

OPEN ENROLLMENT “NO CHANGE” PROCESS

LOG IN

Log in to MySWC and select Benefits Enrollment to start open enrollment.

REVIEW

Review selected benefits. Re-select “Waive” for any plan not enrolled in.

REVIEW

If enrolling in an FSA you must re-enroll each year and make an appointment. If not, you must select “waive”.

SAVE

Click on “Save for Later”. You must advance to the next screen to submit.

FINALIZE

Click “Review and Submit”. Click the signature box and click “Submit”

CONFIRM

You are not complete until you reach the confirmation page. Here you will download the PDF confirmation page.

FOR DETAILED INSTRUCTIONS PLEASE REFER TO PAGE 7 OF THE SELF SERVICE GUIDE