

ENROLLMENT STEPS

401(k) enrollment changes occur
in the Fidelity system, not
Paylocity. Visit netbenefits.com.

1. Log into Paylocity using a computer
Select *HR & Payroll*
Click *Bswift Benefits*
2. Log on using your ID and Password
Use Forgot Password to re-set password
Contact HR for re-set if locked out
3. Review Personal Information for accuracy
Select I agree at the bottom of the page.
Select Continue in the right sidebar menu.
4. Add Family Information
Dependents who will be enrolled in your benefits

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5. Select Continue on the right sidebar
6. Select the plans and coverage levels you want
 - Select your coverage tier for Medical, Dental, and Vision or Waive coverage
 - Input your desired employee HSA contribution and Voluntary Life/AD&D benefit amounts or Waive coverage
5. Input your beneficiaries for Basic and Voluntary Life
6. Review your elections
7. Review the agreements and check box above to “I agree”
8. Select Complete Enrollment to submit
9. Print, email, or download your enrollment summary