

# 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 forms
- 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](http://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 date of birth.

### 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.

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We're here for you, call us 888-313-7277 | [renewals@healthpass.com](mailto:renewals@healthpass.com)