



# Voluntary Benefits

## Enrollment Instruction Guide

Short-Term Disability • Long-Term Disability • Accident  
• Critical Illness • Hospital • Whole & Term Life • Identity  
Theft Protection • Legal Coverage • Pet Insurance



**COLUMBUS**  
CITY SCHOOLS

# Welcome

## *to the bswift User Guide!*

Our partnership with iBTR continues, and bswift remains your voluntary benefits platform.

To enroll in your voluntary benefits (Disability, Accident, Critical Illness, Hospital Indemnity, Whole Life, Legal Shield, ID Theft, Pet Insurance) for next year, simply follow the steps outlined below.

If you need assistance, an iBTR counselor is available to guide you through the enrollment process! Schedule your appointment today at <https://columbuscityschools.annualenrollment.net/> or contact the Resource Center for scheduling assistance at 614-401-5172 (Monday–Friday, 9 AM – 7 PM ET). Appointments are limited and offered on a first-come, first-served basis.

*Important: 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, simply re-enter your primary number.*

# How Do I Get Started?

1. Review the current Benefits Guide thoroughly in order to understand your plan options.
2. Benefits Guides will be sent to your work location. You can also find an electronic version on the Benefits Page by visiting [www.ccsbh.us/domain/177](http://www.ccsbh.us/domain/177).

**CORE BENEFITS:** Medical, Dental, Vision, FSA/HSA and Life

**VOLUNTARY BENEFITS:** Short-Term Disability, Long-Term Disability, Accident, Critical Illness, Hospital, Whole & Term Life, Identity Theft Protection, Legal Insurance, Pet Insurance

## Two Ways to Enroll in or Change Your Voluntary Benefits



### 1. Schedule an Appointment

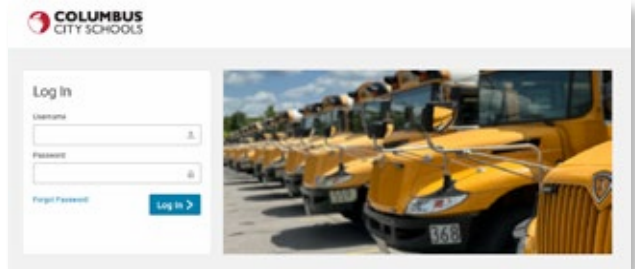
You can schedule an appointment to enroll in both **CORE** and **VOLUNTARY** benefits by speaking with an iBTR counselor:

- Call the scheduling line at 614-401-5172 between 9 a.m. – 7 p.m.
- Go to the website:  
<https://columbuscityschools.annualenrollment.net>

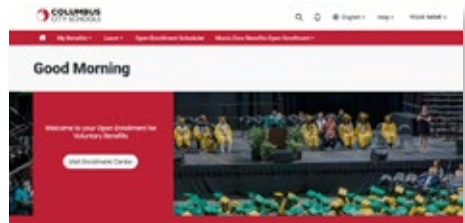
*Note: When scheduling an appointment online, you will be asked to provide a mobile phone number and an alternate phone number. If you do not have an alternate phone number, please re-enter the primary number.*

## 2. Self Enroll or Update

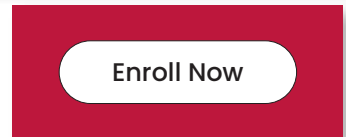
- Go to <https://columbuscityschools.bswift.com>  
This option is available any time of day during Open Enrollment.
- IMPORTANT NOTE:** Please also remember to enroll in your Core Benefits through ESS at <https://columbus.munisselfservice.com/default.aspx>
- Username:  
First initial and last name (i.e. JSmith).  
*Please note, your username is not case sensitive.*
- Password:  
Last four digits of your SSN (i.e. 7777)



- Click the “Visit Enrollment Center” button on the left side of your screen to get started.



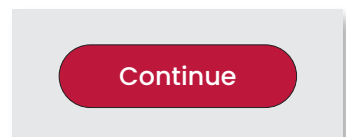
- On this screen, click “Enroll Now” to begin enrollment for Voluntary Benefits.



- The next screen that appears 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.



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.
- Once you have finished entering a dependent, you may wisher “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**

**EMPLOYEE**  
Gender  
Age  
SSN #  
[Edit](#)

**SPOUSE**  
Gender  
Age  
SSN #  
[Edit](#)

**Add Dependents**

**Continue**

☒ I agree that the above information is accurate.  
[I agree](#)

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

**Questions**

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](#)

**Continue**

6. 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.

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**Voluntary Benefits Open Enrollment**

You are now eligible to make changes to your voluntary benefits. The screen will show eligible dependents in the family information section and you will be required to select N/A.

**Group Whole Life - Employee** \$5,287.00  
View Details  
Enroll  
Critical Illness - Employee  
View Details  
Enroll

**Short Term Disability** \$12.71  
View Details  
Enroll

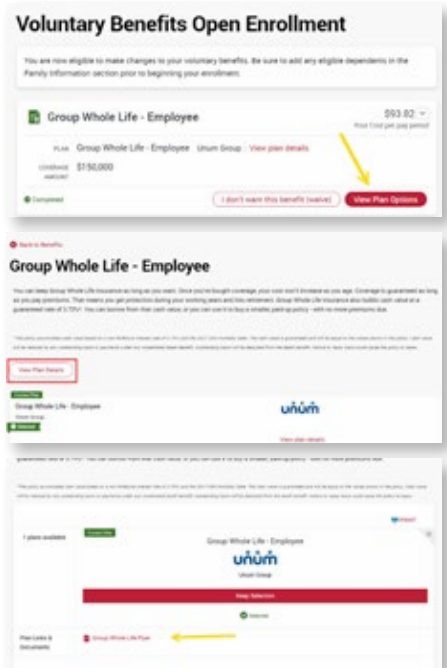
**Long Term Disability**  
View Details  
Enroll

**Critical Illness - Employee**  
View Details  
Enroll

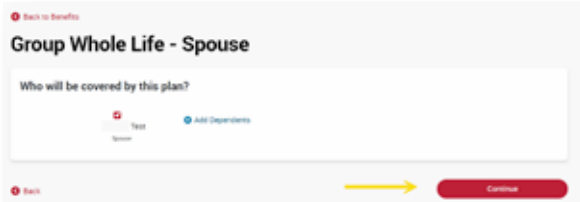
**Continue**

7. 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.

- After you click “View Plan Options”, you will see this screen:
- To view a flyer or document, click on “View Plan Details” and then “Plan Links & Documents”.

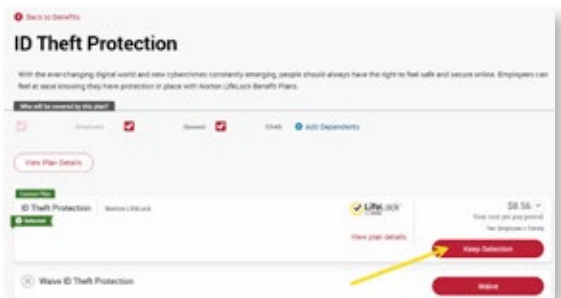


8. You will be asked to choose any dependents you intend to cover on this plan. Check the box next to each dependent you would like to cover. Unchecking a box will exclude them from coverage. Click “Continue”.



9. Once you click “Continue”, you can either enroll/keep your selection, or waive the benefit. 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:

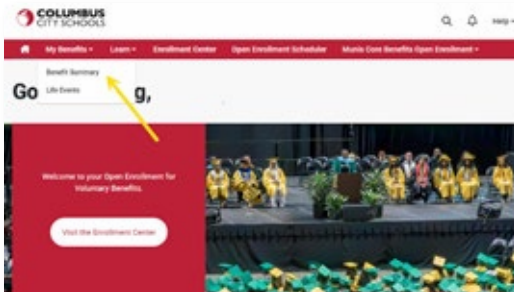
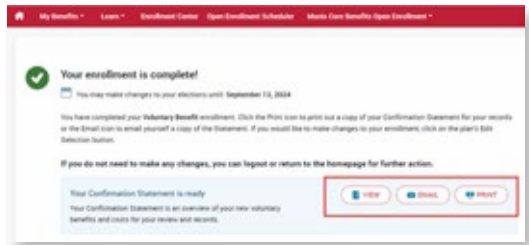
- You may add beneficiaries that are not your dependents (parents, siblings, etc.) by clicking "+ Add New Beneficiary". Enter all the required information and then click "Save" or "Save & Add Another".
- You may split the amount among your beneficiaries, but both primary and secondary percentages must total 100%.
- When you are finished with beneficiaries, questions, and/or 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.
- 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 by clicking the “Visit Enrollment Center” button on your homepage.
- If you need assistance during or after your enrollment, you can schedule an appointment with an iBTR Counselor. See page 3 of this document.

[www.ccssoh.us/employeebenefits](http://www.ccssoh.us/employeebenefits)  
[BenefitQuestions@columbus.k12.oh.us](mailto:BenefitQuestions@columbus.k12.oh.us)