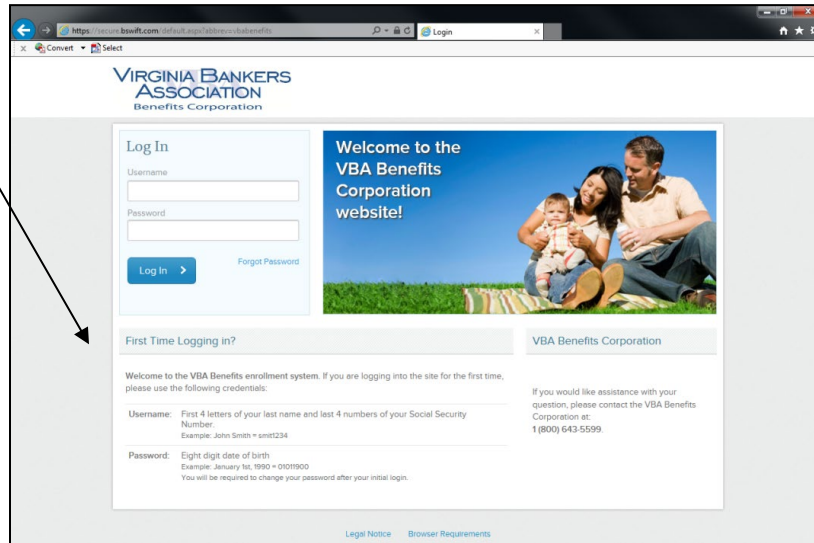
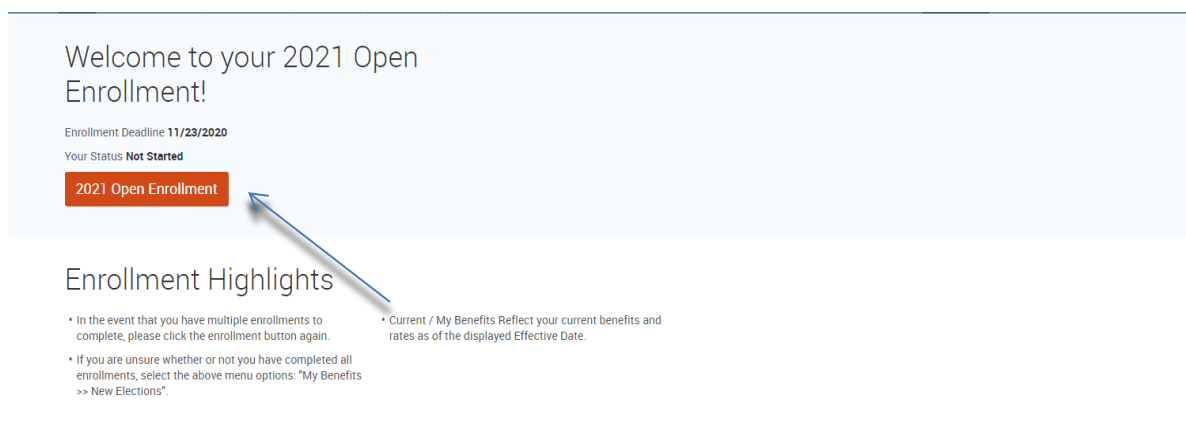


2021 Employee Open Enrollment Instructions

1. Go to the website <http://vbabenefits.bswift.com>
2. Enter in your login information. Follow the onscreen instructions for logging in (under First Time Logging in?) if your employer has instructed you to log in this way or you do not remember your log in credentials.



3. After logging into your account, it will bring you to the welcome page. To begin open enrollment, click on the "2021 Open Enrollment" button in the welcome box



After clicking on “2021 Open Enrollment” it will bring you to an employee information page. Make sure that this information is correct before proceeding. Fields marked with an asterisk (*) are required. At the bottom of this page, select the “I agree” checkbox and continue. It will then prompt you to enter in all dependents (please note, you should log in all dependents for benefits and/or beneficiary purposes). Again, after this is complete, select the “I agree” checkbox and continue.

4. Now you will be able to select benefits on the “Select Your Benefits” screen. You elect which plan you want for each plan type (i.e. medical, dental, vision, etc.) and who you want covered. Choose your plan by clicking “View Plan Options” and “select or keep plan option” button for each plan type. A checkmark next to the plan type will appear showing that you have selected a plan for that type.

Company Wide Enrollment

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.

Medical (\$25.00) Your Cost per month

PLAN **HMO \$3000 (HSA) Pre Tax** / Anthem / [View plan details](#)

COVERAGE **Employee**

Gabriella Verdelotti Employee Cover

Completed

Health Savings Account WAIVED

You have waived this benefit.

* Selection Required

Hospital Indemnity WAIVED

You have waived this benefit.

* Selection Required

Accident Tier based WAIVED

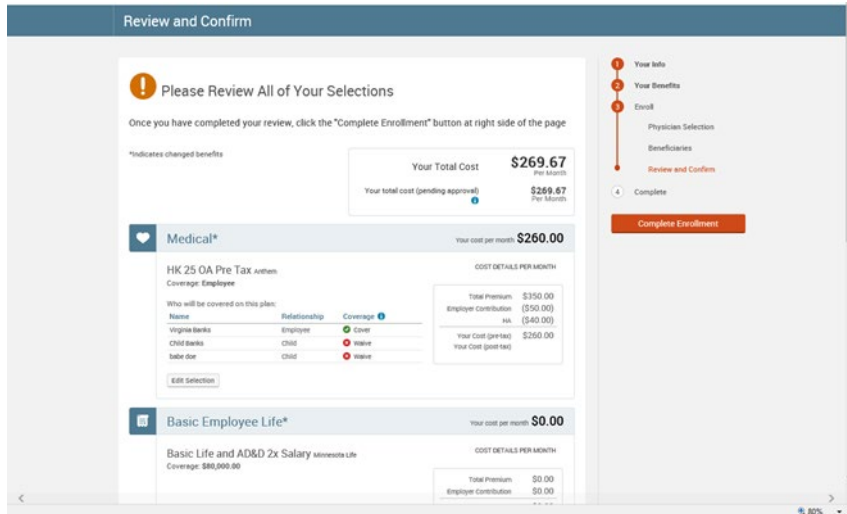
You have waived this benefit.

* Selection Required

Your Cost per month **\$(9.07)**

Finished selecting benefits? Click the button below to continue.


- After electing plans, you will be brought to a Review and Confirm screen. This will display all your selections. Here, please make sure that all your selections are correct. If not, you can click on a specific section from the menu bar on the right of the page in order to make changes in a specific section. After making sure all your selections are correct, please read the participation statement and select the “I agree and “Complete Enrollment” button to the right of the page.



- Now your enrollment is complete! On the next page, you may view the confirmation statement, email it to your preferred email address on file or print it for your records. Enjoy your benefits for 2021!



Your enrollment is complete!

 You may make changes to your elections until: **November 25, 2020**

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.

