

# BENEFITS ENROLLMENT

OPEN ENROLLMENT BEGINS APRIL 28 AND ENDS MAY 16, 2025



**IF YOU DO NOT SUBMIT NEW ELECTIONS FOR THE 2025-2026 PLAN YEAR, YOUR CURRENT BENEFITS WILL AUTOMATICALLY CARRY OVER.**

FSA contributions will not carry over automatically. If you contribute to an FSA, be sure to make your elections during open enrollment.

To newly enroll, make a change, or waive coverage you must log into Paylocity and confirm your elections between April 28 and May 16, 2025.

All benefit election changes are effective July 1, 2025 to June 30, 2026.

Open enrollment is the one time during the year you can enroll or make changes to your benefits unless you experience a qualified life event such as marriage or birth of a child.

## BENEFITS CONCIERGE CENTER

- During open enrollment, you and your family will have access to the Benefits Concierge Center **AT NO COST.**
- From helping to enroll, to finding in-network Tier 1 and Tier 2 providers, to answering benefits questions — the Benefits Concierge Center can help.
- Call 833-990-0048 Monday through Friday 7 a.m.–6 p.m. MST.

## WHAT'S NEW?

### NEW ENROLLMENT SYSTEM

- There will be a new system to enroll in benefits. Please see directions below on how to enroll, change, or waive benefits.
  1. Log into your Paylocity Self Service Portal.
  2. Navigate to HR & Payroll.
  3. Select "Bswift Benefits".
  4. Click "Start Your Enrollment" and review your personal information. Enter a home email address if a work email isn't populated or select Preferred Email as "None". Then check "I agree" and "Continue".
  5. Review any family information for accuracy and/or add any dependents. Then check "I agree" and "Continue".
  6. After reading each benefit plan, choose your coverage, then select either to enroll or waive. When all plans have been enrolled in or waived out of, click "Continue".
  7. Add beneficiaries as applicable, click "Continue".
  8. Review all information and/or elections. To complete enrollment, click "I agree, and I'm finished with my enrollment." Then "Complete Enrollment".

### MEDICAL INSURANCE

- There will be no benefit changes to the current two plans (Exclusive Care Plan and Qualified High-Deductible Health Plan).
- Your medical premium will increase slightly.

### NEW TELEHEALTH BENEFIT

- If you are enrolled in either of the UMR plans, you will have access to a new telehealth vendor, MyCatholicDoctor, after July 1, 2025.
- MyCatholicDoctor is a nationwide medical practice that brings a team of faithful medical professionals to patients through video-based health consultation. They can initiate your medical care virtually, order necessary labs or imaging, and send prescriptions to your pharmacy. They practice evidence-based scientific medicine from a Catholic perspective and integrate Catholic spirituality into their care.
- More details on how to access MyCatholicDoctor will be available soon.