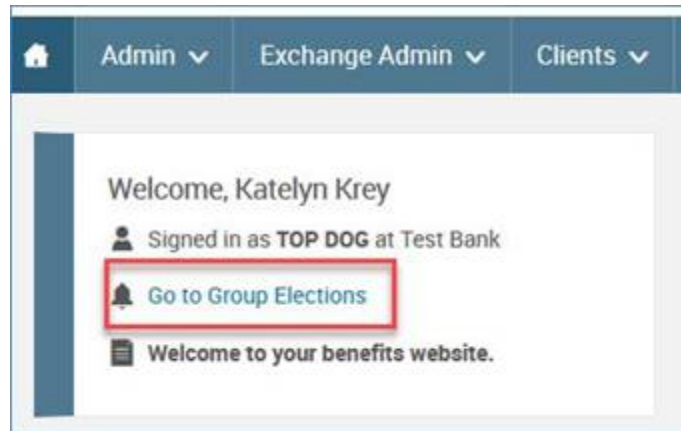


MEMO

September 21, 2020

- There has been a slight change to the application process from what was previously communicated. The application will be opened tomorrow morning, Sept 22nd, and instead of seeing “Renew Your Membership” in the top left corner of your admin home page, you will see a hyperlink that states, “Go to Group Elections” (*image below*). After clicking this link, you will be directed to the Group Elections portion of the application to choose which plans you would like to offer to your employees in 2021. You will continue through the remainder of the application as normal (remember to please select “No, do not send an email notification” on the final Application Review page and click “Start Enrollment”).



- Since you will not be completing the ‘Employer Information’ page or reviewing the ‘Your Employees’ page, as we previously communicated, it’s imperative that you click [this survey link](#) and note if you would like to change your Healthcare FSA or Dependent Care FSA offerings, as well as choose your enrollment start date and end date. These questions need to be answered by **Fri, Oct 2nd** at the latest, in order to ensure that your Open Enrollment window will be ready for your employees.
- Please note that the application will remain open until **Fri, October 2nd** to give you more time to make your selections.
- Please also note that the bills will run early Friday morning, Sept 25th, instead of Wednesday, Sept 23rd so the bswift site will be unavailable on Friday, the 25th and possibly Monday morning, the 28th. We adjusted the bill dates this month in order to minimize the disruption to the site as you complete your application.