthcare coverage, the UD healthcare premium will include a \$500 per month surcharge for spouses who are eligible for healthcare benefits with another employer. All individuals requesting spousal coverage under the UD plan must indicate whether his or her spouse is employed elsewhere and has coverage available to him or her.

Are you planning to cover your spouse under your UD healthcare coverage?

Yes
 No

Does your spouse have the option of enrolling in his or her employer healthcare program outside of UD?

Yes
 No

1 Your Info
Employee Information
Family Info
Questions
2 Your Benefits
3 Enroll
4 Complete

Continue

Step 2: Select Your Benefits

After completing your personal and family information, you will be taken to **Your Benefits** page. During this portion of the enrollment you will be able to view and choose your benefit plans.

- Under each plan type, click on the **View Plan Options** button to see what choices are available to you.
- You will be asked to choose any dependents you intend to cover on this plan. You will also be able to make changes on the next step.
- Click **Continue**.

Who will be covered by this plan?

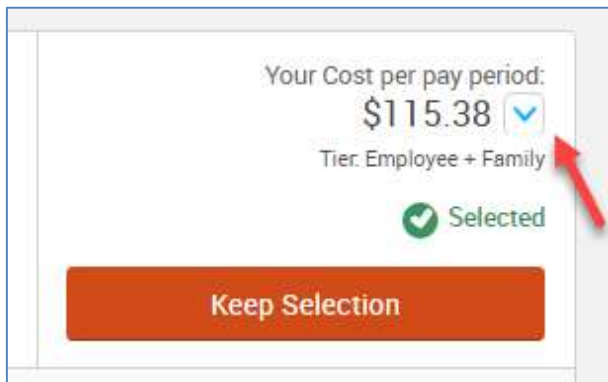
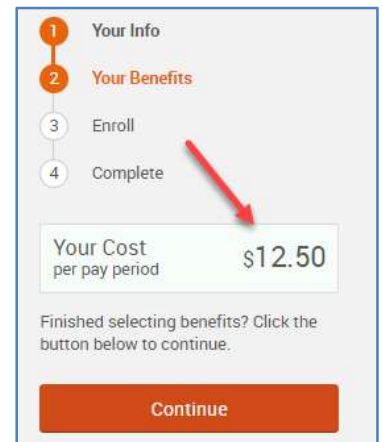
Enrollment 2016 Tester Employee
 Spouse Test Spouse
 Child Test Child
[Add Dependents](#)

Back Continue

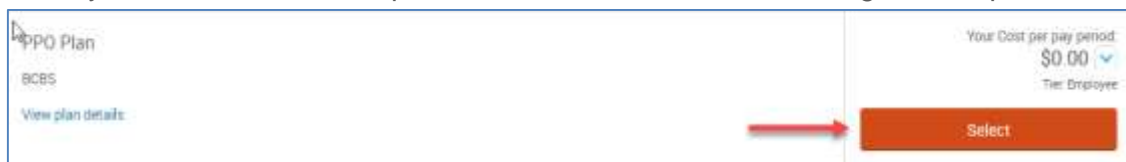


For each plan, choose the **Select** or **Waive** button to save any changes and come back to the enrollment page.

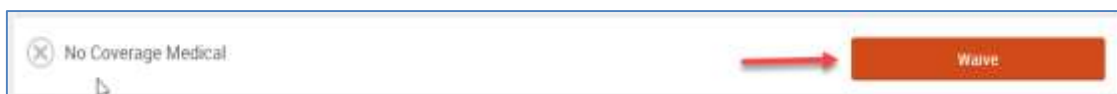
- As you are enrolling in your benefits, your total cost will accumulate in the navigation bar on the right hand side of the screen.
- Check the box next to each dependent you would like to cover. Unchecking a box will not include them in coverage.
- As you add and remove dependents, the costs and tiers next to each plan will change. Click the blue arrow next to the cost to view the company contribution.



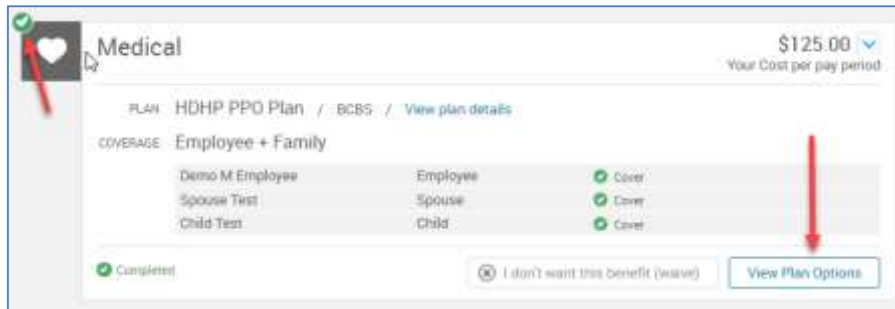
- To view all plan details next to each other, click the **View All Plans Side-by-Side** button; or for just one plan, click **View plan details** underneath the plan name.
- When you have decided on a plan, click the **Select** button to the right of the plan name.



- If you would like to waive coverage, scroll to the bottom of the benefit plan's page and click on the **Waive** button.



- When you have finished making all of your benefit elections (the boxes will have a green checkmark and be marked **✓ Completed**), click the **Continue** button on the right hand side of the screen. If you would like to edit any of your selections, click on the plan's **View Plan Options** button. **Note: you will not be able to complete your enrollment until each benefit has been completed.**



- If applicable, you will be taken to **Beneficiary Designation, Questions, or Other Coverages** pages.

Beneficiaries

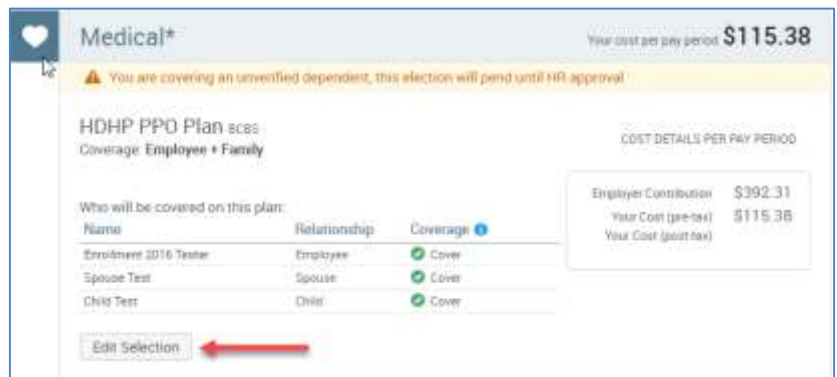
- You may add beneficiaries that are not your dependents (parents, siblings, etc) by clicking **+ Add New Beneficiary**. Enter all required information and then click **Save** or **Save & Add Another**.
- You may split the amount amongst your beneficiaries, but both primary and secondary percentages must total 100%.
- When you are finished with beneficiaries, questions, and/or other coverages, click the **Continue** button to proceed to the final step of enrollment.



Step 3: Last Step - Confirm and Save your Elections!

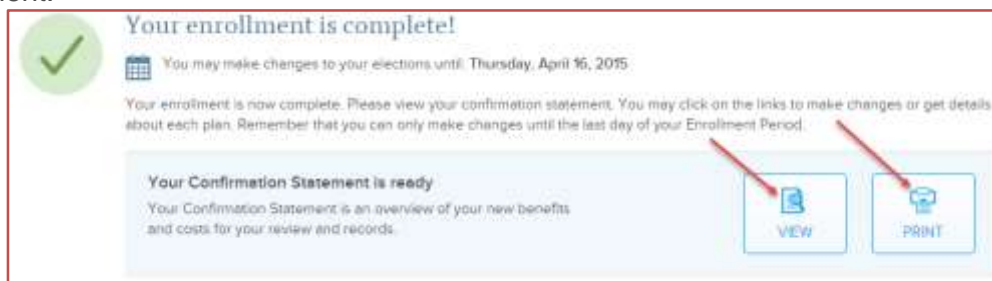
If needed, you may still edit your elections by clicking **Edit Selection** on the bottom of any plan type.

- Please read over any agreement text at the bottom of the page.
- Check the **“I agree, and I’m finished with my enrollment”** checkbox and click the **Complete Enrollment** button.



Confirmation Statements

When you reach the **Confirmation Statement** (pictured below), you have completed your enrollment.



- You may print or email yourself a confirmation statement by clicking the printer or email icons in the upper right hand corner.
- You may access a copy of your confirmation statement at any time by clicking **My Benefits** in the upper right-hand corner of your homepage.
- You may edit your enrollment until the end of your enrollment window by clicking the **Change My Elections** button on your homepage.

