



RBA MEMBER'S GUIDE TO OPEN ENROLLMENT

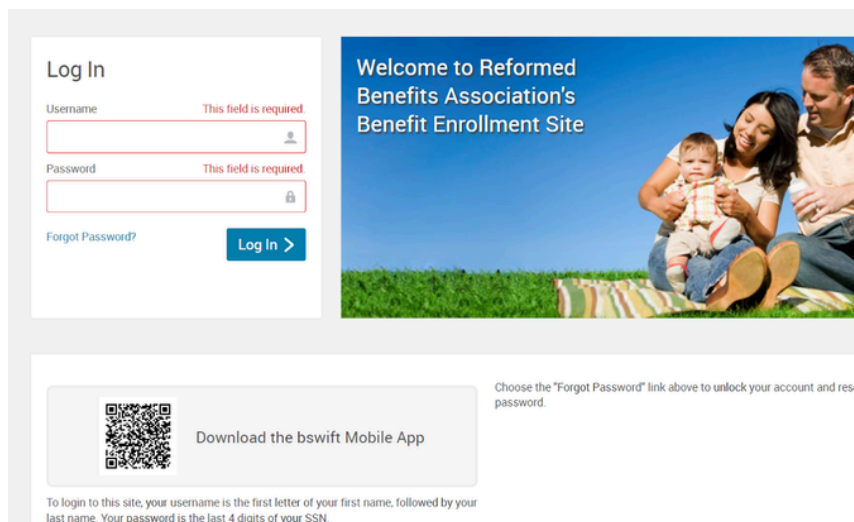
At Reformed Benefits Association, we want the open enrollment process to be as easy as possible – so you can get back to your ministry. That’s why we created this easy-to-follow 5-step guide with everything you need to know about updating your benefits plan and completing your open enrollment forms. Check out the images and steps below to get started!

Please note: If what you see on the guide isn’t exactly what’s shown on the website, don’t worry. Sometimes things get updated on the site. However, this guide will still be accurate and helpful when it comes to completing your open enrollment forms.

STEP 1: LOGIN TO BSWIFT

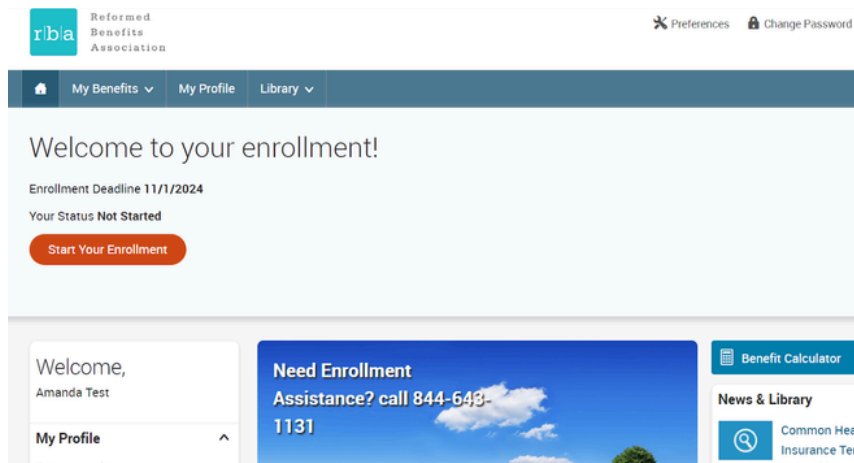
You can login to bswift by going to reformedbenefits.org and clicking “Login” at the top right of our website. Or [click here](#) to go directly to the login page.

This is where you will enter your username and password. Your user name is the first letter of your first name followed by your last name. If this is your first time logging in this year, then your password will be the last four digits of your social security number.



STEP 2: START YOUR ENROLLMENT

Once you’re logged in, select the orange “Start Your Enrollment” button.





STEP 3: ENTER YOUR PERSONAL AND FAMILY INFORMATION

Verify your personal and family information. If any of the people on your plan have recently acquired a social security number, it's important to update that here.

Family Information

Social security number is required for your covered dependents.

Amanda L Test Male Employee 42 years old (8/5/1982) SSN: 899-84-3894 Edit >	Spouse Spouse Female Spouse 54 years old (10/1/1969) SSN: 123-45-4234 Edit >	Child 1 F Moore Female Child 18 years old (8/9/2005) SSN: 567-89-1234 Edit >	Child 2 J Moore Male Child 13 years old (5/3/2011) SSN: 234-56-7891 Edit >
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STEP 4: REVIEW YOUR PLAN OPTIONS

Once you have reviewed and verified your personal information, you can review/select your plan options. Select “View Plan Options” to add or change coverage. Otherwise, select “I don’t want this benefit” to waive this option.

Special Enrollment

Please note: cost shown below are MONTHLY costs.

Medical NO PLAN SELECTED *Selection Required I don't want this benefit (waive) View Plan Options
Dental NO PLAN SELECTED *Selection Required I don't want this benefit (waive) View Plan Options

STEP 5: REVIEW AND CONFIRM

You’re almost done! Review and confirm your elections, then select “I agree, and am finished with my enrollment.” From there, select the “Complete Enrollment” button on the right menu to submit your choices.

[Edit Selection](#)

Once You’ve Reviewed All Your Selections:

I hereby acknowledge I have read the statements contained herein, or they have been read to me, and the statements are true and complete to the best of my knowledge. I understand any misrepresentation or omission contained herein may be used to reduce or deny claim or void the contract if such misrepresentation or omission affects acceptance of the risk. I hereby enroll for benefits for which I am presently eligible, or for which I may become eligible, under my employer’s group contract(s). If any deductions are required for this coverage, I authorize such deductions from my earnings and I understand that any premiums will be automatically deducted from my paycheck on a pre-tax basis (before tax dollars) unless I submit a declination election. I reserve the right to revoke this deduction authorization at any time upon written notice.

I agree, and I’m finished with my enrollment

- 1 Your info
- 2 Your Benefits
- 3 Enroll
 - Beneficiaries
 - Review and Confirm
- 4 Complete

[Complete Enrollment](#)

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QUESTIONS? WE’RE HAPPY TO HELP!

During the open enrollment period, we work with a third party to help you get the quickest answers possible. If you get stuck or are unable to login, please contact Reformed Benefits Association’s Benefit Service Center at **844-643-1131** Monday-Friday from 8:30-5:00 p.m. CST. They will help you with login issues and be able to answer general open enrollment questions.

If you need further assistance, please [send us an email](#) and we’ll reach out within 1-2 business days.