

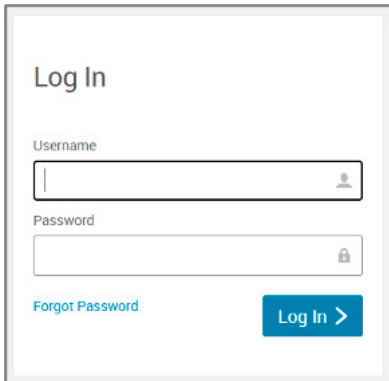
bswift Benefits Management Portal Login Instructions

Here are instructions for entering the Benefits Management Portal if you want to make changes or elections to your benefits for the 2024 open enrollment period.

1. Go to AscendtoWholeness.org or arm.bswift.com and go to step 3.
2. Select the **My Services** button (top right) then click on **Benefits Management**.
3. Enter username given by employer.
4. Enter password. If you did not set up or need to reset, follow instructions below.

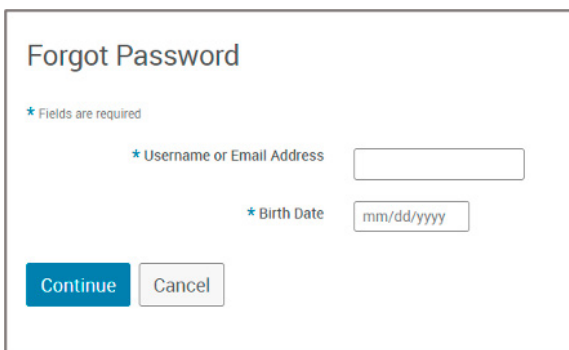
Password Reset Instructions:

- 1 Select the **Forgot Password** hyperlink.



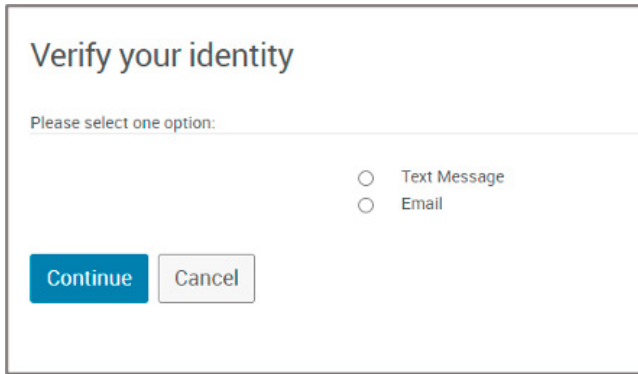
The screenshot shows a "Log In" form with two input fields: "Username" and "Password". The "Username" field has a person icon on the right, and the "Password" field has a lock icon. Below the fields are two buttons: "Forgot Password" (a blue link) and "Log In >" (a blue button).

- 2 Enter your username or email address provided by your HR representative(s), then enter your date of birth.



The screenshot shows a "Forgot Password" form. At the top, it says "* Fields are required". There are two input fields: "* Username or Email Address" and "* Birth Date" (with a placeholder "mm/dd/yyyy"). At the bottom, there are two buttons: "Continue" (a blue button) and "Cancel" (a white button with a grey border).

- 3 Verify your identity via a text message or email.



Verify your identity

Please select one option:

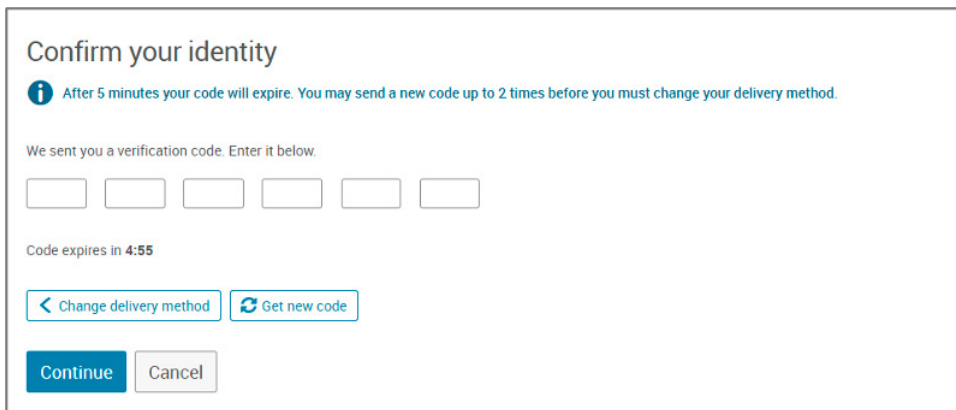
Text Message

Email

Continue Cancel

Note: Email can take up to five minutes to receive the code. Text message is immediate. Talk to your HR representative(s) to add an email and/or cell phone number.

- 4 Enter the verification code sent via text or email.



Confirm your identity

i After 5 minutes your code will expire. You may send a new code up to 2 times before you must change your delivery method.

We sent you a verification code. Enter it below.

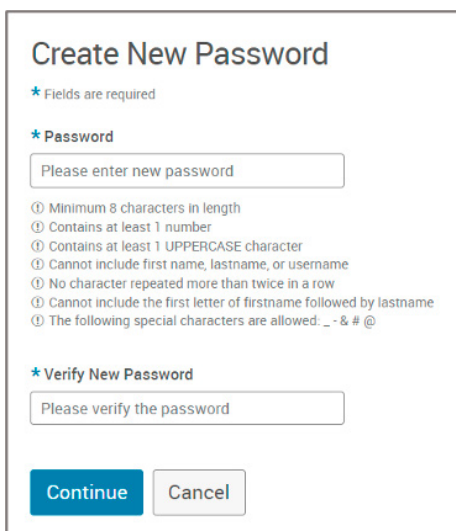
Code expires in 4:55

< Change delivery method Get new code

Continue Cancel

Note: You can select, “Get new code” up to three times before you need to contact your HR representative(s) for next steps.

- 5 Create and verify a new password for your account using the criteria listed.



Create New Password

* Fields are required

* Password

Please enter new password

i Minimum 8 characters in length

i Contains at least 1 number

i Contains at least 1 UPPERCASE character

i Cannot include first name, lastname, or username

i No character repeated more than twice in a row

i Cannot include the first letter of firstname followed by lastname

i The following special characters are allowed: _ - & # @

* Verify New Password

Please verify the password

Continue Cancel