

SWC Open Enrollment Colleague Self-Service Guide



Contents

Introduction	3
Before You Get Started.....	4
Things To Know.....	5
Accessing MySWC Colleague Self-Service Benefits Enrollment.....	6
Benefits Page Overview.....	7
Enrollment Page & No Changes Process	7
Manage Dependent/Beneficiaries	12
Review and Submit with Changes.....	13
Voluntary Plan Information	16
Help and Support	17

Introduction



Open Enrollment can feel overwhelming, but using the **online Self-Service portal** streamlines the process, saving time and improving efficiency. Through online enrollment, employees can:

- Self-enroll in their core benefit programs
- Review current benefit elections
- Make necessary changes
- Compare plan options and costs
- Access benefit summaries

This guide is designed to help you navigate the online enrollment process with ease.

Need Help?

The Benefits Department will offer **Zoom training sessions** and **virtual lobby hours** to assist with Open Enrollment. Dates and times will be listed in the [Open Enrollment Event flyer](#).

Disclaimer:

All dates within screenshots are examples and do not apply to current enrollment.

Before You Get Started

The following employees must enter dependent information in the Self-Service system:

- New hires in 2025
- Employees who have experienced a qualifying life event
- Employees who have not previously completed Open Enrollment through Self-Service

Information You'll Need to Add a Dependent or Beneficiary:

1. **Dependent Information**
 - Full name
 - Date of birth
 - Social Security number
2. **Beneficiary Information**
 - Full name
 - Date of birth
 - Social Security number

Note: A beneficiary can be both a dependent and a beneficiary.

Example: If your spouse is covered under your medical plan and also designated as your life insurance beneficiary, they serve both roles.

Note: A beneficiary may also be an organization such as a trust, estate, charity, or nonprofit.

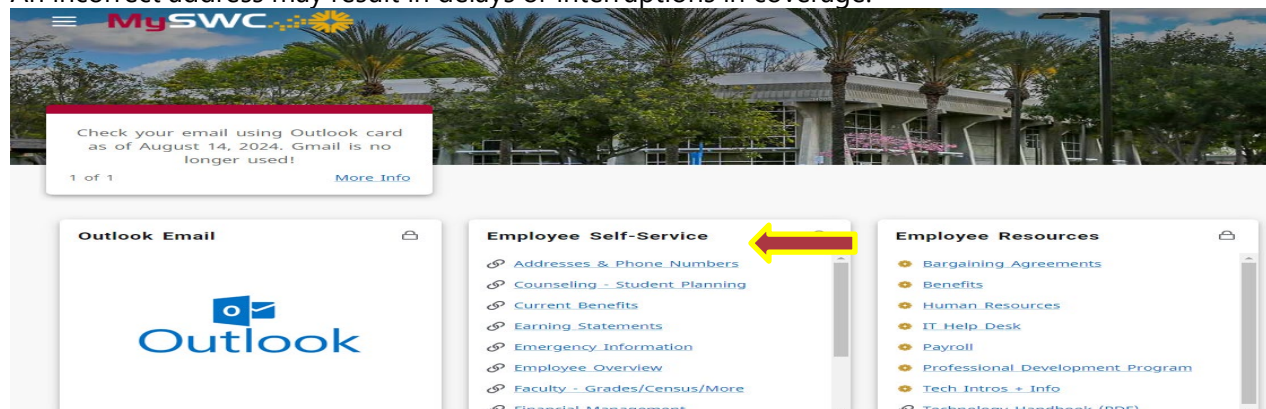
3. **Provider Name & ID (UHC Only)**

If enrolling in a UnitedHealthcare (UHC) plan, please have the provider's name and ID number for yourself and your dependents. You can search for providers on the [UHC website](#).

4. **Address Verification**

Before starting enrollment, log into [MySWC](#) > **Employee Self-Service** and verify your address under the "Address & Phone Numbers" section.

An incorrect address may result in delays or interruptions in coverage.



Things To Know

1. Who Qualifies as a Dependent?

- Your legally married spouse (including same-sex spouses)
- Your domestic partner (with a completed Domestic Partner Affidavit)
- Your children (including your domestic partner's children) who are:
 - Under age 26
 - Over age 26 and disabled, dependent on you for support
 - Named in a Qualified Medical Child Support Order (QMCSO)
 - Under court-ordered legal guardianship

2. Required Documentation for Dependent Eligibility

- Birth certificates (for children)
- Marriage certificate (if issued within the past two years)
- First page of recent federal tax return (Form 1040) if married longer than two years
- [Full list of eligibility documents](#)

Note: If adding dependents for the first time, upload documents via **ServiceNow** > [Document Dropbox for Human Resources](#) and select document type "Benefits."

Existing dependents do not need to resubmit documentation.

3. Voluntary Plans

Changes to voluntary plans cannot be made through Self-Service. Please refer to **page 16** of the guide for instructions on how to enroll or make changes.

4. Navigation Tip

To open links in Colleague Self-Service, **right-click and open links in a new tab.**

5. Follow Instructions Carefully

Each benefit section contains specific instructions. Please read thoroughly before making selections.

If you leave Self-Service and return later, your status will show as **"Resume Enrollment".**

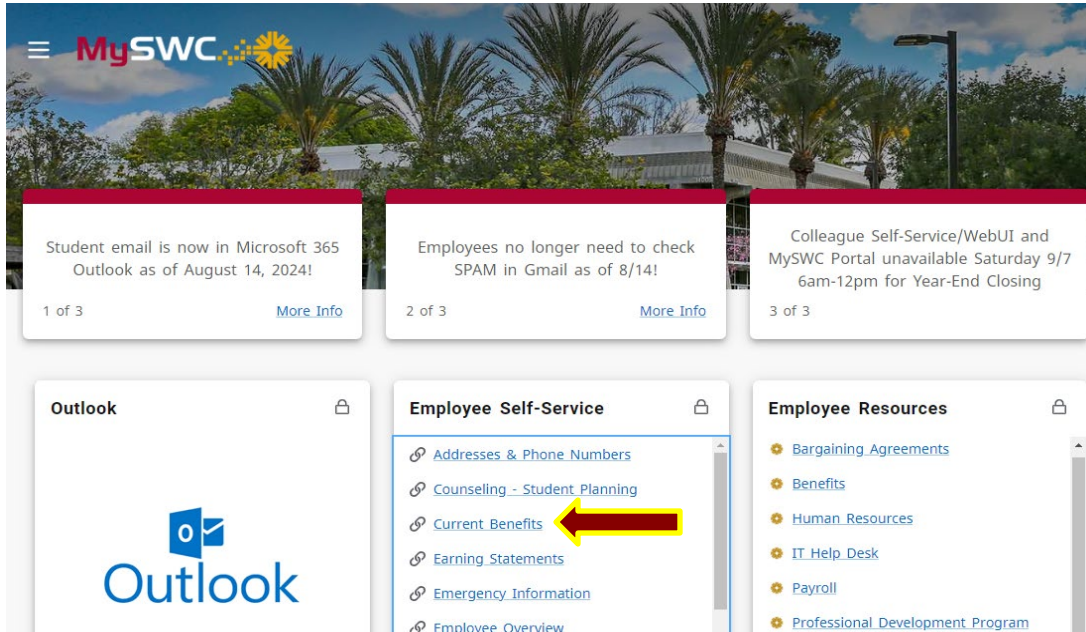
6. No Changes?

If you are not making any changes to your current benefits, skip to **page 7, step 3.**

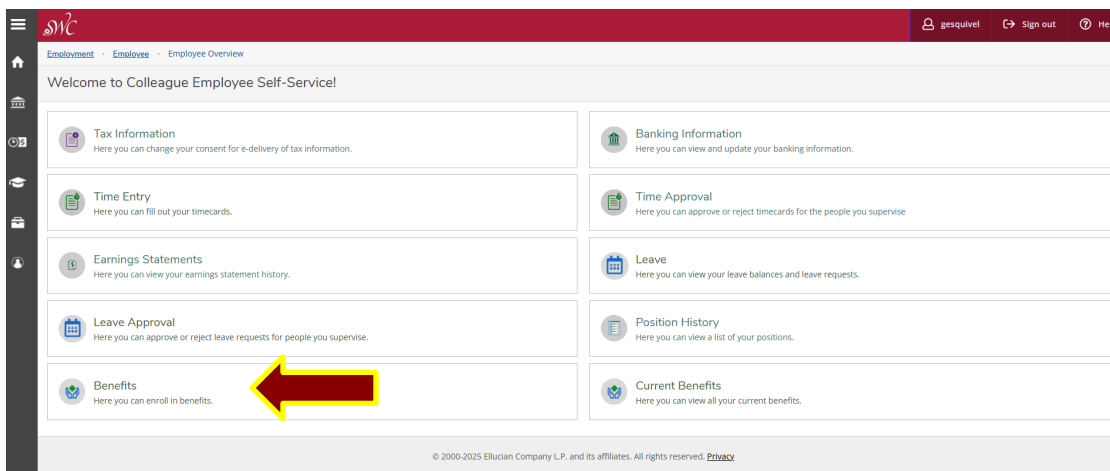
Accessing MySWC Colleague Self-Service Benefits Enrollment

Step 1: Log In

Sign in using your [MySWC Single Sign-On \(SSO\)](#) credentials.



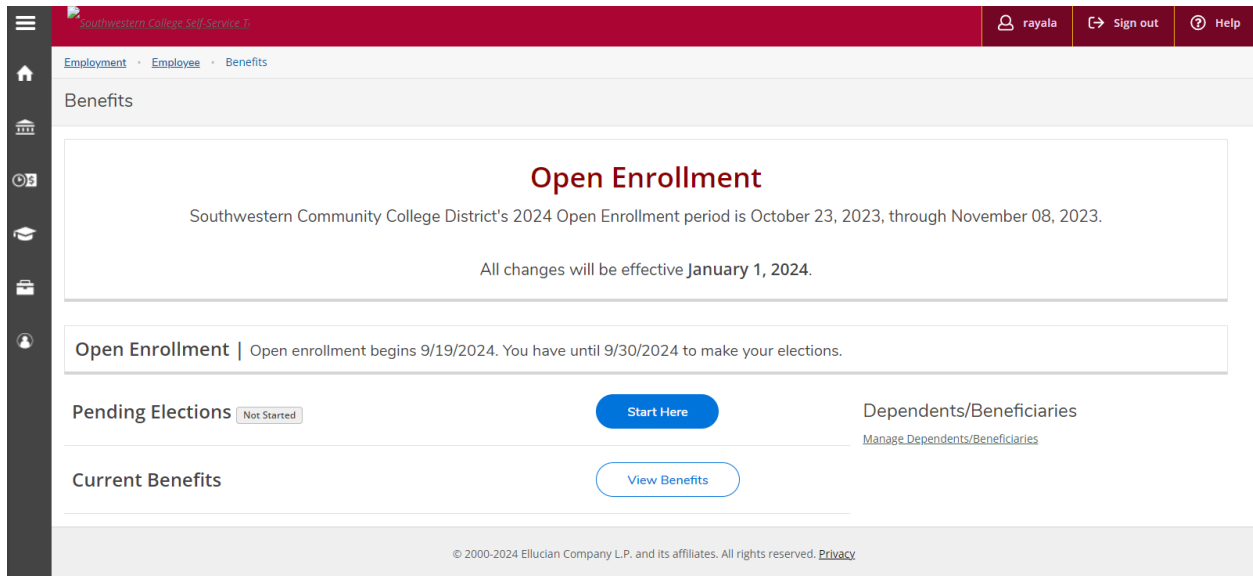
Click on Benefits



Benefits Page Overview

Step 2: Start Your Enrollment

To begin your elections for the **plan year**, click on “**Start Here**” within the Benefits section.



Enrollment Page & No Changes Process

Step 3: Review Core Benefit Options

The **Benefit Enrollment Page** displays your available core benefits, including:

- Medical
- Dental
- Vision
- Mandatory Life Insurance
- Flexible Spending Account (FSA)

Step 4: Review Current Elections

Carefully review your current benefit elections, including:

- Covered dependents under each plan
- Mandatory life insurance beneficiaries

This page provides a comprehensive overview of your existing coverage.

The screenshot displays the 'Open Enrollment Benefits' page. On the left is a dark sidebar with icons for home, life insurance, dental, medical, and a user profile. The main content area is titled 'Open Enrollment Benefits' and includes three sections: 'Life Insurance' (Hartford Basic Life \$50,000), 'Dental Plans' (Delta Dental PPO Family), and 'Medical Plans' (UHC Harmony HMO Employee +1 Dependent). Each section has an 'Update Plan' link and a 'Beneficiaries' section with a red bar indicating a selection. At the bottom right, a 'Benefits Summary' box lists the selected plans and a 'Review and Submit' button. Above the summary are 'Cancel' and 'Save for Later' buttons. A 'Manage Dependents/Beneficiaries' link is also present. A toggle switch for 'Waive this benefit' is located at the bottom right of the medical plans section, with a link to 'Read more...' below it.

Step 5: If You Are Not Making Changes

If you are currently **waiving medical and vision coverage**, you must **re-select “Waive”**.

Additionally, for the **Flexible Spending Account (FSA)**, you must take one of the following actions:

a. Re-Enroll in FSA

- Click **“Choose a Plan”**
- Enter your desired contribution amount
- Save your selection
- Schedule an appointment with [American Fidelity](#) to complete the re-enrollment process

b. Waive FSA Participation

- If you do not wish to participate, select the **“Waive”** option.

Click on **Save for Later** to continue with review and submission of your enrollment.

Open Enrollment Benefits Cancel Save for Later

UHC Harmony HMO Employee Only Waive this benefit

I voluntarily waive district medical insurance coverage for the plan year 01/01/2026 - 12/31/2026 as a benefit of my employment in the Southwestern Community College District, and I release and hold harmless the Southwestern Community College Sc [Read more...](#)

Vision Plans [Update Plan](#)

Your Plan
Eyemed Vision Family

Dependents
Leonardo Ayala, Jr., Leonardo Ayala, Leeza Ruby Ayala

Waive this benefit

Effective 1/1/2026 I waive this benefit and authorize the Benefits Department to stop payroll deductions.

Flex Spending Plans [Choose a Plan](#)

Your Plan
--

Waive this benefit

Effective 1/1/2026 I waive this benefit and authorize the Benefits Department to stop payroll deductions.

Step 6: Finalize Your Selections

After reviewing all benefits and making your Flexible Spending Account (FSA) selection, you're ready to complete your enrollment.

Click the **"Review and Submit"** button — it must appear **blue** to confirm that your enrollment is complete.

Benefits Summary

Hartford Basic Life \$50,000
Delta Dental PPO Family
UHC Harmony HMO Employee +1 Dependent
Eyemed Vision Family

Review and Submit

Benefits Summary

Hartford Basic Life \$50,000
Delta Dental PPO Family
UHC Harmony HMO Employee +1 Dependent
Eyemed Vision Family
Flex Spending Plans (Waived)

Review and Submit

Note: Skip to **Step 16** to complete your enrollment.

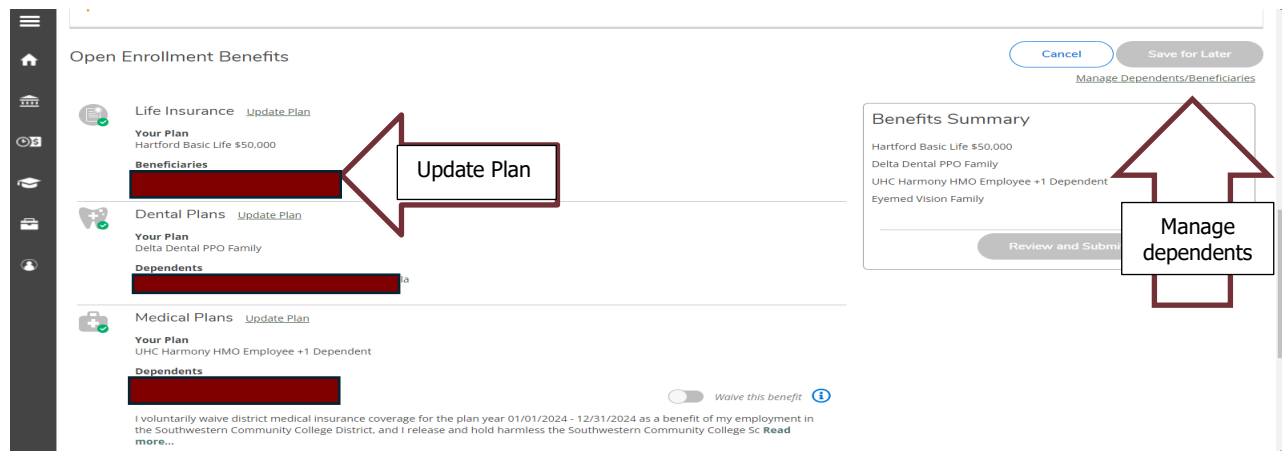
Making Changes During Open Enrollment

Step 7: Updating Benefits

To make changes to your benefits, click **"Update Plan"** on the Open Enrollment Benefits page.

Step 8: Adding Dependents

If you're adding dependents, click **"Manage Dependents"** before starting your benefit selections. (Refer to **Step 14** for detailed instructions.)



Benefit Selection Page

Step 9: Explore Your Options

The Benefit Selection page provides detailed information on your **plan options**, including:

- Plan summaries
- Premium costs
- Medical coverage details

Step 10: Mandatory Coverage

Please note that **Dental** and **Life Insurance** are **mandatory** and cannot be waived.

Reminder: When opening links in Self-Service, **right-click** and select **“Open in New Tab”** to avoid closing your enrollment session.

Important: Read all instructions carefully within each benefit section before making your selections.

Selecting a New Plan

Step 11: Make Your Selection

To choose a new plan:

- **Uncheck** your current selection
- **Check** the box for your new plan

The screenshot shows the 'Benefits Selection' page with the 'Medical Insurance' section. Under 'Choose a Plan', there is a list of options. The first option, 'Medical (Traditional) Employee Only', is currently selected with a checked checkbox. A red arrow points to this checkbox with the label 'Uncheck'. Another red arrow points to the 'Check New Plan' label. A third red arrow points to the 'Medical (Traditional) Employee Only' checkbox with the label 'Check New Plan'. The 'Waive this benefit' option is also visible at the bottom.

If you are keeping or adding dependents, make sure to **select their names** under the new plan to ensure they are covered.

Selecting a Provider – UnitedHealthcare

If you are enrolling in a UnitedHealthcare plan, you may need to select a provider.

Use the **UHC Website link** provided in Self-Service to search for your doctor and obtain their **Provider ID**.

Step 12: Save Your Selection

Once you've made your plan selection, click **"Save."**

You will see a confirmation message: **"Elections Updated Successfully."**

The screenshot shows the 'Benefits Selection' page with a confirmation message 'Elections updated successfully.' displayed in a green box. A red arrow points to the 'Save' button in the top right corner of the page.

Step 13: Continue Enrollment

To proceed with the rest of your benefit elections, click **"Benefit Enrollment"** located at the **top left-hand corner** of the screen.

Manage Dependent/Beneficiaries

Step 14: Add or Update Information

To verify or update your dependent and beneficiary details:

- Click **"Manage Dependents/Beneficiaries"**
- Select **"Add New Dependent/Beneficiary"**
- Complete all required fields
- Click **"Save"** when finished

Manage Dependents/Beneficiaries

Name	Organization	Address	Gender	Relationship	Marital Status	
John Test		123 Sesame Street Canandaigua, NY 14424	Male	Child		

Add Another

Edit button only for the following:

- Address change
- Name spelling correction
- Correction on date of birth and/or social security

Reminder: A beneficiary can also be dependent.

Example: If your spouse is covered under your medical plan and designated as your life insurance beneficiary, they serve both roles.

Dependents may stay on an employee's benefits until the end of the year in which they turn 26 at which time they need to be removed.

Manage Dependents/Beneficiaries

Name	Organization	Address	Gender	Relationship	Marital Status	
Lena Rizzo			Female	Spouse	Married	

Add new dependent/beneficiary

Select Category:

☒ Dependent ☐ Beneficiary

First Name:

Middle Name:

Last Name:

Suffix:

Birth Date:

Social Security Number:

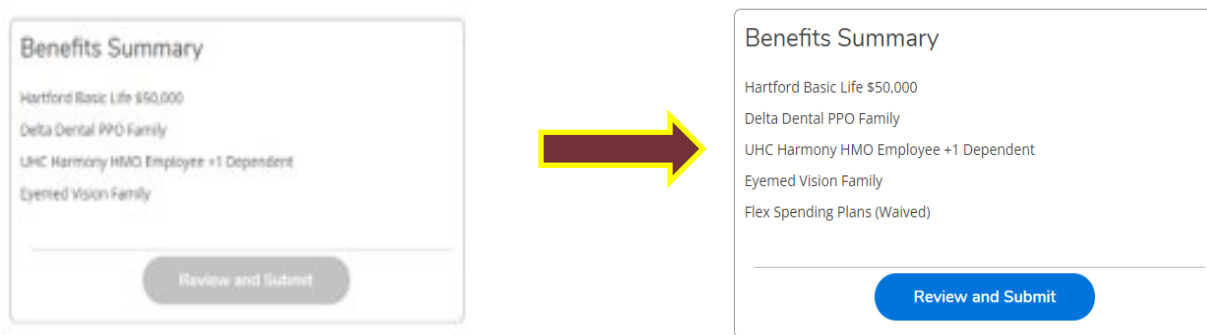
****Reminder:** If you are adding dependents for the first time, be sure to upload eligibility documents through ServiceNow under the [Document Dropbox for Human Resources](#), document type "Benefits".

Review and Submit with Changes

Step 15: Review & Submit

After making all necessary changes:

1. Review your benefit selections
2. Click **“Review and Submit”**
3. The button must appear **blue** to confirm your enrollment is complete



Final Review and Submit Benefit Elections

Step 16: Authorize & Submit

Carefully review all your benefit selections.

Click the **signature box** to authorize your changes, then click **“Submit.”**

Review and Submit Benefit Elections
You have elected the following benefits. You may make changes until the enrollment period ends on 7/31/2020.

Benefit	Benefit Plan	Dependents/Beneficiaries	Health Care Provider Information	Coverage/Participation
Dental Insurance	Waived			
Flexible Spending Account	Waived			
Health Saving Account	Waived			
Retirement	Waived			
Medical Insurance	Medical (Traditional) Employee Only			Employee
Vision Insurance	Vision Insurance Employee Only			Employee
Basic Life Insurance	Group Term Life Insurance	Leona Ritchie (Primary Beneficiary) - 100.00%		
Voluntary Life Insurance	Voluntary Life Spouse			\$50,000.00

Terms and Conditions
By clicking the Submit Final Enrollment check box, you are providing an electronic signature of your benefit selections and authorizing Ellucian University to withhold the associated premiums from your pay check on either a pre-tax or after-tax basis.

☒ I have read and accepted these terms

Step 17: Save Your Confirmation

Once your submission is complete, a **confirmation page** will appear.
Download the **PDF confirmation** for your records.

Open Enrollment Benefits

You have elected the following benefits. You may make changes until the enrollment period ends on 9/30/2024

Benefit	Benefit Plan	Dependents/Beneficiaries	Health Care Provider Information	Coverage/Participation
Flex Spending Plans	Waived			
Life Insurance	Hartford Basic Life \$50,000			
Dental Plans	Delta Dental PPO Family			Family
Medical Plans	UHC Harmony HMO Employee +1 Dependent		- David L Phreaner #0148050077 Self - francisco martinez #0061290220	Employee + 1 dependent
Vision Plans	Eyemed Vision Family			Family

Thank you for completing your open enrollment elections!

Open Enrollment elections are being forwarded to the Benefits Department for final processing.

Step 18: Making Changes After Submission

If you need to make changes after submitting:

- Return to **Self-Service**
- To reopen the Benefits Enrollment page, go to the in Main page click on **“View & Modify”** and click on **“Change Elections”**
- Make your updates
- Re-sign and re-submit to finalize the changes.

Dependents/Beneficiaries	Health Care Provider Information	Coverage/Participation
		Employee
		Employee
Leona Ritchie (Primary Beneficiary) - 100.00%		
		\$50,000.00

Download PDF

Change Elections

Return to Benefits

Step 19: Verify Completion of Enrollment

After finalizing your changes and downloading your PDF confirmation:

- Click **“Return to Benefits”**
- If your enrollment was successfully processed, the status on the main page will show **“Completed”**



[Employment](#) · [Employee](#) · [Benefits](#)

Benefits

Open Enrollment

Southwestern Community College District's 2026 Open Enrollment period is October 15, 2025, through October 30, 2025.

All changes will be effective January 1, 2026.

Open Enrollment | You may make changes until the enrollment period ends on 10/30/2025.

Pending Elections

Completed

View & Modify

Dependents/Beneficiaries

Manage Dependents/Beneficiaries

Current Benefits

View Benefits

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Step 20: Incomplete Enrollment

If the main page shows **“In Progress”**, your enrollment is **not** yet complete. Click **“Resume Enrollment”** to review and finalize your elections by following steps 15-18.

[Employment](#) · [Employee](#) · [Benefits](#)

Benefits

Open Enrollment

Southwestern Community College District's 2024 Open Enrollment period is October 23, 2023, through November 08, 2023.

All changes will be effective January 1, 2024.

Open Enrollment | Open enrollment begins 9/19/2024. You have until 9/30/2024 to make your elections.

Pending Elections

In Progress

Resume Enrollment

Dependents/Beneficiaries

Manage Dependents/Beneficiaries

Current Benefits

View Benefits

Important Reminder

Once the Open Enrollment period ends, you will no longer be able to make changes to your benefits. Changes outside of Open Enrollment are only allowed in the case of a **qualifying life event**.

Voluntary Plan Information

Voluntary Plan Enrollment

Please note that **voluntary benefit enrollments or changes cannot be processed through Self-Service**. If you wish to enroll in or make changes to voluntary plans—such as **long-term disability, supplemental life insurance, accident insurance**, and others—please follow the steps below:

Step 1: Visit the SWC Benefits Webpage

- Navigate to the [Southwestern College Benefits webpage](#) to view available voluntary benefit options.

Step 2: Review & Submit Enrollment Forms

- Review the voluntary plans you're interested in.
- Complete the appropriate enrollment form(s).
- Upload the completed form(s) to the [Document Dropbox for Human Resources](#) via **ServiceNow** and select **"Benefits"** as the document type.

OR

- Contact the **Aflac** and/or **American Fidelity** representative directly to schedule an appointment for enrollment assistance.

Important Notes:

- Voluntary plan enrollments are **not finalized** until they are reviewed and approved by the **Benefits Department**.
- Once approved, vendors will send confirmation and premium rate details to both the employee and the Benefits Department.
- The Benefits Department will send you an email **confirmation** once payroll deductions are scheduled to begin.

Help and Support

Please contact the Benefits Department for assistance in Colleague Self-Service Benefits Enrollment.

 Human Resources - Benefits Department swcbenefits@swccd.edu	
Shelley Carbajal Benefits Specialist (619)421-6700 ext. 5174 scarbajal@swccd.edu	Gabby Esquivel Benefits Specialist (619)421-6700 ext. 5225 gesquivel@swccd.edu

Thank you for your participation in this year's Open Enrollment.

