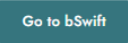
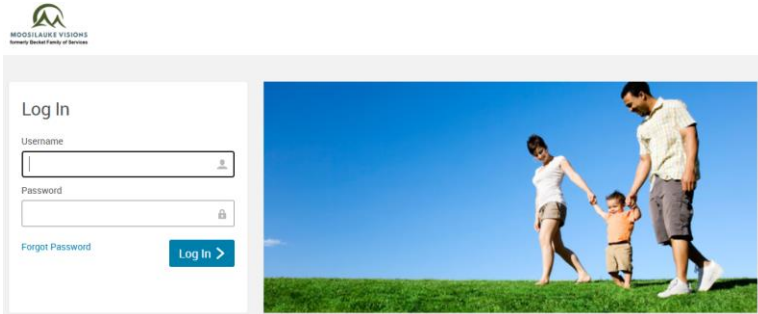


Employee Quick Start Instructions for Benefit Enrollment

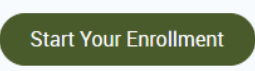
Having this information handy will make enrollment as EASY as 1, 2, 3!

You have 30 days from hire or life event to enroll in benefits. Please do not delay!

1. **Logging onto the website:** Go to www.myMVAbenefits.com (or find link on ADP home page) and review our benefit package first then click  when ready to enroll. You are in our Bswift enrollment if you see this page:



2. **Once the website opens, enter your username and password:**
Username: First initial followed by last name. (Example: John Smith's username would be jsmith)
Password: Last four digits of your Social Security Number *You will be prompted to create a new password when you enter the site. Please contact your HR Rep or Benefit Administrator if login is not working.*
3. **Click on the Start Your Enrollment button (it will appear at top of home screen) to begin the enrollment process:**



Please contact your HR Rep or Benefit Administrator if the start button is missing.

4. **On the Employee Information page, please review and make any changes to your personal info in ADP as they feed directly to bswift overnight. You do not have to wait complete OE though.** Choose your email preference and answer smoker question.
5. **Answer enrollment questions truthfully as we reserve the right to request proof of marriage, birth certificates, etc.** If you do not understand the questions please ask!
6. **On the Family Information page verify your dependents are listed and/or add any dependents not listed even you are not covering them as they can be used in beneficiary sections.**
*Once it is updated, please click the **AGREE** button and then **CONTINUE**.*
7. **Click the Get Started button to begin your enrollment process and continue through the enrollment until you have elected and/or waived ALL the coverages being offered.** Each benefit icon will turn **Green** if enrollment completed.
8. **Click Save & Continue to review and confirm your elections.**
9. **On the Confirmation Page, please review the benefits/rates you have selected, read the Participation text, click I AGREE and then SAVE MY ENROLLMENT.** If anything is incorrect go back and make any needed changes.

You may log back in after completion and make changes until the enrollment window closes.

*If you have trouble using bswift or need any technical support please call EBM at **855.400.0792** for assistance.*