



# Voluntary Plan Information

Voluntary plan enrollments/changes will not be done through Self-Service.

If you are **not electing to enroll or making changes** to your voluntary plans, **no action is needed**.

Voluntary plans include: long-term disability, cancer care, tax sheltered annuity plans (403b and 457), additional life insurance, accident insurance, long term care, pet insurance, and the legal plan. If you are currently enrolled in a voluntary plan and want to make changes, **or** if you are interested in enrolling for the first time, please follow the steps below:

Go to the [SWC Benefits Webpage](#)

Detail into the **Voluntary Benefits** banner and review the plan(s) you are interested in.

Fill out the corresponding enrollment(s) form and upload to the [Document Dropbox for Human Resources](#), under type select **Benefits**.

**OR**

Reach out to the [Aflac](#) and/or [American Fidelity](#) representative to schedule an appointment to enroll or make changes.

Voluntary plan(s) enrollment(s) are not final until approval has been received by the Benefits Department. Vendors will send all approval notifications to employees and the Benefits Department with the appropriate premium rates.

The Benefits Department will send you an email confirmation once payroll deductions are scheduled to begin. If you have questions please contact the Benefits Department at:

[SWCBenefits@swccd.edu](mailto:SWCBenefits@swccd.edu)

(619) 421-6700 ext.5260

[Benefits Website](#)