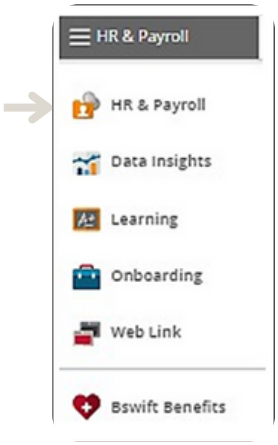
Step-by-Step Enrollment Instructions



1 Step 1: Access the Enrollment System

1. Log in to [Paylocity](#).
2. Navigate to the **Web Pay Employee Self Service Portal.**
3. Click on **HR & Payroll** (top left of screen).
4. Select **Bswift Benefits**.
5. Click **Start Your Enrollment**.

2 Step 2: Verify Your Information

1. Confirm your personal details are accurate (name, address, contact information).
2. Check and update dependent information and remove or add any new dependents if needed, as well as update beneficiary information.
3. Updates made in Employee Self-Service will refresh within 24 hours.

Tip: The system will open in a new window. You do not need a separate User ID or password if accessing through the portal. If you are registering for the first time, you will need to enter the Company ID **(35222 for C5I)**, last name, Social Security number, and home ZIP code.)

3 Step 3: Make Your Benefit Elections

1. From the Home page, click **Start Your Enrollment.**
2. You will be guided through each section of benefits: Medical, Dental, Vision, Life, Disability, and more
3. Use the **Compare Plans** feature to see side-by-side cost and coverage details.
4. Review the plan documents available under **View Plan Details** if you need more information.
5. Select the plan that best fits your needs and those of your dependents.

4 Step 4: Review and Confirm

1. Double-check your elections and covered dependents on the final review page.
2. If you need to make changes, click **Edit** to return to that section.
3. Once satisfied, click **Save My Enrollment** to finalize your elections.

Tip: Be sure to save or print your confirmation page for your records.

Bswift Mobile App

Scan the QR code to download the Bswift app and complete your enrollment through your mobile device!