

EMPLOYEE OPEN ENROLLMENT SHOP & ENROLL IN YOUR BENEFITS ONLINE



Your employer is giving you a new and easier way to shop, enroll, and manage your healthcare benefits online.

- Compare plan options side by side
- No more paper
- Built in decision support
- Manage your benefits from anywhere

IT'S EASY TO GET STARTED

Login to the HealthPass Online Portal (HOP)

1. Follow the link provided by your employer or enter www.healthpass.bswift.com in your browser on your desktop or mobile device.
2. Enter your username and password.

First time users:

Username: First Initial of First Name, First 3 Letters of Last Name, Last 4 of SSN

Example: John Smith (SSN: 000-00-1234) = JSMI1234

Password: Date of Birth

Example: John Smith (DOB 1/23/1991) = 01231991

You will be required to change your password after your initial login.

Click "Start Your Enrollment"

Review your information and add family members, if applicable

Review and update your contact information. If you're adding family members for the first time, you'll need their SSN and birthdays.

Review your benefits options

Click "View Plan Options" for each benefit type. You can compare plans side by side, or click "Which Plan is best for Me?" This gives you a personalized recommendation based on your healthcare spending.

Enroll in benefits

Select the family members you want covered (if any), then select the plan you want. Repeat and continue for each benefit type.

Save your enrollment

View, print, or email your confirmation statement and keep for your records.

We're here for you, call us 888-313-7277 | renewals@healthpassny.com

EMPLOYER RENEWAL

FASTER, EASIER & MORE SECURE ONLINE



Great news, we made your renewal easier! You can now pick the plans you want to offer and have your employees shop and enroll in benefits online.

- Compare plan options side by side
- No more paper
- Built in decision support
- Enrollment reports

IT'S QUICK AND EASY TO SET UP

Login to the HealthPass Online Portal (HOP)

1. Enter www.healthpass.bswift.com in your browser.
2. Enter your username and password

First time users:

Username: First Initial of First Name, First 3 Letters of Last Name, Last 4 of SSN

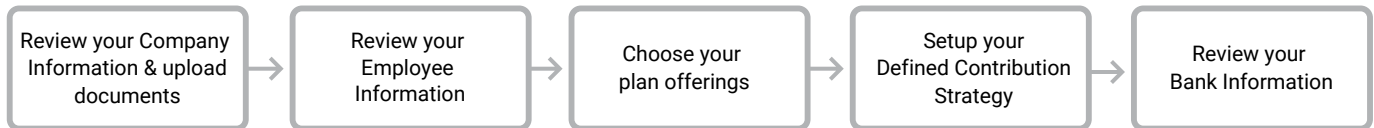
Example: John Smith (SSN: 000-00-1234) = JSM1234

Password: Date of Birth

Example: John Smith (DOB 1/23/1991) = 01231991

You will be required to change your password after your initial login.

Click "Continue Your Renewal Application"



Start your Open Enrollment

Select "Start an Open Enrollment window for employees", then select "Yes, Send an email notification"

Customize and send your Open Enrollment Email

We recommend including an open enrollment end date to advise employees of the deadline to make plan selections. Select "Include Username", and "Save".

*Your employees will receive your email announcing Open Enrollment and can now log in to make their plan selections.
Employee Open Enrollment instructions enclosed.*

End your Open Enrollment

Once all employees have made their plan selections navigate to Exchange Admin, then Group Manager. Select your group. Click "End Enrollment".

Once enrollment has ended employees cannot make changes to their plan selections. The HealthPass Team will review your submission and contact you if additional information is needed.

We're here for you, call us 888-313-7277 | renewals@healthpassny.com