

# bswift Login & ENROLLMENT INSTRUCTIONS

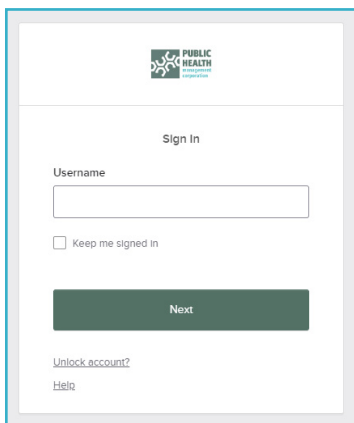
## PHMC Employees Will Access bswift Using the Following Steps

### Step 1:

#### Navigate to the PHMC Identity Platform

Through the icon on your desktop or through your web browser:

[secure.phmc.org](https://secure.phmc.org)



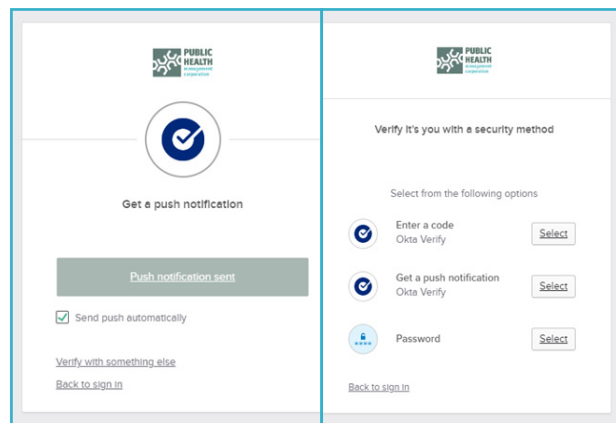
The screenshot shows the 'Sign In' page of the PHMC Identity Platform. It features the PHMC logo at the top left. Below the logo, the text 'Sign In' is centered. There is a 'Username' label followed by a text input field. Below the input field is a checkbox labeled 'Keep me signed in'. A large green 'Next' button is positioned below the checkbox. At the bottom of the page, there are links for 'Unlock account?' and 'Help'.

### Step 2:

#### Login Using PHMC Identity Platform Credentials

Once the PHMC Identity Platform login page loads, enter your credentials and hit Next.

A Push Notification will then be sent to your Mobile Device.



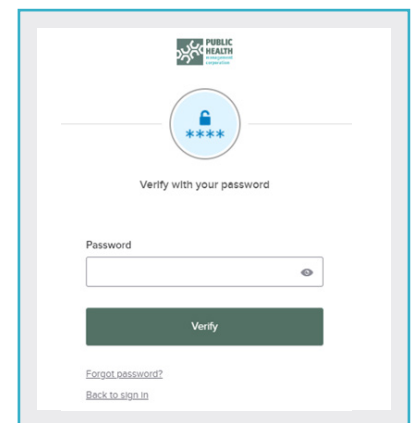
The screenshot shows the security method selection page. It features the PHMC logo at the top left. Below the logo, there is a circular icon with a checkmark and the text 'Get a push notification'. A green bar indicates 'Push notification sent'. Below this, there is a checkbox labeled 'Send push automatically'. At the bottom, there are links for 'Verify with something else' and 'Back to sign in'. On the right side, there is a section titled 'Verify it's you with a security method' with the instruction 'Select from the following options'. Three options are listed: 'Enter a code Okta Verify', 'Get a push notification Okta Verify', and 'Password'. Each option has a 'Select' button next to it. A 'Back to sign in' link is at the bottom right.

### Step 3:

#### Authenticate Using the Okta Verify App

Open the Okta Verify App (or Google Authenticator) on your mobile device.

Complete the authentication process as prompted by the app. This will involve approving a sign-in request.



The screenshot shows the password verification page. It features the PHMC logo at the top left. Below the logo, there is a circular icon with a lock and the text 'Verify with your password'. Below this, there is a 'Password' label followed by a text input field with a toggle for visibility. A large green 'Verify' button is positioned below the input field. At the bottom, there are links for 'Forgot password?' and 'Back to sign in'.

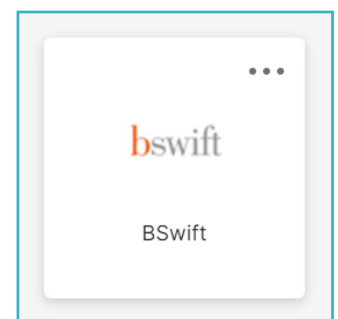
### Step 4: Access bswift

Upon successful login and authentication, the PHMC Identity Platform dashboard will open. Locate and click on the 'bswift' app icon under the 'My Apps' section.

### Step 5: Navigate to bswift

After selecting bswift, you should be automatically redirected to the bswift interface.

**If you have any questions, please reach out to PHMC Service Desk by emailing [ServiceDesk@phmc.org](mailto:ServiceDesk@phmc.org) or call 215.985.2599.**



The screenshot shows the bswift app interface. It features the PHMC logo at the top left. Below the logo, the text 'bswift' is displayed in a large font. Below this, the text 'BSwift' is displayed in a smaller font. There are three dots in the top right corner, indicating a menu.

**\*SEE PAGE 3 FOR ENROLLMENT INSTRUCTIONS.**

# City Employees Will Access bswift Using the Following Steps

**Step 1: Go to bswift** - [phmc.bswift.com](https://phmc.bswift.com)

**Step 2: Username** - this is your work email address.

**Step 3: Password** - First time users your password is the last 4 digits of your social security number. If you do not remember your password, select "Forgot Password".

**For assistance with bswift URL login email**  
[PHMCBenefitsCenter@nfp.com](mailto:PHMCBenefitsCenter@nfp.com) or call 866.521.8543.

## Log In

Username

Password

[Forgot Password?](#)

[Log In >](#)

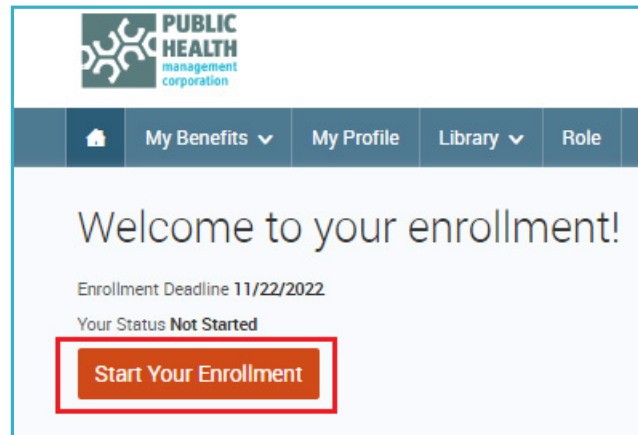


**\*SEE PAGE 3 FOR ENROLLMENT INSTRUCTIONS.**

# Enrollment Instructions

## Getting Started

Once you are ready to elect your benefits, click on **“Start Your Enrollment.”**

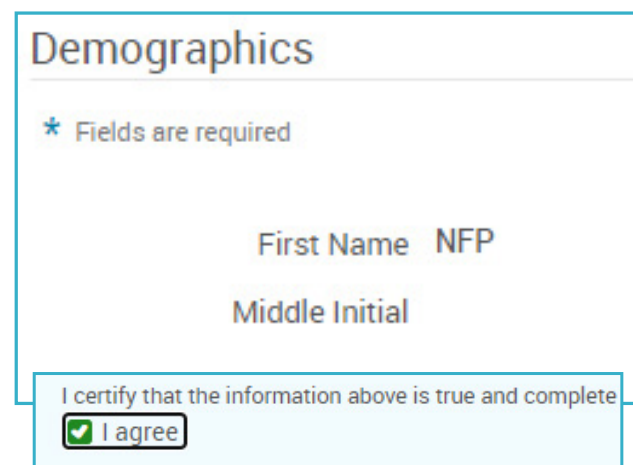


The screenshot shows the top navigation bar with the Public Health Management Corporation logo and a home icon. The main menu includes "My Benefits", "My Profile", "Library", and "Role". The main content area displays a welcome message: "Welcome to your enrollment!". Below this, it states "Enrollment Deadline 11/22/2022" and "Your Status Not Started". A red-bordered button labeled "Start Your Enrollment" is highlighted.

## Your Information

Please confirm your personal information is correct. If any updates are needed, please contact your Human Resources Department.

Once you finish reviewing your personal information, check the **“I agree”** box certifying the information is accurate and click **“Continue.”**



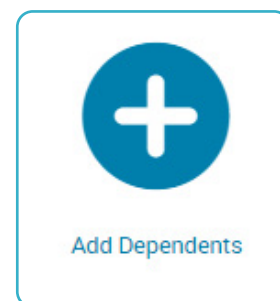
The screenshot shows a "Demographics" form. It includes a note: "\* Fields are required". The form has input fields for "First Name" (containing "NFP") and "Middle Initial". At the bottom, there is a certification statement: "I certify that the information above is true and complete" followed by a checked "I agree" checkbox.

## Verifying Family Information

Next, you will need to review your dependents' (i.e. spouse, child) information.


Please review their information and make any updates as needed. To add dependents, click on the **“Add Dependents”** button. All fields marked as required must be completed in order to process the addition of a dependent.

After all dependents have been added and you have reviewed the **“Dependent Information Notice,”** check the **“I agree”** box certifying the information is accurate and click **“Continue.”**

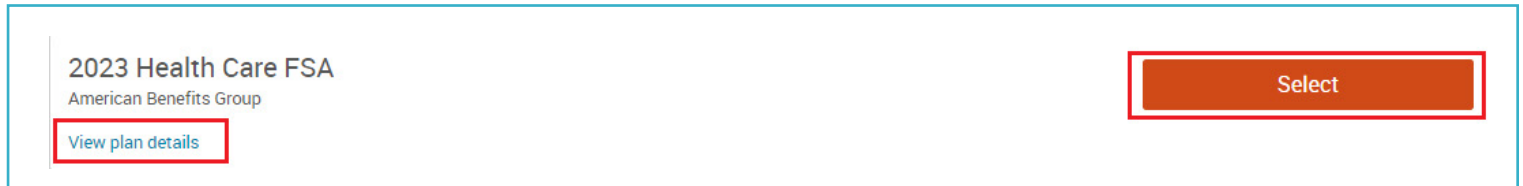


## Electing Benefits

To elect benefits, click the “**View Plan Options**” button. You will need to check the eligible dependents you want to cover and the plan you wish to enroll in.

Click “**Select**” next to the plan you wish to elect. You will then be directed back to the main enrollment page where you can proceed to the next benefit. You will need to repeat this process for all of your benefits. As you complete your elections,  **Completed** will appear by the benefit plan name on the left-hand side of the screen.

When you have finished selecting all of your benefits, click “**Continue**.”



2023 Health Care FSA  
American Benefits Group

[View plan details](#)

Select

 **TIP:** Click “**View plan details**” to access helpful information about each plan and to download plan documents and summaries.

## Review and Confirm Page

This will show a summary of your elections, the dependents you are covering by plan, and your cost for these coverages.

After you have reviewed your elections, you will need to agree that these are your elections by checking the “**I agree, and I’m finished with my enrollment**” box, and then clicking, “**Complete Enrollment**.” Your elections will not be saved until you click “**Complete Enrollment**.” You will then be provided the opportunity to print a copy of your elections.

I have been provided with information relating to each of the above insurance options. I have understood it. The information I have provided on this portal is true and correct to who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurance claim containing a false or deceptive statement may be guilty of insurance fraud

I authorize any provider, insurer, or other organization to release any information regarding benefits to the insurer or its subsidiary or authorized agent for the purpose of plan administration provided is true and correct to the best of my knowledge.

\*Domestic Partner premiums are subject to imputed income based on the coverage provided

I agree, and I’m finished with my enrollment

Complete Enrollment

### IMPORTANT DEADLINE:

While you can always adjust your elections at any point during your New Hire Enrollment window, you must complete elections within 28 days of your date of hire. You must select “**Complete Enrollment**” to submit your final elections by your deadline.