



# Voluntary Benefits

October 7-25, 2024



## iBTR & bswift Instruction Guide

# iBTR (bswift) Open Enrollment Instructions for CCS Voluntary Benefits

Welcome to the Open Enrollment Instructional Guide for Voluntary Benefits!

For 2025, CCS has engaged a new Voluntary Benefits platform {bswift} through iBTR that will streamline our enrollment process. This partnership will bring a new high-level experience that will help you enroll in, update, and understand the Voluntary Benefits coverage options available to you and your family.

**To enroll in or update Voluntary Benefits, you can choose Option 1 or Option 2 below:**

**Option 1:** Schedule an appointment to speak with an iBTR Counselor by one of the following methods below:

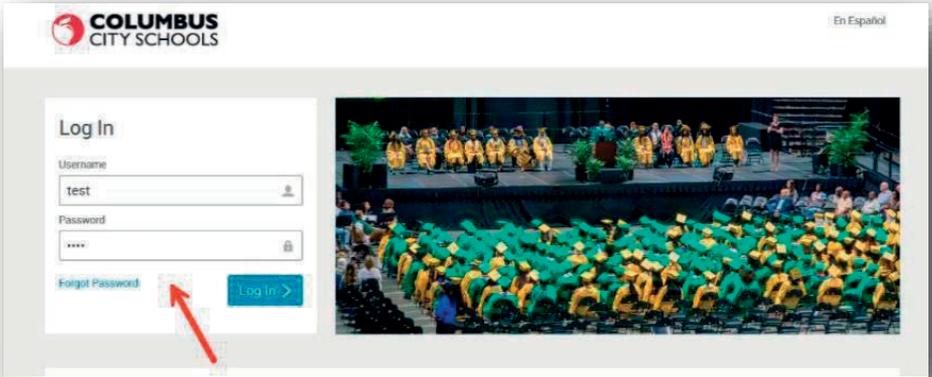
- Call the scheduling line at 614-379-8531 starting 9/23/24 through 10/25/24 between the hours of 9am – 6pm ET.
- Go to the website:  
<https://columbuscityschools.annualenrollment.net>
  - *Note: When scheduling an appointment online, you will be asked to provide a mobile phone number and an alternate phone number. If you do not have an alternate phone number, please re-enter the primary number.*

An iBTR Counselor can also help you enroll in Core Benefits!

**Option 2:** Self enroll or update Voluntary Benefits by following the instructions below:

- Go to <https://columbuscityschools.bswift.com>
  - This option is available any time of day during Open Enrollment: October 7 – 25, 2024.
  - **Important Note:** Please also remember to enroll in your Core Benefits through ESS at <https://columbus.munisselfservice.com/default.aspx>

# iBTR (bswift) Open Enrollment Instructions for CCS Voluntary Benefits



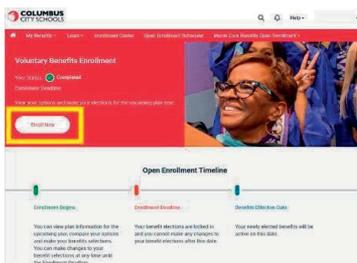
Username: First Initial and Last Name (i.e. JSmith) Please *note, your username is not case sensitive.*

Password: last 4 digits of your SSN (i.e. 7777)

1. Click 'Visit Enrollment Center' on the left side of your screen to get started.



2. On this screen, click 'Enroll Now' to begin enrollment for Voluntary Benefits.



3. The next screen that will appear, is 'Employee Information'. Verify your personal information for accuracy and fill in any required fields. (SSN format: XXX-XX-XXXX; Date of Birth format: MM/DD/YYYY)

*If you need to make changes to any non-editable fields, such as Name, SSN, DOB, Address, Gender, Phone Number or Email Address, please contact the CCS Benefits Team at 614-365-6475 or email them at [benefitquestions@columbus.k12.oh.us](mailto:benefitquestions@columbus.k12.oh.us).*

Verify that all information is accurate and check the box next to "I agree." Then, click the 'Continue' button.

**COLUMBUS CITY SCHOOLS** En Español Preferences Change Password Log Out

## Employee Information

Sometime before beginning enrollment, all of your personal and family information must be complete. Please complete the required fields below, or if the information has already been entered, please make sure it is accurate. You'll need to agree to the information and then click Continue.

**Demographics**

\* Fields are required.

First Name: Test

Middle Initial

Last Name: Test

1 Your Info  
Employee Information  
Family Info  
Questions

2 Your Voluntary Benefits

3 Enroll

4 Complete

Continue

4. The next screen is 'Family Information'. This is where you can add dependents you are planning on covering for any of the Voluntary Benefits. Please be sure to add all dependents for the Voluntary Benefits to the 'Family Information' section before proceeding to the next section ('Enrollment').

**Please note that any dependents you add to your Voluntary Benefits do not have to be the same dependents you add to your Core Benefits. For example, you can add your spouse to your Dental benefits and only add your child to the Voluntary Benefits.**

- To do so, click on the '+ Add Dependents' link.
- To edit an existing dependent, click on 'Edit' under their name.

# IBTR (bswift) Open Enrollment Instructions for CCS Voluntary Benefits

- Once you have finished entering a dependent, you may either 'Save & Add Another' or 'Save & Continue'.
- After confirming all your family information is accurate, check the box next to 'I agree'.
- Click the 'Continue' button to proceed with your enrollment.

**Family Information**

Please enter all family information before beginning your enrollment regardless of whether the family members are to be covered by your voluntary benefits or not. To do so, click Add Dependents. To verify or edit the information of a family member who has already been entered, click Edit under the person's name. If you do not have any family members, click Continue.

Test	Test	
<b>Female Employee</b> 43 years old (11/14/1980) SSN: 458-65-1234	<b>Male Spouse</b> 49 years old (9/22/1974) SSN: 547-56-4567	 Add Dependents
Edit >	Edit >	

I agree that the above information is accurate.  
 I agree

1 Your Info  
Employee Information  
Family Info  
Questions  
2 Your Voluntary Benefits  
3 Enroll  
4 Complete  
Continue

5. The next screen will be related to your tobacco status. Please answer the questions from the drop-down and click 'Continue'.

**COLUMBUS CITY SCHOOLS** En Español Help Exit Enrollment

## Questions

\* Fields are required

\* Are you a Tobacco user?  
Non-Tobacco

\* Is your spouse a Tobacco user? If you do not have a spouse, please select N/A.  
Non-Tobacco

1 Your Info  
Employee Information  
Family Info  
Questions  
2 Your Voluntary Benefits  
3 Enroll  
4 Complete  
Continue

# iBTR (bswift) Open Enrollment Instructions for CCS Voluntary Benefits

- The next screen is your 'Voluntary Benefits Open Enrollment' – where you can begin to view, enroll in, and/or change any of the Voluntary Benefits offered.

**COLUMBUS CITY SCHOOLS**      EN Español    Help    Exit Enrollment

## Voluntary Benefits Open Enrollment

You are now eligible to make changes to your voluntary benefits. Be sure to add any eligible dependents in the Family Information section prior to beginning your enrollment.

**Group Whole Life - Employee**      \$5,388      Your Cost per pay period

PLAN: Group Whole Life - Employee    Unum Group    [View plan details](#)

COVERAGE AMOUNT: \$5,000

Completed    [I don't want this benefit \(waived\)](#)    [View Plan Options](#)

**Short Term Disability**      WAIVED

You have waived this benefit.

Completed    [View Plan Options](#)

**Long Term Disability**      WAIVED

You have waived this benefit.

Completed    [View Plan Options](#)

**Critical Illness - Employee**      WAIVED

You have waived this benefit.

Completed    [View Plan Options](#)

**Your Info**

- View Voluntary Benefits**
- Enroll
- Complete

Your Cost per pay period: **\$12.71**

**NOTE:** If you enrolled to get insurance your actual per pay period cost could take up to ten (10) days to display.

Finished selecting benefits? Click the button below to continue.

[Continue](#)

- Under each plan type, click on the 'View Plan Options' button to see what choices are available to you. Here you can find flyers or documents related to the plan to review before making a decision.

**COLUMBUS CITY SCHOOLS**

## Voluntary Benefits Open Enrollment

You are now eligible to make changes to your voluntary benefits. Be sure to add any eligible dependents in the Family Information section prior to beginning your enrollment.

**Group Whole Life - Employee**      \$93.82      Your Cost per pay period

PLAN: Group Whole Life - Employee    Unum Group    [View plan details](#)

COVERAGE AMOUNT: \$150,000

Completed    [I don't want this benefit \(waive\)](#)    [View Plan Options](#)

- After you click 'View Plan Options' you will see this screen:

[Back to Benefits](#)

### Group Whole Life - Employee

You can keep Group Whole Life insurance as long as you want. Once you've brought coverage, your cost won't increase as you age. Coverage is guaranteed as long as you pay premiums. That means you get protection during your working years and into retirement. Group Whole Life insurance also builds cash value at a guaranteed rate of 3.75%. You can borrow from that cash value, or you can use it to buy a annuity, paid-up policy - with no more premiums due.

\*This policy accumulation cash value based on a non-actuarial interest rate of 3.75% and the 2017-2020 mortality table. The cash value is guaranteed and will be used to finance death in the policy. Cash value will be reduced to any outstanding loans or amounts under any accelerated death benefit. Consideration given of the withdrawal from the death benefit. For more information, contact your policy agent.

[View Plan Details](#)

Completed    [View Plan Details](#)

Group Whole Life - Employee

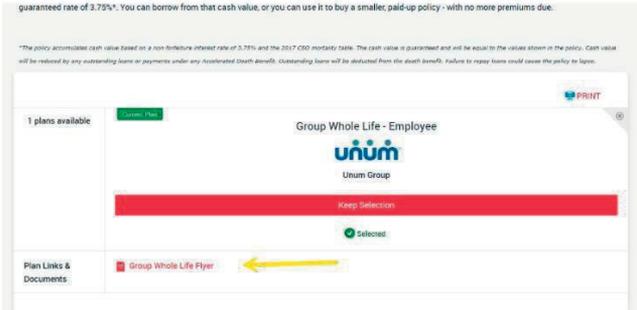
UNUM

[View plan details](#)

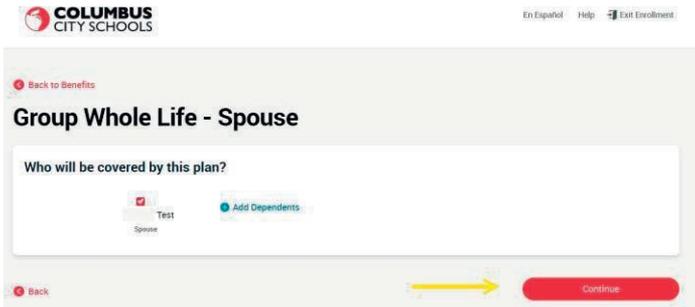
# iBTR (bswift) Open Enrollment Instructions for CCS Voluntary Benefits

- To view a flyer or document, click on 'View Plan Details' and then 'Plan Links & Documents'.

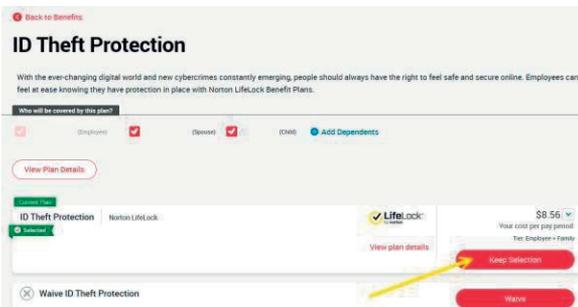
## Group Whole Life - Employee



- You will be asked to choose any dependents you intend to cover on this plan. Check the box next to each dependent you would like to cover. Unchecking a box will exclude them from coverage. Click 'Continue'.



- Once you click 'Continue', you can either enroll/keep your selection or waive the benefit.

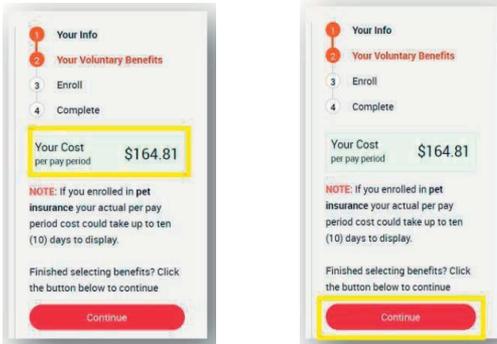


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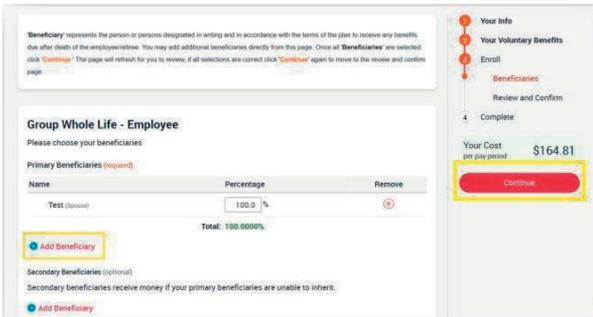
Once you make a selection, bswift will save it and take you back to the enrollment page to view the remaining Voluntary Benefits offered to you.

**Please note – you will not be able to complete your enrollment until each benefit has been completed by either enrolling in or waiving coverage.**

As you are enrolling in your benefits, bswift will keep a running total of your costs on the right-hand side of the screen. Once you've completed your selections, you will click 'Continue' to view all your benefit selections.



10. If you've enrolled in any benefits that require beneficiaries, you will be asked to add those here:

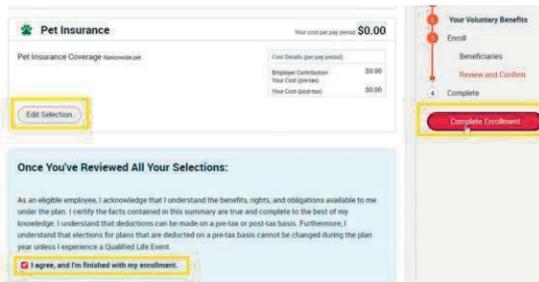


- You may add beneficiaries that are not your dependents (parents, siblings, etc.) by clicking '+ Add New Beneficiary'. Enter all required information and then click 'Save' or 'Save & Add Another'.
- You may split the amount among your beneficiaries, but both primary and secondary percentages must total 100%.

- When you are finished with beneficiaries, questions, and/or other coverages, click the 'Continue' button to proceed to the final step of enrollment.

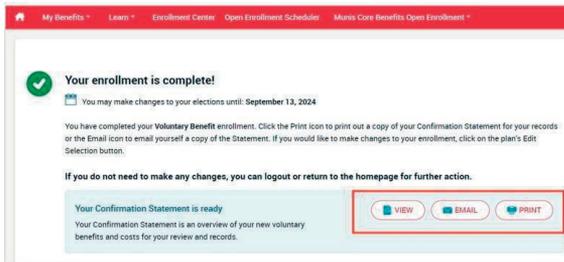
**11. Last Step – Confirm and Save your Elections!**

- If needed, you may still edit your elections by clicking 'Edit Selection' on the bottom of any plan type.
- Please read over any agreement text at the bottom of the page.
- Check the 'I agree, and I'm finished with my enrollment' box and click the 'Complete Enrollment' button.



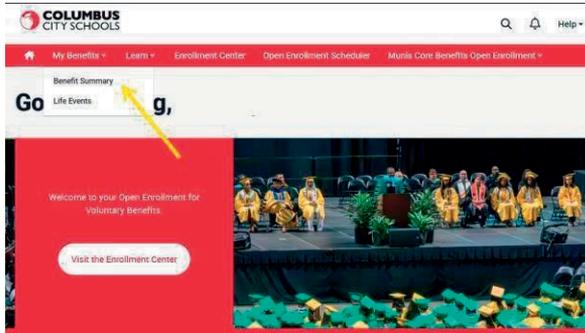
**12. The final screen will show 'Your enrollment is complete!' This means you have completed your enrollment successfully.**

- From here, you may print, view or email your confirmation statement by clicking the chosen icon in the lower right-hand corner.



## iBTR (bswift) Open Enrollment Instructions for CCS Voluntary Benefits

- You may access a copy of your confirmation statement at any time by clicking 'My Benefits' in the upper left corner of the homepage.



You may edit your enrollment until the end of Open Enrollment (10/25/2024 at midnight) by clicking the 'Visit the Enrollment Center' button on your homepage.

If you need assistance during or after your enrollment, you can schedule an appointment with an iBTR Counselor, by calling our Open Enrollment Scheduler at 614-379-8531 between the hours of 9am – 6pm through 10/25/2024, or by visiting <https://columbuscityschools.annualenrollment.net/>.

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