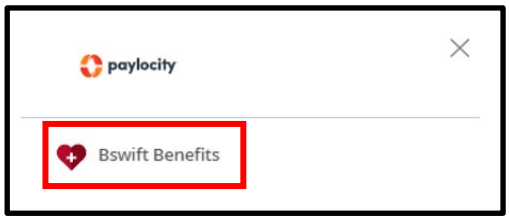
Benefits Enrollment Instructions

To complete your benefits enrollment log in to Paylocity and follow the steps below. Please email benefits@homeownersfg.com with any login issues. If you are waiving coverage, you will still need to complete this process in Paylocity.

1. Select the **HR & Payroll** tab in the top left corner



2. A pop-out menu will appear. Select **Bswift Benefits**



3. This will bring you to a login page. Log in by using the information below.
    - **Username**: Unless told otherwise by HR, your username is the first letter of your first name followed by your last name. For example: apinter
    - **Password**: Your password will be the last four digits of your Social Security number. For example: 1234
4. Click the orange **Start Your Enrollment** button and follow the prompts to complete your enrollment.

