



EMPLOYEE ENROLLMENT GUIDE

1. Log in to forestville.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.
 - ✓ Accept the "User Agreement"
2. The Welcome Page contains links to the plan summaries, required documents, libraries, and to insurance carrier websites.
 - ✓ Click on "Enroll Now".
3. Review the Employee Information section and make necessary updates
 - ✓ Once complete, scroll down and check the "I agree" box.
 - ✓ Click "Continue"
4. Add any dependents you wish to cover by clicking the "Add Dependents" link. If no dependents need to be added, check the "I agree" box and click "Continue" Please note date of birth and SS# is required for each dependent.
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 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.