



## Employer Online Enrollment Guide



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## **Contact Information**

### **Website Questions, Access Issues**

Carrie Alessi, Online Enrollment Specialist  
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### **Plan Information, Benefit Questions, All Other Concerns**

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-or-

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## **Enrollment Website**

[stel.bswift.com](http://stel.bswift.com)

username: first initial last name(ex. bjones)

initial password: last four digits of SSN

## New Hires

The new hire enrollment window will be open from their start date, or the day the information is entered into the system through the last day of their waiting period, unless otherwise specified.

*Example:*

- New Hire Start Date: 1/6/14
- New Hire Waiting Period: 1<sup>st</sup> of the month following 60 days of employment
- Enrollment Window Closes: 3/7/14
- Benefit Effective Date: 4/1/14

To have information for a new hire entered into the online enrollment system, please complete the Census Template with the pertinent information and email to your Online Enrollment Specialist.

All eligible new hires will be required to complete the online enrollment, even if they are waiving all voluntary benefits. This ensures that every employee is documented as being offered insurance.

## Changes/Updates/Qualifying Events

### Newborn

Email the following information to your Online Enrollment Specialist:

- Employee name
- Newborn name
- Gender of newborn
- Birth date
- Social Security Number (if available)

### Marriage (adding spouse)

Email the following information to your Online Enrollment Specialist:

- Employee name
- Spouse name
- Gender of spouse
- Birth date
- Social Security Number

### **Marriage (dropping coverage to go on spouse's plan)**

Email the following information to your Online Enrollment Specialist:

- Employee Name
- Benefits Termination Date

### **Removal of Dependent**

Email the following information to your Online Enrollment Specialist:

- Employee Name
- Dependent Name (to be removed)
- Dependent Termination Date
- Reason for dependent termination

## **Employee Terminations**

Email the following information to your Online Enrollment Specialist:

- Employee Name
- Date of Termination
- Benefit Termination Date (can be different than Date of Termination)

## **Reporting**

### **Payroll Deduction Report**

Once per month, you will receive a payroll deduction report. This will identify who enrolled on line in the previous month and which benefits they enrolled in with the deduction amounts.

## **COBRA**

COBRA Notifications will continue to the responsibility of you, the employer. If the group is billed directly for COBRA participants, you will continue to use your current practices for billing the participant and that process will not be included in the Online Enrollment system. If the carrier bills the participant, then that process will continue outside of the Online Enrollment system.