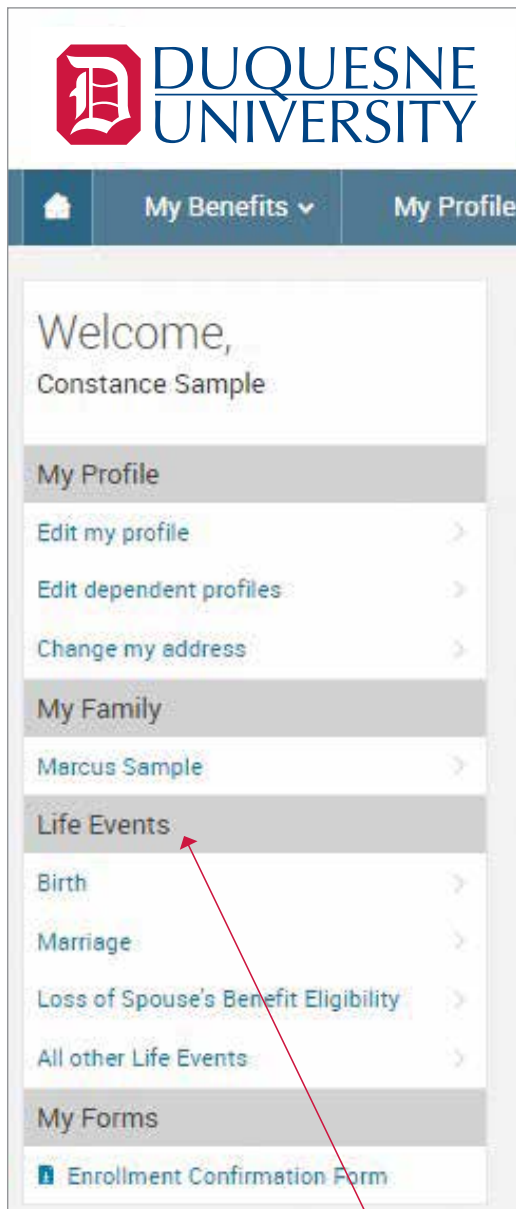


Employees may use the **bswift** system to update information throughout the plan year due to qualified life events.

**These steps must be completed within 30 days of the event.**

1. **LOG IN** to **bswift**



2. **SELECT** your specific Life Event
3. **INDICATE** the effective date
4. **ENTER** information as requested
5. **CONFIRM** and Save Enrollment

The following items are needed before the Benefits Office can approve and process the qualified life event:

- **BIRTH** – copy of crib card then Birth Certificate upon receipt
- **DIVORCE** – copy of Divorce Decree
- **MARRIAGE** – copy of Marriage Certificate
- **EMPLOYMENT STATUS** – proof of gain/loss of coverage indicating effective date, specific coverage gained/lost (i.e., medical, dental, vision) and person(s) gaining/losing coverage

Follow these instructions to upload documentation to **bswift**:

- **SCAN** and save document to your computer
- **LOG IN** to **bswift** using the instructions located on page 1
- **SELECT** My Profile
- **SELECT** Employee File
- **SELECT** Add Employee File Document
- **TITLE** the document (i.e. Marriage Certificate, "Child's Name" Birth Certificate, etc.)
- **SELECT** Document Type
- **SELECT** Browse to locate and select your scanned document
- **CLICK** Save

***A confirmation email will be sent when the Benefits Office has completed the process.***

## **Qualified life events must be reported within 30 days of the event.**

Do not wait for documentation to begin this process.

Your enrollment will remain pending on **bswift** until the Benefits Office approves and processes.