

Bswift Enrollment Guide

Ready to Enroll? Let's Get Started!

There are 3 ways to login:

1. Go to <https://norwich.bswift.com>
2. Visit the Employee Benefit Center <https://norwich.trgportal.com> and click the link on the home page
3. Download the bswift app from your mobile device (Company ID = norwich)

*Username & Password:

- **Username:** Norwich network username (example: Huck Finn's username = finn1; Romeo's Montague's username = rmontagu)
- **Password:** Last four digits of your social security number

***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. If the information is incorrect, complete the "Change of Employee Information" form found on HR Sharepoint forms 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 or waiving your benefits, you need to complete the form (link in Bswift). You may also find the form on our HR Sharepoint Forms page.

***Ask Emma:** Ask Emma is your personal benefits advisor resource available to employees through the bswift online enrollment tool. It's simple, just answer the basic questions about things like prescriptions, planned surgeries, etc. A recommendation as to which plan may be best for you will be made based on both your expected out-of-pocket cost as well as your employee premium contribution.

***Enrolling in Your Benefits:** You will automatically be enrolled in any benefit plans that are 100% employer paid

1. If you want to waive a particular benefit plan, you can click on "I don't want this benefit (waive)".
2. 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
 - 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".
 - To enroll in a benefit plan, click "Keep Selection or Select" and the system will redirect you to the main enrollment page.
 - 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. The dependents that you have added will be 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 when submitting your VT Declaration of Coverage form found (link in Bswift) or found on the HR Sharepoint Forms page. You may also email a copy of your document to Human Resources at nuhr@norwich.edu.