

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 their benefits online.

- Compare plan options side by side
- No more paper forms
- 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

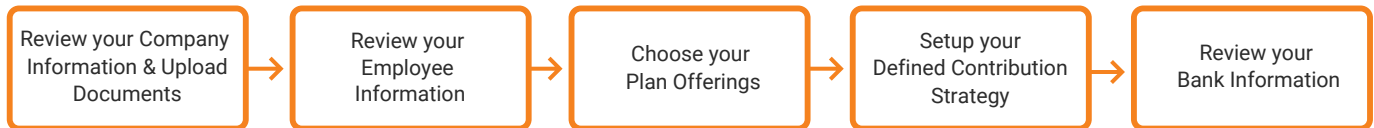
Example: John Smith (SSN: 000-00-1234) = JSM1234

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 login 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