

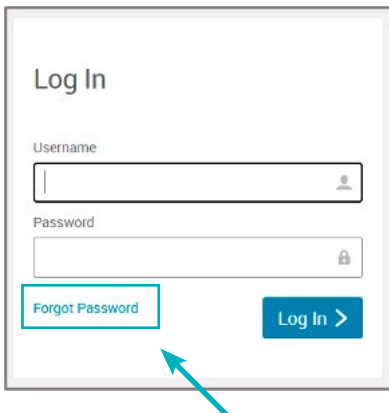
bswift—Benefits Management Portal Login Instructions

Here are instructions for logging into the Benefits Management Portal if you want to make changes or elections to your benefits for the 2025 open enrollment period.

1. Go to AscendtoWholeness.org or arm.bswift.com and go to step 3.
2. Select the **My Services** button (top right) then click on **Benefits Management**.
3. Enter username given by employer.
4. Enter password. If you did not set up or need to reset, follow instructions below.

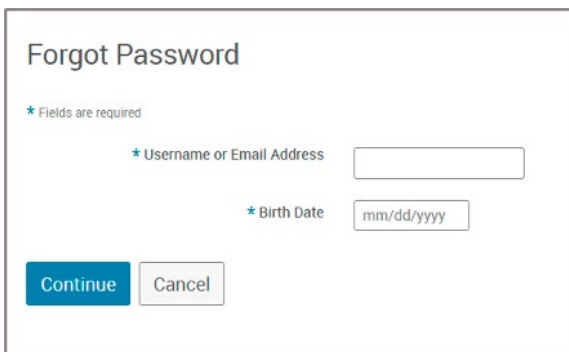
Password Reset Instructions:

- 1 Select the **Forgot Password** hyperlink.



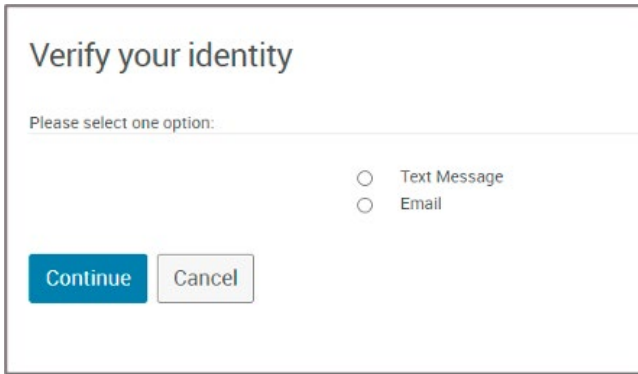
The screenshot shows a "Log In" form with two input fields: "Username" and "Password". Below the "Password" field, there is a "Forgot Password" link highlighted with a red box, and a "Log In >" button to its right. A red arrow points to the "Forgot Password" link.

- 2 Enter your **username** provided by your HR representative(s), then enter your date of birth.



The screenshot shows a "Forgot Password" form. It includes a note: "* Fields are required". There are two input fields: "* Username or Email Address" and "* Birth Date" (with a date format hint "mm/dd/yyyy"). At the bottom, there are "Continue" and "Cancel" buttons.

- 3 Verify your identity via a text message or email.



Verify your identity

Please select one option:

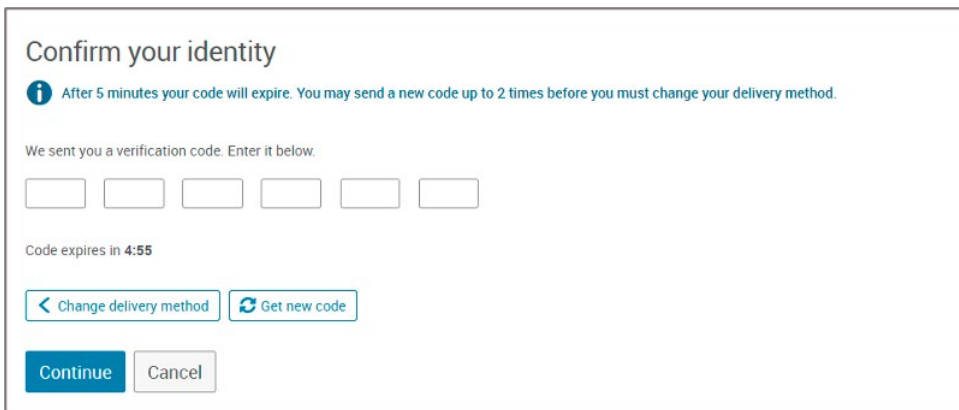
Text Message

Email

Continue Cancel

Note: Email can take up to five minutes to receive the code. Text message is immediate. Talk to your HR representative(s) to add an email and/or cell phone number.

- 4 Enter the verification code sent via text or email.



Confirm your identity

i After 5 minutes your code will expire. You may send a new code up to 2 times before you must change your delivery method.

We sent you a verification code. Enter it below.

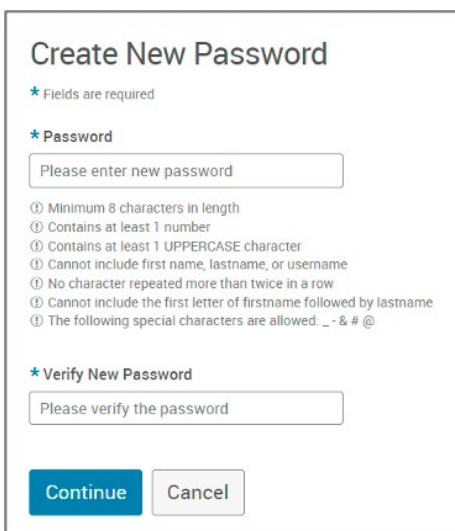
Code expires in 4:55

< Change delivery method Get new code

Continue Cancel

Note: You can select, “Get new code” up to three times before you need to contact your HR representative(s) for next steps.

- 5 Create and verify a new password for your account using the criteria listed.



Create New Password

* Fields are required

* Password

Please enter new password

i Minimum 8 characters in length

i Contains at least 1 number

i Contains at least 1 UPPERCASE character

i Cannot include first name, lastname, or username

i No character repeated more than twice in a row

i Cannot include the first letter of firstname followed by lastname

i The following special characters are allowed: _ - & # @

* Verify New Password

Please verify the password

Continue Cancel