

**\*QUICK REFERENCE on Page 2 -3\***

## THE EMPLOYEE EXPERIENCE – OPEN ENROLLMENT

### LOGIN

- <http://ny44trust.bswift.com>
- User name is your first initial and last name and the last four digits of your SSN ( i.e. jsample1234)
- Password is the last four digits of your Social Security number ( i.e. 1234)
- Change this initial password

### WELCOME

- Select [My Benefits](#) to view your current insurance enrollment
- Select [My Profile](#) to view personal and family information, to upload and store documents, and to view your enrollment confirmation. (This is where you will select [Edit My Profile](#) to add or change any Medicare information.)
- Select [Library](#) to view plan documents, carrier links, and helpful guides
- Select [NY44 Website](#) as a direct link to additional information about the NY44 Health Trust
- Select [Help](#) for carrier contact information and answers to frequently asked questions



Welcome to your enrollment!

Enrollment Deadline **5/31/2017**

Your Status **Not Started**

[Start Your Enrollment](#)

#### ENROLLMENT HIGHLIGHTS

\* Your date is based on negotiated contracts and is not reflected in the "Your Cost" section

Welcome  
TEST SAMPLE

My Profile

[Edit my profile](#)

[Edit dependent profiles](#)

[Change my address](#)

Life Events

[Marriage/Divorce/Partnership](#)

[Birth/Adoption](#)

[Divorce/Terminate Domestic Partnership](#)

[All other Life Events](#)

My Forms

[Enrollment Confirmation Form](#)



My Benefits

You have no active benefits as of 4/13/2017

Enrollment Deadline 5/31/2017

### ENROLLMENT

**You must complete ALL steps of the enrollment for elections to be saved.**

- Select [Start Your Enrollment](#) on the Welcome screen

#### Personal and Family Information

- Verify your [Personal Information](#) for accuracy, and fill in any required fields. If you need to make changes to non-editable fields, please contact your HR department.
- Check the checkbox next to "I agree"
- Click "Continue"
- Review your [Family Information](#). Select [Edit](#) to make any corrections.
- Select [Add Dependents](#), if needed, before proceeding to the next section
- Check the checkbox next to "I agree"



- Click “Continue”

### Select Your Benefits

- Under each plan type, click on the View Plan Options button to see what choices are available to you. During this portion of the enrollment, you will be able to view and choose your benefit plans.
- Next, choose any dependents you want to be covered on this plan (Changes will be made in the next step)
- Click “Continue”
- Click Select on the plan to save any changes and come back to the enrollment page
- Check the box next to each dependent you want to cover. Uncheck if they will not be covered.  
Note: As you add and remove dependents from coverage, the costs and tiers next to each plan will change. (Contact your HR department for YOUR COST)
- Click Select to the right of the plan name you choose. The boxes will have a green checkmark and will be marked “Completed”.
- Click “Continue” on the right side of the screen. If you need to edit any of your selections, click on the plan’s View Plan Options button.
- If applicable, you will be taken to an Other Coverages page.  
**You will not be able to complete your enrollment until each benefit has been completed.**

**Medical** Your cost per month: **\$0.00**

**IH Traditional Plan PPO**  
Coverage: Employee  
Effective Date: 3/1/2017

Who will be covered on this plan

Name	Relationship	Coverage	Effective Date
Test Tester	Employee	<input checked="" type="checkbox"/> Covered	3/1/2017

TOTAL PREMIUM: \$613.00  
SEE HR FOR YOUR ACTUAL COST: \$0.00

[Edit Selection](#) [Plan Details](#)

### Confirm and Save Your Elections

- If needed, you may still edit your elections by clicking Edit Selection on the bottom of any plan type.
- Read over any agreement text at the bottom of the page
- Check the “I agree, and I’m finished with my enrollment” checkbox
- Click Complete Enrollment
- When you reach the Confirmation Statement, you have completed your enrollment. You can now View or Print.

**Your enrollment is complete!**

You may make changes to your elections until **Thursday, April 16, 2015**

Your enrollment is now complete. Please view your confirmation statement. You may click on the links to make changes or get details about each plan. Remember that you can only make changes until the last day of your Enrollment Period.

**Your Confirmation Statement is ready**  
Your Confirmation Statement is an overview of your new benefits and costs for your review and records.

[VIEW](#) [PRINT](#)

### AFTER ENROLLMENT

- You can access a copy of your confirmation statement at any time by clicking My Benefits in the upper right corner of your homepage.
- You may edit your enrollment until the end of your enrollment window by clicking Change My Elections on your homepage.

