

# Quinnipiac

UNIVERSITY

## 2024 HEALTH AND WELFARE BENEFITS ENROLLMENT TUTORIAL

FOR ELIGIBLE PART-TIME  
FACULTY EMPLOYEES

### Inside

#### How to:

1. Navigate to the website
2. Begin your online enrollment
3. Verify your personal information
4. Verify your dependent information
5. Elect Medical, Dental & Vision benefits
6. Review and confirm your elections
7. Logging Out



### 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, it will check off the plan types you have completed on the left-hand navigation menu. 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 and Vision 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.
- 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**”.
- 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. 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.

I understand that my benefit elections above are in effect for the entire or remainder of the benefit plan year unless I experience a qualifying life event. If a qualifying event occurs, I understand that I have 30 days from the date of the event in which to make changes to my elections and to provide substantiation of the event to Human Resources. I understand that documentation proving the eligibility of all added family members and/or dependents is also required.

I authorize all payroll deductions for the benefit election chosen above. I understand that payroll deductions for medical, dental and vision will automatically be taken on a pre-tax basis unless domestic partner coverage is elected and that, if applicable, contributions for flexible spending accounts (FSA) or a health savings account (HSA) will also be pre-tax.

I understand that copies of all Summary Plan Descriptions (SPDs), Summary of Benefit Coverage (SBCs), Summary of Material Modifications (SMMs), Summary Annual Reports (SARs) and other required Notices for the University's Group Benefit Plans will be posted in the Library section of this site.

I understand that if the "Payment in lieu of Medical and Dental Plan" is elected, I must first waive participation in both medical and dental coverage. I also understand that in order to receive a cash supplement, I must first provide satisfactory proof to the University that I have "minimum essential coverage" along with my covered dependents and that this coverage is not Medicare or Tricare. I understand that coverage also cannot be individual marketplace coverage, whether obtained through the individual marketplace or state exchange. I understand that proof of other coverage will be required each plan year in which I enroll in the "Payment-in-lieu of Medical and Dental" plan.

I understand that to ensure I fully understand the benefits available, as well as my obligations as a plan participant, it is important to familiarize myself with the information contained within each of the SPDs.

I understand that the University may modify, suspend or discontinue any benefit plan at its sole discretion, and that I will be notified of any changes affecting my rights under the plans.

I understand that I am entitled to request and obtain a paper copy of any electronically furnished document, free of charge, by contacting the Quinnipiac University Health and Welfare Benefits Help Desk at (877) 373-6535 or Laura Lepeska at (203) 562-3881, or [Laura.Lepeska@quinnipiac.edu](mailto:Laura.Lepeska@quinnipiac.edu), or the Office of Human Resources at (203) 562-6486, or [humanresources@qu.edu](mailto:humanresources@qu.edu)

I agree, and I'm finished with my enrollment.

**1 Your Info**  
**2 Your Benefits**  
3 Enroll  
Beneficiaries  
Review and Confirm  
4 Complete

**Complete Enrollment**

### 7. 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.