



Log In

- URL: <http://cvbenefits.bswift.com>
- Username: First Initial + Last Name + Last four digits of SSN (ex. Jdoe1234)
- Password: the last four digits of your social security number

Welcome to our benefits portal. If this is your first time logging into this portal, please enter:

Username = First Initial + Full Last Name + Last 4 digits of your SSN (John Doe = JDoe1234)

Password = The last four digits of your SSN (You will be prompted to change your password)

Please note that if you request to have your password reset, it will be reset to the last four digits of your SSN.

Log In

Username
Jdoe1234

Password
....

Forgot Password Log In >

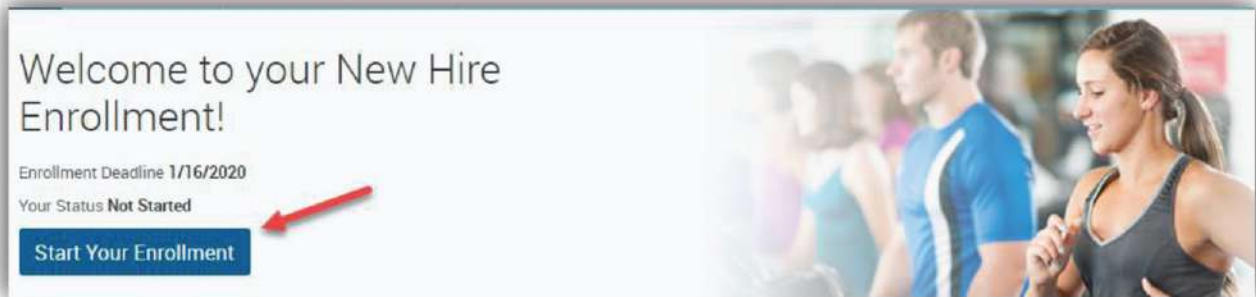
Enrollment: Three Steps

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.



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 regardless of whether the family members are to be covered by your benefits or not. 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.

<p>NEW HIRE TEST</p> <p>Female Employee</p> <p>67 years old (0/5/1952)</p> <p>SSN: 444 55 8888</p> <p>Edit ></p>	<p>Spouse Test</p> <p>Male Spouse</p> <p>68 years old (10/19/1950)</p> <p>SSN: 982-95-5260</p> <p>Edit ></p>	<p>+</p> <p>Add Dependents</p>
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I agree that the above information is accurate.

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.

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?

NEW HIRE TEST Employee

Spouse Test Spouse

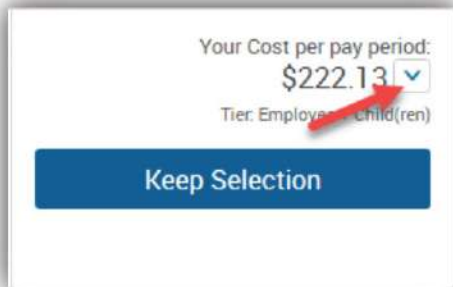
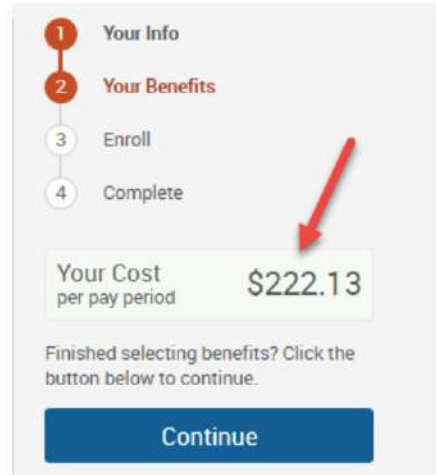


Bswift Enrollment Instructions



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 check mark 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.

Basic Employee Life

Please choose your beneficiaries

Primary Beneficiaries *(required)*

Name	Percentage
My Estate (Employee)	100.0 %
Spouse Test (Spouse)	%
Child Test (Child)	%
Total: 100%	

[+ Add New Beneficiary](#)

[Add Secondary Beneficiaries *\(optional\)*](#)
Secondary beneficiaries receive money if your primary beneficiaries are unable to inherit.

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.

Medical Your cost per pay period **\$222.13**

PPO Base Medical Plan Blue Cross Blue Shield of South Carolina Cost Details Per Pay Period

Coverage: **Employee + Child(ren)** Your Cost **\$222.13**

Who will be covered on this plan:

Name	Relationship	Coverage
New Hire C Tester	Employee	<input checked="" type="checkbox"/> Cover
Child Test	Child	<input checked="" type="checkbox"/> Cover

[Edit Selection](#)

Confirmation Statements

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

Your enrollment is complete!

You may make changes to your elections until: **October 1, 2019**

You have completed your enrollment. Click the **Print** icon to print out a copy of your Confirmation Statement for your records or the **Email** icon to email yourself a copy of the Statement. If you would like to make changes to your enrollment, click on the plan's **Edit Selection** button.

Your Confirmation Statement is ready

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

[VIEW](#) [EMAIL](#) [PRINT](#)





- 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.

