

DEPENDENT VERIFICATION EMPLOYEE INSTRUCTIONS

WELCOME TO THE VBA BENEFITS
CORPORATION'S ENROLLMENT
SITE.



Go to the bswift website

<http://vbabenefits.bswift.com>

Or, log in through your payroll site's Single Sign On (SSO) option, if applicable.

1

Log In

Username

Password

[First Time User/Forgot Password](#)

Log In >

Enter your login information

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- **Multifactor Authentication:** You will then be prompted to complete Multifactor Authentication to verify your identity with an email address or phone number. Once the identification code is entered, you will be able to create a new password and be redirected to the Log In Screen.

- **Username:** First 4 letters of your last name and last 4 numbers of your Social Security Number (Example: John Smith = smit1234).
- **First Time User/Forgot Password:** Click the link circled in the picture to the left.
- **Questions?** Reach out to your HR Administrator.



If you've already submitted your enrollment already,
skip to step 5 on the next page



VIRGINIA BANKERS
ASSOCIATION
Benefits Corporation



My Benefits ▾

Learn ▾

Enrollment Center

Complete your Enrollment:

Add your new dependent's details when prompted as you complete your enrollment. Review and submit your elections.

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My Benefits ▾

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Enrollment Center

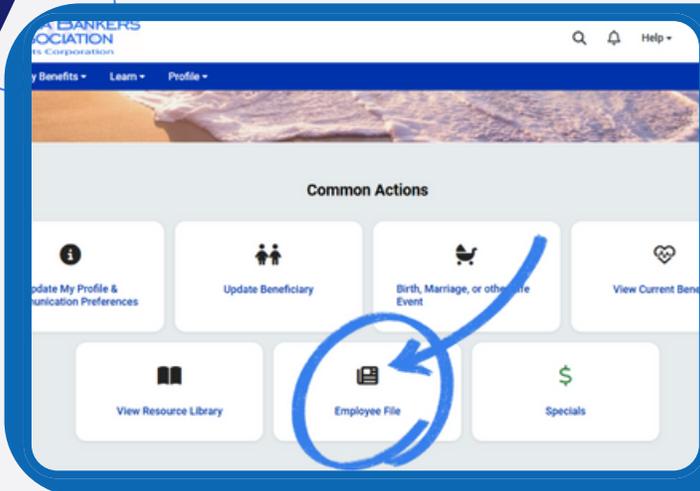
Return to the Home Page:

Select the house icon from the top menu to return to the homepage.

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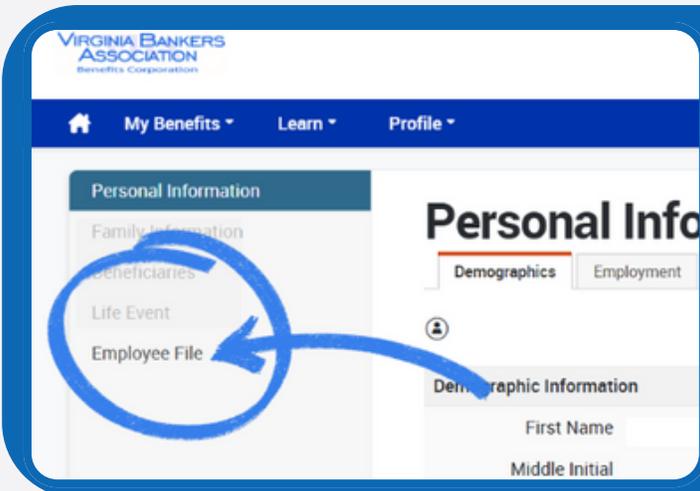


“Employee File”

If you enrolled a new dependent in the medical and/or dental plan, you must submit documentation to verify their eligibility.

- [Click here to view dependent documentation options & requirements.](#)

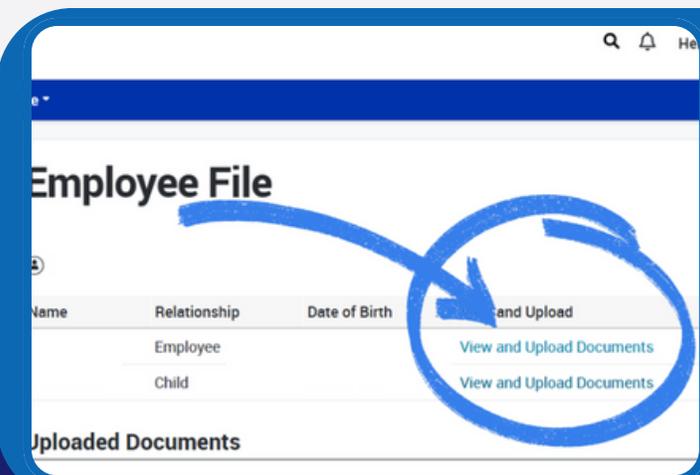
5



“Employee File”

Select “Employee File” again from the left menu.

6



“View and Upload Documents”

Select this option next to the dependent(s) you are adding to medical and/or dental coverage.

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File Upload



Please do not combine multiple documents into a single file. When uploading documents for verification, each document should be submitted separately.

* Fields are required

* Document Type

* File

* Title

Description

* Document Date

* Are you uploading for a Dependent Verification?

Yes No

File Upload

Review the [dependent documentation options & requirements](#).

1. **Document Type:** Click the drop-down menu and select the document type.
2. **File:** select “Choose File” and upload your document(s).
3. **Title:** Enter “Document”.
4. **Description:** Leave blank.
5. **Document Date:** Enter today's date.
6. **“Are you uploading for a Dependent Verification?”:** Select Yes
7. **Save:** Select Save

My Benefits * Learn * Enrollment Center Profile *

File Upload

Please do not combine multiple documents into a single file. When uploading documents for verification, each document should be submitted separately.

* Fields are required

* Document Type

* File 3.png

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Employee File

To view the status of your dependent verification, select Employee File from the left menu.

- The medical and/or dental plan enrollment will remain pending until the document is reviewed and approved.

- After the document is uploaded it will be either **verified and complete** or **not verified and require further review**.
- Reviews can take up to 5 business days.



Questions?

Reach out to your HR Administrator
or the VBA Benefits team: 800-643-5599