

beneficiency

Prepare for Enrollment

Bring information on all dependents, including addresses, birthdates, and social security numbers.

Getting Started

Go to www.ccsd.bswift.com

Important Information on How to Enroll

Enter Your Username

Enter your first initial and entire last name. (i.e., if your name is Bob Smith, the username would be, "bsmith". In the rare event that two or more people have the same name combination, please ask your plan administrator for assistance).

Enter Your Password

Your password is the last four digits of your social security number. You will be prompted to change your password upon initial login. Follow the instructions.

Start Your Enrollment

Click on the button  on the welcome page.

If you get stuck or have questions, please contact Human Resources.

Complete Your Selections

In order to complete your enrollment, please check the box "I agree, and I'm finished with my enrollment."

Next, click the button .

Your information will now be automatically sent to Human Resources.

You can print this screen for your records, or request a confirmation statement be sent to you.

After You Enroll

You can revisit this site

(www.ccsd.bswift.com) all year long to view your benefits, review documentation, or make changes due to a qualified life event. If you need additional help, contact your plan or Human Resources administrator.