

- **Employee Login:**

There are two ways to log in:

1. Go to <http://norwich.bswift.com/>

Username: Norwich network user name
(example: Huck Finn's username = finn1;
Romeo Montague's username = rmontagu)

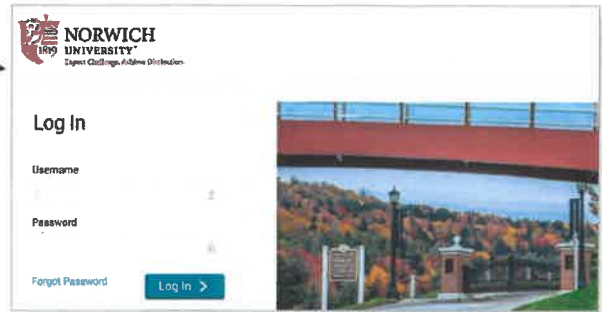
Password: Last four digits of your social security number

You will be prompted to create a new password when entering the site for the first time.

2. Go to <https://norwich-university.identitynow.com/> (Norwich's Single Sign On (SSO) Launchpad)

Log in with your Norwich network username and password.

Click the Bswift logo.



- **Enroll Now:** When you are ready to begin your enrollment, click on the "Start Your Enrollment" button
- **Employee Information:** Review your demographic information for accuracy. If the information is correct, check the "I agree" box and then click on the "Continue" button on the right side of the page.
- **Family Information:** Indicate any dependents that you plan on covering on your benefit plans. If you need to add dependents, click on the "Add Dependents" button and enter the demographic information in the required fields. Then click "I agree" and "Continue".
- **Complete the VT Declaration of Healthcare Coverage Form :** All Norwich University employees are required to complete this form annually during open enrollment and/or when initially eligible for benefits after date of hire. You must complete this form even if you do not intend on enrolling in the medical plan. Before enrolling in benefits, you need to complete the form and either upload it to your Employee File in Bswift or scan/email a copy to Human Resources nuhr@norwich.edu
- **Enrolling in Your Benefits:** The next screen will show all the benefits that are being offered by Norwich University. You will automatically be enrolled in any benefit plans that are 100% employer paid (ex. Basic Life, LTD)
 - a. If you are required to enroll in a benefit plan, you will see "Selection Required" underneath the benefit plan title.
 - b. If you want to waive a particular benefit plan, you can click on "I don't want this benefit (waive)"
 - c. If you want to enroll in a benefit plan or learn more about the benefit plan, click on "View Plan Options".
You have to click on "View Plan Options" in order to enroll in the Medical Opt Out Plan. ****See requirements regarding the Medical Opt Out plan below**

- d. After clicking on "View Plan Options", please select the dependents that you want to cover on the plan you are viewing options for; Click "Continue"
 - e. You can also view details specific to each plan, view plan specific brochures, or compare multiple plans by clicking "View Plan Options"
 - f. To enroll in a benefit plan, click "Keep Selection or Select" and the system will redirect you to the main enrollment page.
 - g. Wellness Credit Questions: You will be presented with two wellness questions that must be answered before proceeding with your medical plan enrollment.
 - h. Some of the plans available to you are "Information Only" plans. While you are not required to enroll in these benefits, the system will not allow you to finish your enrollment until you click on the "View Information" button for each of the plans. If you do not wish to enroll in the benefit plan after reviewing the information, click the "Continue" button. If you do wish to enroll in the benefit plan, click the appropriate web link to be directed to the carrier's enrollment website.
 - i. When you have finished enrolling in all benefit plans, you can view your total cost per pay period in the upper right side of the page.
 - J. To finish the enrollment, click on "Continue". If you are not ready to finish your enrollment, click on "Save and Finish Later"
- **Choose Your Beneficiaries:** You are required to designate your beneficiaries for any Life & Disability plans that you have been automatically enrolled in and/or any plans you have voluntarily enrolled in.
 - a. The dependents that you have added will automatically appear. If you wish to designate someone other than your dependents, you can click on "Add New Beneficiary".
 - **Complete Enrollment:** Click "I agree, and I'm finished with my enrollment", then click "Complete Enrollment"
 - **Your Enrollment is Complete!!!!**

You can view, email or print a copy of your Confirmation Statement by clicking on any of the buttons below. A Confirmation Statement will not be automatically sent to you unless you select one of these options.
 - * ****Proof of other coverage:** If you choose to opt out of the medical plan, you are responsible for uploading a copy of your current health insurance card to your bswift employee file. You can upload a document from your employee homepage by going to: My Profile > Employee File > Add Employee File Document > Title = "Proof of Coverage" > Browse (to upload document) > Save