

## Welcome to Our New Benefits Portal!

Our benefits portal gives you a direct line to our benefits information in one secure and convenient location that can be viewed from any device with Internet access, at any time.

### Getting Started

To log in, go to [www.DPRD.bswift.com](http://www.DPRD.bswift.com)

Your **username** is First Initial + Last Name + Birth Year

Your **password** is the Last Four Digits of Your Social Security Number.

After you successfully log in for the first time, you will be prompted to change your password to something unique.

#### Forgot Password?

Click the link to reset your password by entering your personal information. It will be reset to the Last Four Digits of Your Social Security Number.

#### What to Bring?

Please ensure you have your dependent Social Security Numbers handy. These will be required when you enroll.

### Time to Enroll?

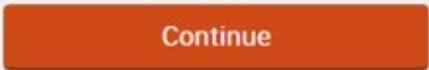
An enrollment panel will appear on your home page. Carefully review all the text under Enrollment Highlights, and Documents under Featured Documents, and then click:



Start Your Enrollment

You must first confirm your demographic information for yourself and add any dependents you plan to enroll.

You may be asked pre-enrollment questions next. Please answer carefully and then click:



Continue

The next screen you will see is the benefit enrollment landing page, which lists all the benefits you are eligible to enroll in. For each benefit listed, you will see a status of either

\* Selection Required or  Completed

You must complete enrollment (either enroll or waive) for every benefit before you will be allowed to finalize your enrollment.

**IMPORTANT: IF YOU DO NOT COMPLETE THE ENTIRE ENROLLMENT PROCESS, WHICH CONCLUDES WITH A BENEFITS STATEMENT, YOU WILL NOT BE ENROLLED IN ANY BENEFITS!**

### Electing Benefits

Some benefits may already be marked as \* Selection Required. These are typically group benefits that you cannot waive. To see plan

details, you can click:



View Information

Most benefits will require you to make a choice. If you know you want to waive, click:



 I don't want this benefit (waive)

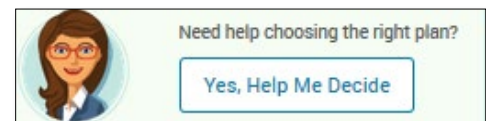
To explore plan options and possibly enroll, click:



View Plan Options

Follow the instructions for each benefit plan to make your choices.

Some plans may allow you to utilize a tool called Ask Emma to help you decide whether to enroll and which plan may best fit your needs. Look for:



In addition, each plan type provides helpful FAQ's to teach you more about a benefit.

If there are multiple plans to choose from you can click:



View All Plans Side-by-Side

You can also click 'View Plan Details' to access more plan documents for a full understanding of each plan.


## Completing your Enrollment

When you have made all your benefit selections, click **Continue** to the right of the plan selection page...



You will be prompted to elect beneficiaries for your Life Insurance. *Make sure to designate at least one Primary Beneficiary. Secondary Beneficiaries are optional.*

On the next screen, make sure to review your elections and read the enrollment agreement notice. Then check the **“I Agree and I am Finished with my Enrollment”** box. Then click...



Follow the prompts until you can view and print your **Confirmation Statement**.



Your Confirmation Statement is ready

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



## Additional Site Features

### Home Page

**Tour:** When you take the tour, you can see all the panels available to you on your homepage.



Would you like a tour?

### My Benefits

**Current Benefits:** Click here to see a detailed statement of all your benefits.

**New Elections:** If there is a current enrollment event, your new selections are displayed in a statement on this page.

**Life Event:** Having a baby? Getting Married? You can use this function to change your benefits based on the life event that you choose. This will pend for HR approval. Additional documentation may be required for proof of your life event.

### My Profile

**Personal/Family Information:** If you need to update demographic information for yourself or a family member, you can do it here.

**Beneficiaries:** Keep your life insurance beneficiaries updated here.

### Mobile Compatibility

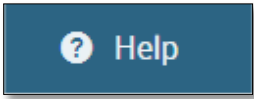
**Application:** In the app store, you can download the ‘bswift’ app. Our company code is **DPRD**.

**Mobile Site:** This website is mobile compatible if you go to [www.DPRD.bswift.com](http://www.DPRD.bswift.com) or there is a link to the site in the bswift app. You can use the full functioning site through your phone.

### Library

**Content:** To view plan documents and additional information provided from your HR Department, click the **Library** link in the top navigation. The library provides you with Summary of Benefits, Forms, and additional information as well as quick links to websites that you may use frequently.

**Help:** Comprehensive FAQ’s are provided to help you with all aspects of the software and answer many questions you may have. Click...



**Please Note:** The federally required *Summary of Benefits and Coverage* documents for each plan are posted in the library as well as the *Exchange Notice*. These documents are also located on your Home Page under the Affordable Care Act panel.