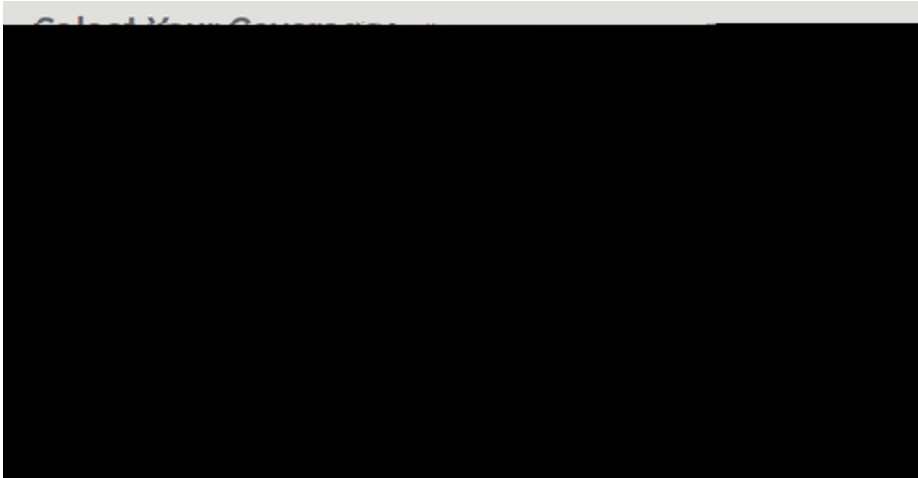


OPEN ENROLLMENT

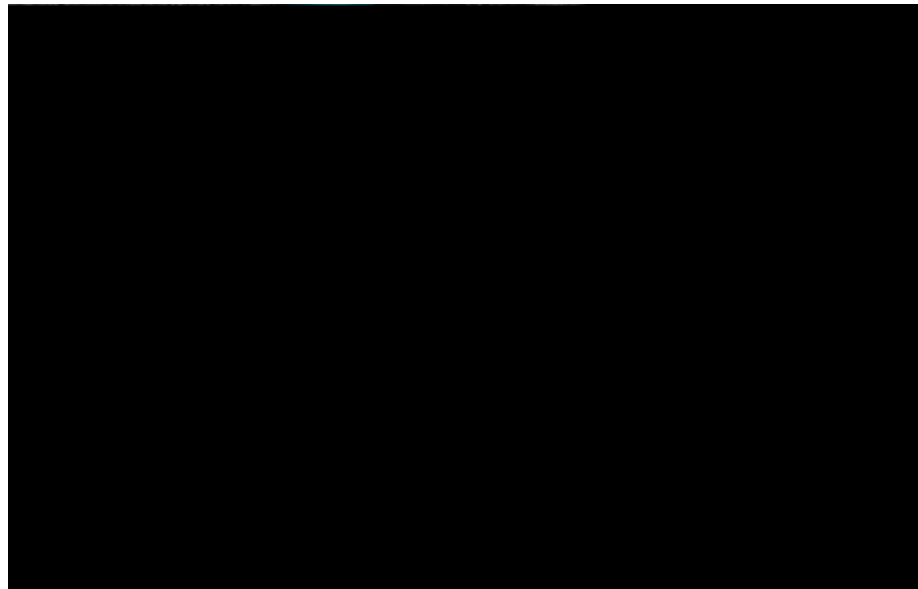
To be completed within 30 days of hire.



STEP 1

Login by going to:

<https://secure.bswift.com/default.aspx?abbrev=arm> and then select the second option as seen below.



STEP 2

Login using the first letter of your first name and then your last name.

Example: Simon Cat = scat

Then click *Forgot Password*

Forgot Password

* Username or Email Address

Continue Cancel

STEP 3

Enter username again. Example: Simon Cat = scat

Then click *Continue*

Enter your birth date. Please enter

Birth Date

(mm/dd/yyyy)

* E

ed

* Fields are requir

Back

Continue

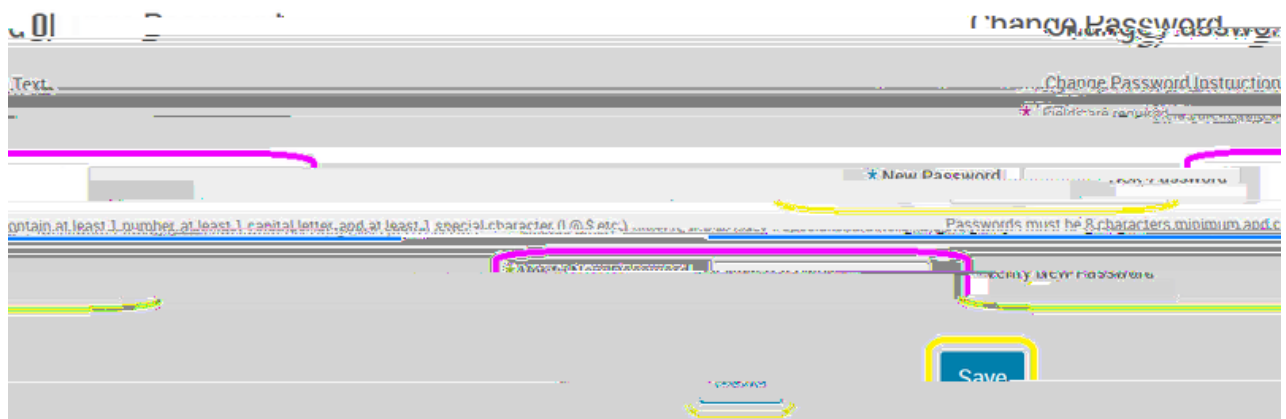
STEP 4

Enter Birth Date
Then click C

STEP 5

STEP 7

Or



STEP 10

Complete the Tell me about yourself section.

Click on *Continue* when completed. You will be prompted to click *I agree that you verify that your personal information is correct*.

STEP 11

Complete the Tell me about yourself family section.

Click on *Continue* when completed. You will be prompted to click *I agree that you verify that your personal information is correct*.

