

# Quinnipiac

UNIVERSITY

## 2024 HEALTH AND WELFARE BENEFITS ENROLLMENT TUTORIAL

FOR CLERICAL AND FACILITIES  
EMPLOYEES

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### 1. Navigate to the site

- You can go directly to our online enrollment site using the Web address **www.qubenefits.bswift.com**.

OR

- You can access our online enrollment site from the Human Resources page of My Q. Click on “Benefits” at the top of the page and click on “Visit Your Employee Benefits Online Web Portal”.
- This site supports the following browsers: **Microsoft Internet Explorer version 11.0 and up, Mozilla Firefox version 35.0 and up, Google Chrome version 39+ and Safari 10.0 and up**. We encourage you to keep your browser updated.
- Log in with single sign-on using your Quinnipiac credentials. With single sign-on, you only need to remember one username and password.

### 2. Begin Your Enrollment

- To begin your enrollment from the Home page, click on the “**Enroll Now**” button.

### 3. Verify Your Personal Information

- Before making your elections, please verify the accuracy of all your personal information such as your address, DOB, etc. including your gender (male, female, or non-binary). Note that first time users will see that their gender is defaulted to male, so it is important that this information is verified. If you need to make any changes, please contact the Office of Human Resources **humanresources@qu.edu** or call **(203) 582-6486**.
- When done, check “**I agree**” and click “**Continue**”

**IMPORTANT:** Although the online benefits enrollment site is a secure site, and your information is encrypted during transit, it is important that you log off when you have completed your session. Click the Log Off icon in the upper right-hand corner of the enrollment site to log off. For security purposes, the system will automatically logout if you leave your system idle for more than 30 minutes.

For successful navigation of the site, do NOT use the “back” button in your internet browser, as this will automatically log you out of the site. To navigate through the site, use the blue navigation bar located on the left hand side of the screen.

### 4. Verify Your Family Information

- Please be sure to add all dependents to the Family Information section before proceeding to the next section. Social Security Numbers are required for your dependents, unless the child is under one year of age. **NOTE:** Adding a new dependent will require the submission of documentation to your HR Department.
- To do this, click on the “**Add Dependents**” link. When all of your family information is entered, check “**I agree**” and click “**Continue**.”
- After verifying your personal and family information the system will guide you through your enrollment. If you are unable to complete the enrollment process in one sitting, you can log in at a later date and start where you left off.
- **IMPORTANT:** When enrolling new dependents you must provide proof of dependent eligibility prior to the effective date of your benefits (marriage certificate, birth certificate, copy of front page of your most recent 1040 tax filing, or court documents). You can either upload a copy of the dependent verification to your bswift record (My Profile/Employee File) or send a copy of your documents to the Office of Human Resources at [humanresources@qu.edu](mailto:humanresources@qu.edu). A complete list of acceptable documents will display on the next screen. Once you review, check “**I agree**” and click “**Continue**”.

### 5. Make Your Medical, Dental, Payment-in-lieu of Medical and Dental, Vision and Life Benefit Elections

- Please review each plan and make your election whether you are choosing the benefit or waiving the benefit. **NOTE:** You are required to elect or waive each plan in order to save your enrollment elections. To view benefit options click “**View Plan Options**”.
- Note that if you are not ready to complete your benefits enrollment you do have an opportunity to save your elections and finish at a later time. To do so, click on the “**Save and Finish Later**” button to save your progress and return later. If you choose to save and finish later, be aware that your saved elections will not show until you log back into your account.
- The system will ask “**Who will be covered by this plan?**” and if you have dependents already added you will see their names. In order to cover a dependent you will need to check the box next to their name, then click “**Continue**”. If you forgot to add dependents you can click on the “**Add Dependents**” link.
- If you have more than one plan to choose from you can click on “**Compare**” to view the plans side by side. You will make your election by clicking on the “**Select**” button.
- If you elect the Consumer Choice/Value HSA medical plan, you will also be eligible to participate in the Health Savings Account (HSA). Quinnipiac will fund a portion of the HSA and you are also able to make your own contributions. **NOTE:** Employees who are enrolled in the HSA are not eligible for the traditional Health Care FSA under current IRS regulations, however, employees are eligible to enroll in the Limited Purpose Health Care FSA which can be used for dental and vision expenses only. You will also be enrolled automatically for a \$5,000 Employee Critical Illness plan benefit at no cost to you.
- Upon completing your election the box next to the benefit type will be checked, you will see that your election is marked as “**Completed**” and you will be taken to the next benefit plan where you will need to click on “**View Plan Options**”.
- If you do not enroll in Medical & Dental, you may be eligible to enroll in the Payment-in-lieu of Medical and Dental plan.
- If you enroll in Medical and/or Dental, choose “**I don’t want this benefit (waive)**” for Payment-in-lieu of Medical and Dental, since you will not be eligible for this benefit.
- Basic Life/AD&D – You have 2 Basic Life/AD&D options: 2x annual salary or a Flat \$50,000. The default option is 2x annual salary which means you will automatically be enrolled in this plan. If you wish to waive this plan and elect the Flat \$50,000 plan you must contact your HR Department or the Benefits Help Desk to process the change.
- When you are satisfied with all of your benefit plan elections, click on the “**Continue**” button. **NOTE:** Adding a new dependent will require the submission of documentation to your HR Department.

### 6. Voluntary Benefits

#### **Accident Insurance**

- Pays you benefits for specific injuries and events resulting from a covered accident.
- You can use this money however you like, for example: deductibles, child care, housecleaning, groceries or utilities.
- Accident Insurance is a limited benefit policy.
- You can enroll in this plan and cover yourself and/or your dependents.

#### **Hospital Indemnity Insurance**

- Pays a daily benefit of \$200 if you have a covered stay in a hospital, critical care unit or rehabilitation facility.
- You can use this money for any purpose you like, for example: to help pay for expenses not covered by your medical plan, lost wages, child care, travel, home health care costs or any of your regular household expenses.
- Hospital Indemnity Insurance is a limited benefit policy.
- You can enroll in this plan and cover yourself and/or your dependents

#### **Voluntary Critical Illness**

- Voluntary Employee Critical Illness. The benefit is in \$5,000 increments up to a maximum of \$15,000. The plan includes a benefit for child(ren) from Birth to 26 years. The child(ren) benefit is 50% of the employee's lump sum benefit.
- Voluntary Spouse Critical Illness. You must elect Voluntary Employee Critical Illness in order to elect this benefit. You must also add your spouse as a dependent in the bswift system. Spouse coverage is available up to 50% of the employee coverage amount up to a maximum of \$7,500 in \$2,500 increments.
- Voluntary Partner Critical Illness. You must elect Voluntary Employee Critical Illness in order to elect this benefit. You must also add your domestic partner as a dependent in the bswift system. Partner coverage is available up to 50% of the employee coverage amount up to a maximum of \$7,500 in \$2,500 increments.

### 7. Make Your Flexible Spending Account (FSA) Plan Election (Health FSA and Dependent Care FSA)

- The system will now ask you to enroll in the Flexible Spending Account.
- These enrollments differ from the Medical, Dental & Vision plans. When choosing this benefit, you will not need to select dependents to be covered, but you will need to choose whether you would like to enroll in the plan and enter an annual coverage amount for the 2024 plan year. **NOTE:** Employees who are enrolled in the HSA are not eligible for the traditional Health Care FSA under current IRS regulations; however, employees are eligible to enroll in the Limited Purpose Health Care FSA which can be used for dental and vision expenses only.
- When you are satisfied with all of your benefit plan elections, click on the **“Continue”** button.

### 8. How to Choose a Primary Beneficiary for Life Insurance

- You must choose a Primary beneficiary for Life Insurance. If you don't have any dependents on file, the system defaults your beneficiary to My Estate but does not designate the percentage amount. If you have dependents on file, the system lists them as beneficiaries but does not designate the percentage amount(s). You can add another person(s) or Trust by clicking on the **“Add New Beneficiary”** link. The person or people you designate must total 100%. You may also designate a Secondary/Contingent beneficiary in the event the Primary beneficiary is no longer living.

The screenshot shows the 'Special Enrollment' page for Life Insurance. It features a progress indicator on the right with steps: 1. Your info, 2. Your Benefits, 3. Enroll, 4. Review and Confirm, and 5. Complete. The main content area is titled 'Almost Finished!' and includes a note about designating a primary beneficiary for life insurance. Below this, there is a section for 'Basic Employee Life' with the heading 'Please choose your beneficiaries'. A table lists 'My Estate (Employee)' as the primary beneficiary with a percentage of 100%. There are links to 'Add New Beneficiary' and 'Add Secondary Beneficiaries'. A 'Your Cost per pay period' field shows '\$0.00' and a 'Continue' button is at the bottom.

Name	Percentage	Note
My Estate (Employee)	100%	

Total: 0% (must equal 100%)

### 9. How to Review and Confirm Your Elections

- **Almost Finished!** You will now be on the final review page. Please review all of your benefit elections and read through the agreement text. Once you've completed your review, check **“I agree, and I'm finished with my enrollment”** and click the **“Complete Enrollment”** button.
- It is highly recommended that you keep a copy of your elections. To do so, click on the **Print** icon and you will be directed to Adobe. You can also have the Confirmation Statement e-mailed to you by clicking on the **E-mail** icon.

The screenshot shows the 'Review and Confirm' page. It contains several paragraphs of legal text regarding the benefit elections, including a statement of understanding about the effect of elections, a declaration of understanding about the 30-day notice period for changes, and a statement of understanding about the University's right to modify or discontinue benefits. At the bottom, there is a checkbox for 'I agree, and I'm finished with my enrollment.' and a 'Complete Enrollment' button.

### 10. Logging Out

- When you are finished working in the bswift portal, be sure to logout of the system and always close your browser to ensure a secure and complete logout. Although logging in through SSO is secure, with the added access through a single login, it is extremely important to protect your password.