

Resources are on the [Enrollment Kit - Ascend to Wholeness](#) page under *Employer Resources*.

- Share** the **bswift login instructions** with your employees.
 - **Run** the “Username and Email” report in **bswift** for your employees’ user names and emails:
 1. Navigate to your employer site by selecting **Role** then **Manager** for your site.
 2. Click on **Report Center** under **Report**.
 3. Search and select **bswift Username and Email Report**.
 4. Provide the unique username information to your employees in a secure manner.
 - **Sample letter to employees** is also available on the Enrollment Kit page for those that need it.
- Distribute** documents that are on the [Plan Documents – Ascend to Wholeness](#) page.
 - Legally required to provide the Summary Benefits and Coverage (SBCs) and the Omnibus Notice.
- Run** Open Enrollment progress reports in bswift at the midpoint of your open enrollment period to view your employees’ completion status. Since this year is a passive enrollment for most products (excluding Flexible Spending and changing from Access to Accelerate for the Health Plan), not every employee will make an election. Here are the steps:
 1. Follow the **Report** steps from the **Share** section.
 2. Search **Open Enrollment** in the search bar.
 3. Use the reports titled: Open Enrollment Complete, Partially Complete, Not Complete.
- Communicate** with your employees at the midpoint for your open enrollment period to encourage completion if they want to change their benefit elections (see why in OE Update #3 email).
- Review and approve** your employee elections in bswift no later than **October 18, 2024**. Here are the steps:
 1. Navigate to your employer site by selecting **Role** then **Manager** for your employer site.
 2. View and click on pending alerts on the home page or run a **Pending Enrollments** report.
 3. Validate **non-EOI** pending enrollments which can be approved and those which need further documentation from the employee.
 4. Validate employees are eligible for the plans and amounts they elected (i.e., Pilot AD&D, Short-term Income Protection, Voya guaranteed issue amounts).
 5. Confirm with employees if they intended to waive coverage. If you need help to locate the waived coverage report in bswift, please contact us at Benefits@adventistrisk.org.
 6. Contact employees if:
 - a) Accelerate in 2024 but didn’t qualify for 2025.
 - If a covered spouse did not qualify but will no longer be on the Plan in 2025, the employee is eligible for the Accelerate option if they met the points requirement.
 - b) Access in 2024 and qualify for Accelerate in 2025.
 - c) FSA in 2024, but nothing for 2025.
- Review** all 2025 employee final elections with bswift “Benefit Elections All Coverage” report dated 1/1/2025.
- Follow up** with Evidence of Insurability (EOI) elections based on reports pulled in bswift. Please **DO NOT** approve any pending enrollments that require an EOI.