



CORSAIR

HOW TO ENROLL FOR CORSAIR BENEFITS

Whether you are enrolling for the first time or during Open Enrollment, follow these instructions to log into **bswift** to make your elections. Even if you are declining benefits, you will need to log in to waive coverage.

When you access bswift for the first time, you will need to use the information below to access the system. If you have issues accessing bswift, please contact the HR team at [**Hr-Ops@Corsair.com**](mailto:Hr-Ops@Corsair.com).

1. Log on to bswift

Go to [**corsair.bswift.com**](https://corsair.bswift.com)

2. Enter your username and password

Username: Your username is your first initial followed by your last name (Ex. Mary Williams username would be MWilliams)

If you experience issues logging in, try entering a 1 or 2 after your first initial + last name. (Ex. MWilliams1)

Password: Last four digits of your Social Security Number

You will be prompted to create a new password when you enter the site for the first time.

3. Create a new password

New passwords must be a minimum of 8 characters and contain both alpha and numeric characters, no spaces.

4. Click on the “Enrollment Center” to begin the enrollment process.

CORSAIR TIPS FOR UPDATING BSWIFT

1. In the Enrollment Center, you can see the timeline to complete your enrollment.
2. On the Employee Information page, please verify and/or update the information if necessary. If any information is incorrect and you cannot update, please reach out to [**Hr-Ops@Corsair.com**](mailto:Hr-Ops@Corsair.com).
3. On the Family Information page, verify your dependents are listed and/or add any dependents.
4. The available plans offered to you will appear in the Enrollment Center. If there are multiple plans available to choose from, you will have the option to select View All Plans Side-by-Side. To enroll in a plan, click Select.
 - a. If you select View Plan Options, you will be prompted to choose any dependent(s) that you will be covering for the specified benefit by selecting the checkbox next to their name. Once you have selected your dependent(s), click Continue.

- b. If you don't want to enroll in a benefit plan, select "I don't want this benefit (waive)," to move onto the next benefit.
- 5. Basic Life, AD&D and Long Term Disability are employer paid benefits—please be sure to add a beneficiary.
 - a. Your dependents will automatically appear on this page, however you can also add a beneficiary that is not a dependent by clicking Add New Beneficiary. Once you have designated your beneficiaries, click Continue at the right of the page.
 - b. If opting for Voluntary Child Life, please add the names of the children to be included for coverage.
- 6. On the Confirmation Page, please review the benefits you have selected, read the Participation text, click the I Agree button at the bottom of the page and then Complete Enrollment at the right of the page.
- 7. Once completing your enrollment, you will have the option to View, Email or Print a copy of your Confirmation Statement. You can also view your Confirmation Statement at any time by logging into the system and navigating to My Benefits > Current Benefits.

If you are unable to complete your enrollment at one time, you can click Save and Finish Later.