



Log In

- URL: <https://SFUSD.bswift.com>



Log In

Username

Password

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SFUSD Benefit Enrollment Site



Login Information

Your Username is your SFUSD email address.

Your initial password is the last four digits of your social security number.

Action Required: New hire benefit enrollments and qualifying life event (QLE) requests must be submitted within 30 days of your hire date or the date of your qualifying life event. Requests submitted after the 30-day deadline cannot be accepted, and you will need to wait until the next Open Enrollment period to make changes, unless another qualifying event occurs.



Enrollment Process

A screenshot of the bswift Open Enrollment page. At the top is a dark blue navigation bar with a home icon, 'My Benefits' with a dropdown arrow, 'My Profile', and 'Library' with a dropdown arrow. Below the navigation bar, the main content area has a light blue background. It features the heading 'Welcome to your Company-wide Enrollment!' in a large, dark font. Underneath the heading, it says 'Enrollment Deadline 11/6/2020' and 'Your Status Not Started'. A prominent orange button labeled 'Start Your Enrollment' is positioned below the status. A red arrow points from the right towards this button.

PLEASE NOTE: you must complete all steps of your enrollment 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.
- 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**.
- After confirming all your family information is accurate, check the box next to "I agree."
- Click the **Continue** button to proceed with your enrollment.

Please note the required documentation for dependents:

- marriage/domestic partnership certificate (for spouse/ partner)
- birth certificates for children dependents
- social security card for each dependent

Until the requested dependent verification documents are added the enrollment will not be approved. Please upload these documents on your home page under 'Common Action' -> 'Upload Documentation'

Step 2: Select Your Benefits

After completing your personal and family information, you will be taken to your benefits landing page.

The screenshot displays the 'Company Wide Enrollment' interface. At the top, a progress bar shows four steps: 1. Your Info, 2. Your Benefits (highlighted in red), 3. Enroll, and 4. Complete. Below the progress bar, a message states: 'You are now eligible to make changes to your benefits. Be sure to add any eligible dependents in the Family Information section prior to beginning your enrollment.' The main content area is divided into two sections: 'Medical' and 'Dental'. The 'Medical' section shows a plan selection for 'Medical Plan' with a cost of '\$109.63'. Below this, a table lists the plan details: 'Medical Plan / View plan details', 'COVERAGE Employee', and 'Nicolas Sample Employee' with a 'Cover' status. A red box highlights the 'I don't want this benefit (waive)' button, and another red box highlights the 'View Plan Options' button. The 'Dental' section shows a plan selection for 'Dental' with a cost of '\$20.00'. On the right side, a red box highlights the 'Your Cost per pay period' of '\$131.46'. Below this, a message states: 'Finished selecting benefits? Click the button below to continue.' A red arrow points to the 'Continue' button.



- During this portion of the enrollment, you will be able to view and edit you and your dependents' benefit elections. As you make your elections, your total cost per pay period will accumulate on the right side of the screen.
- Under each plan type, you may keep your prior selection, waive, or **View Plan Options** to see what benefit choices are available to you.
- If you click **View Plan Options**, 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**.
- As you add and remove dependents, the cost and tier next to each plan will change. Click

the blue arrow next to the cost to view the company contribution.

- To compare 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 the plan you are selecting is your current plan, a **Keep Selection** button will appear on 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 benefit icon will turn green and be marked **✓ Completed**), click the **Continue** button on the right hand side of



the screen to move to the next steps. If you would like to edit any of your selections, click on the plan's [View Plan Options](#) button.

Medical

\$316.44

Your Cost per pay period

PLAN

Medical Plan /

[View plan details](#)

COVERAGE

Employee + Family

Nicolas Sample	Employee	✓ Cover
Spouse Sample	Spouse	✓ Cover
Child Sample	Child	✓ Cover

✓ Completed

[I don't want this benefit \(waive\)](#)

[View Plan Options](#)

PLEASE NOTE: you must complete all steps of your enrollment for your elections to be saved!

If applicable, you will be taken to the **Beneficiaries** page after you have made your enrollment elections.

Beneficiaries

- You must select a beneficiary for the required benefit plans that are listed.
- Click [+ Add Beneficiary](#) to choose from your list of dependents or add beneficiaries that are not your dependents (parents, siblings, etc).

Basic Employee Life

Please choose your beneficiaries

Primary Beneficiaries (required)

! There are no beneficiaries added to this plan. If this was made in error, click on "Add Beneficiary" button below.

[+ Add 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%.

Basic Employee Life

Please choose your beneficiaries

Primary Beneficiaries (required)

Name	Percentage	Remove
Spouse Tester (Spouse)	%	×

Total: 0.0000% (must equal 100%)

[+ Add Beneficiary](#)

Secondary Beneficiaries(optional)

Secondary beneficiaries receive money if your primary beneficiaries are unable to inherit.

[+ Add Beneficiary](#)



When you are finished with beneficiaries, questions, and/or other coverages, click the **Continue** button to proceed to the final step of enrollment.

Step 3: Last Step – Review, 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.

Please Review All of Your Selections

Once you have completed your review, click the “Complete Enrollment” button at the right side of the page.

Your Total Cost **\$316.44**
Per Pay Period

Medical **Medical Plan ACBS**
Coverage: **Employee + Family**
Your cost per pay period: **\$316.44**

Who will be covered on this plan:

Name	Relationship	Coverage
Nicolas Sample	Employee	✓ Cover
Spouse Sample	Spouse	✓ Cover
Child Sample	Child	✓ Cover

Edit Selection

Complete Enrollment

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:

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.

