

Welcome to Our New Benefits Portal!

Our benefits portal gives you a direct line to our benefits information in one secure and convenient location that can be viewed from any computer with Internet access, at any time.

Getting Started

To log in please click <https://PorterTownshipSC.bswift.com/>

Your **username** is the First Initial of Your First Name + Your Full Last Name + Last Two Digits of Birth Year

Your **password** is the last 4 digits of your SSN

Forgot Password?

Click the link to reset your password by entering your personal information. This will allow you to reset your password yourself.

Protect Your Password

Your unique username and password grant you access to your personal information. This electronic 'signature' carries the same authority as your handwritten signature: It authorizes all your elections. **Keep this information secret!**

Time to Enroll?

An enrollment panel will appear on your home page. Carefully review all the text under Enrollment Highlights, and Documents under Featured Documents, and then click:

Start Your Enrollment

You must first confirm your demographic information for yourself and add any dependents you plan to enroll.

You may be asked pre-enrollment questions next. Please answer carefully and then click **"Continue"**.

The Benefit Enrollment Landing Page will list all the benefits you are eligible to enroll in.

You must complete enrollment (either enroll or waive) for every benefit before you will be allowed to finalize your enrollment.

IMPORTANT: IF YOU DO NOT COMPLETE THE ENTIRE ENROLLMENT PROCESS, WHICH CONCLUDES A CONFIRMATION STATEMENT, YOU WILL NOT BE ENROLLED IN ANY BENEFITS!

Electing Benefits

Some benefits may already be marked as completed; these are typically group benefits that you cannot waive. To see plan details, click **"View Information"**.

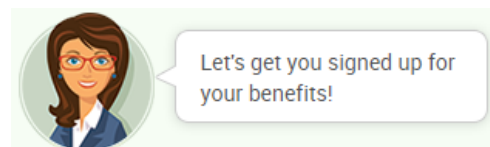
Most benefits will require you to make a choice.

If you know you want to waive, click **"I don't want this benefit (waive)"**.

To explore plan options and possible enroll, click **"View Plan Options"**.

Follow the instructions for each benefit plan to make your choices.

Some plans may allow you to utilize a tool called Ask Emma to help you decide whether to enroll and which plan may best fit your needs. Look for:



You can also click 'View Plan Details' to access more plan documents for a full understanding of each plan.

In addition, each benefit plan type provides helpful FAQs to teach you more about a benefit.

Completing Your Enrollment

When you have made all your benefit selections, click “**Continue**”.

You will be prompted to elect beneficiaries for your certain benefits. Make sure to designate one Primary Beneficiary. Secondary Beneficiary are optional.

On the next screen, review your elections and read the enrollment agreement notice.

Check the “**I agree, and I am finished with my enrollment**”. This is your electronic signature.

Click “**Complete Enrollment**”.

Once enrollment is complete, you can view and print your Confirmation Statement and review any reminders for pending enrollments.

Additional Site Features

Home Page

Tour: When you take the tour, you can see all the panels available to you on your homepage.

My Benefits

Current Benefits: Click here to see a detailed statement of all your benefits.

New Elections: If there is a current enrollment event, your new selections are displayed in a statement on this page.

Life Event: Having a baby? Getting Married? You can use this function to change your benefits based on the life event that you choose. This will pend for HR approval. Additional documentation may be required for proof of your life event.

My Profile

Personal/Family Information: If you need to update demographic information for yourself or a family member, you can do it here.

Beneficiaries: Keep your life insurance beneficiaries updated here.

Mobile Compatibility

Application: In the app store, you can download the ‘bswift’ app. Our company code is **PORPT**.

Mobile Site: This website is mobile compatible if you go to <https://PorterTownshipSC.bswift.com/> or there is a link to the site in the bswift app. You can use the full functioning site through your phone.

Library

Content: To view plan documents and additional information provided from your HR Department, click the **Library** link in the top navigation. The library provides you with Summary of Benefits, Forms, and additional information as well as quick links to websites that you may use frequently.

Help: Comprehensive FAQs are provided to help you with all aspects of the software and answer many questions you may have. Click...

Please Note: The federally required *Summary of Benefits and Coverage* documents for each plan are posted in the library as well as the *Exchange Notice*. These documents are also located on your Home Page under the Affordable Care Act panel.