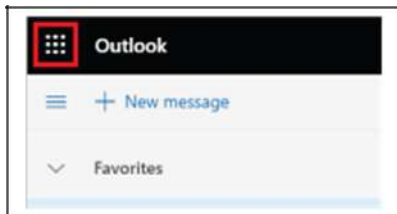


How to Enroll



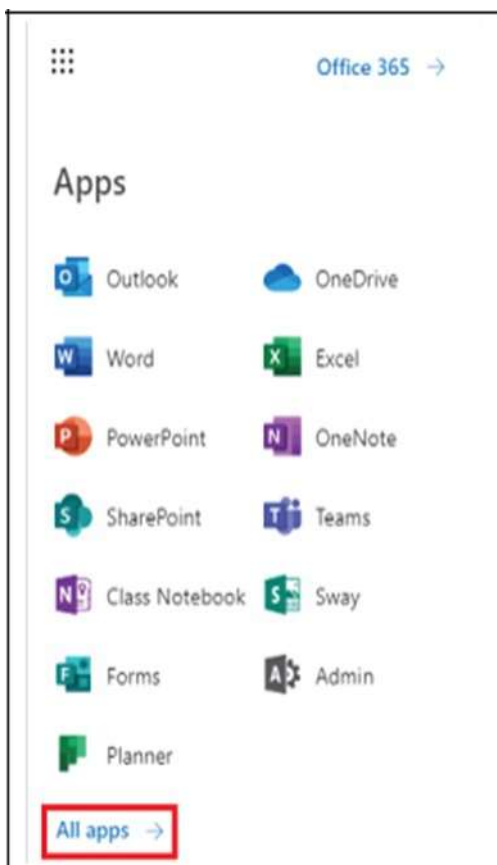
Logging in is easy. You can log in two ways, through your DPSCD Outlook email (see steps below) or at www.detroitk12.bswift.com (see page 10 for these instructions).

Step 1. Once logged into the Hub, click on the menu icon in the upper-left corner.



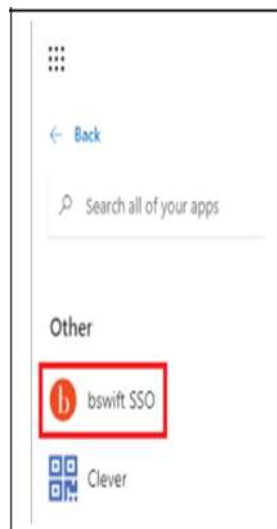
Step 2.

From the MS Office Apps menu below, click on the **All apps** → link. This is the last icon at the bottom left side.



Step 3.

Within the menu, scroll down to the **Other** heading, then click **bswift SSO**. This will take you directly to the **Employee Benefits center**.



Questions about your benefits or assistance logging in?

Please contact the DPSCD Benefits Solution Center

Phone: 888.447.9038

Email: servicecenter@kapnick.com

This Benefits Guide is intended to provide a general summary of benefits but does not include all coverage details or plan requirements. The terms of the plan are governed by legal plan documents, including but not limited to Summary Plan Descriptions (SPDs), insurance contracts and certificates of coverage. Please refer to the legal plan documents for detailed information regarding your benefits. While every effort was taken to ensure the accuracy of the information in this Benefits Guide, errors are always possible. In the event of a discrepancy between the Guide and the plan documents, the terms of the plan documents will prevail.

How to Enroll



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Log in now!
www.detroitk12.bswift.com

How to log in:

Follow these steps to complete the registration process:

1. In a web browser, from your computer, tablet or smart phone, go to: www.detroitk12.bswift.com.
2. Enter the following information:
 - **Username:** Your name as it appears in your work email address - ex: John.Doe
 - **Password:** **For your initial sign-in only**, enter the last four digits of your social security number
 - **Change Password:** 8 characters minimum with at least 1 number, 1 capital letter, and 1 special character (!, @, \$, etc.)
 - **Security Question / Answer:** Click on the drop down and select a security question. Enter your answer, and click Save. (This security question will be used if you forget your password or after 3 failed attempts to sign into the DPSCD Online Benefit Center.)
3. After you have completed these steps, sign in with the password you created, and begin using the DPSCD Online Benefit Center.
 - Once at the home page, you can enroll in benefits, report life event changes and make benefits changes (e.g. marriage, birth, divorce, death and adoption)
 - You can also view your plan options and benefit elections; as well as access the insurance carrier web sites and documents.

Locked Out?

If you are locked out of the Online Benefit Center, contact DPSCD Benefits Solution Center for support at 888.447.9038.

Browser Requirements



**Microsoft®
Edge**
Version 11.0 and up



Safari
Version 10.0 and up



Mozilla Firefox
Version 35.0 and up



Google Chrome
Version 39.0.21
71.99 and up

You must have the following enabled:

Cookies: OK
JavaScript: OK
Style Sheets: OK

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