


SWBC Employee Self-Service Instructions

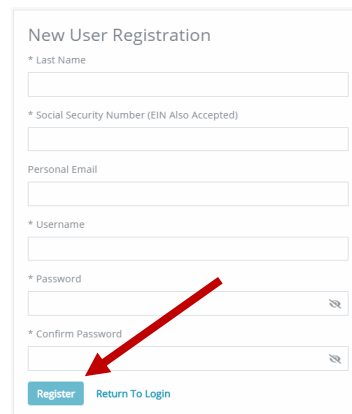
This user guide is intended to help you better understand how to navigate and complete your Benefits Enrollment elections. You can access the portal at <https://swb-ep.prismhr.com> .

How to Register

If this is your first time logging in to the portal, you will need to click on “Register”. This is located next to the button labeled “Log In”. This will open the “New User Registration” window. Fill in the required information and click on “Register”.



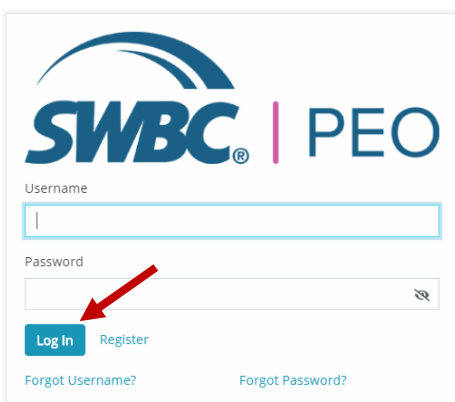
The image shows the SWBC | PEO login page. At the top is the logo. Below it are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below the input fields are two buttons: "Log In" (in a blue box) and "Register" (in a light blue box). A red arrow points from the "Register" button towards the right. At the bottom, there are two links: "Forgot Username?" and "Forgot Password?".



The image shows the "New User Registration" form. It has a title "New User Registration" at the top. Below the title are several required fields, each with an asterisk: "* Last Name", "* Social Security Number (EIN Also Accepted)", "Personal Email", "* Username", "* Password", and "* Confirm Password". Each field has a small eye icon to its right. At the bottom of the form are two buttons: "Register" (in a blue box) and "Return To Login" (in a light blue box). A red arrow points from the "Register" button towards the right.

How to Sign In

If you have already registered and have a user name, you can access your portal by entering your user name and password, then click “Log In” to be taken to the main dashboard.



The image shows the SWBC | PEO login page. At the top is the logo. Below it are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below the input fields are two buttons: "Log In" (in a blue box) and "Register" (in a light blue box). A red arrow points from the "Log In" button towards the right. At the bottom, there are two links: "Forgot Username?" and "Forgot Password?".

Menu Overview (Navigating the Dashboard)

Below is what your dashboard homepage will look like. On the left side, below the company logo, is a list of all the various menu options available.

The dashboard homepage features a left sidebar with a menu and a main content area with several widgets. A red arrow points to the 'Dashboard' menu item.

Left Sidebar Menu:

- Dashboard
- Personal
- Benefits
- Pay
- Paid Time Off
- Documents
- Events
- Taxes
- Onboarding
- Slavic

Main Content Area Widgets:

- Pay:** No Recent Pay Statements. View More
- New Messages:** 10/17/2018 - Company Picnic. View More
- Paid Time Off:**

	Planned	Taken	Available
PAID TIME OFF	0 Hours	40 Hours	70.16 Hours
VACATION	0 Hours	40 Hours	80 Hours

Request Time Off | PTO Summary
- Events:** No Events Scheduled
- Benefits:**
 - ...Dependent: 10000.00, Effective 02/08/2019
 - ...Spouse: 10000.00, Effective 02/08/2019
 - DEMO DENTAL EMPLOYEE, Effective 05/01/2017View Benefits Summary

Benefits Enrollment

You can process your benefit enrollment by clicking on the **"Benefits"** menu item. Submenu items will open. Click on the **"Benefits Enrollment"** link. This will take you directly to the benefits enrollment section where you can select your benefits.

The screenshot shows the SWBC | PEO dashboard. On the left is a navigation menu with the following items: Dashboard, Timekeeping, Personal, Benefits (highlighted with a red box and a red arrow pointing to the 'Benefits Enrollment' submenu item), Summary, Flexible Spending, Retirement Summary, Dependents/Beneficiaries, 401K, Benefit Confirmation Statements, Pay, Taxes, Documents, Events, Onboarding, and Member Deals. At the bottom of the menu are links for About, Privacy, and Lang: English. The main content area features three cards: 'Pay' (No Recent Pay Statements), 'Events' (No Events Scheduled), and 'New Messages' (04/24/2020, Congrats! Your New Hire Forms Have Been Submitted). Below these is a 'Benefits' section showing 'DEMO LTD ER PD' with a value of 2600.00, effective 05/01/2020.

This is a close-up of the 'Benefits' menu item from the dashboard. The 'Benefits' text is next to a heart icon. Below it, the 'Benefits Enrollment' option is highlighted with a red box and a red arrow pointing to it.

Benefits Enrollment

Once you have selected the “Benefit Enrollment” link a new page will open. You will see the different menu items to the left of the page indicating what step of the enrollment process you are in.

Greens Pro Shop Benefit Enrollment | Step 1/15 Ben Enrollment

Go To Employee Portal

Welcome

- Dependents
- HEALTH >
- LIFE >
- DISABILITY >
- WORKSITE >
- FLEXIBLE SPENDING >
- ADDITIONAL BENEFITS >
- Benefit Summary
- Confirmation

Welcome to Benefit Enrollment!

GREENS PRO SHOP and SWBC PEO are committed to offering you customizable coverage solutions to meet the unique needs of every situation. It is our philosophy that no family or employee be without insurance coverage! You will have the opportunity to choose the levels that you desire based on your eligibility. Whatever your lifestyle or age you need the benefits that provide the support to make things a little simpler and less stressful. Benefit enrollment is the time to select or make changes to your current elections. Our goal is to keep this process simple quick and informative for you and your family.

Remember you must complete enrollment even if you are not making changes to your benefits.

We are happy to support you throughout your enrollment and selection process.

Contact us Monday - Friday 8 AM to 5 PM CST

Benefits Support: PEO-Benefits@swbc.com

IT Support: PEO-HRIS@swbc.com

Phone: (830) 980-1200

You will want to begin with the Dependents section to add any eligible dependents/beneficiaries you may want enroll or assign.

Greens Pro Shop Benefit Enrollment | Step 2/15 Ben Enrollment

Go To Employee Portal

Welcome

Dependents

Dependents include spouses, partners, children, or disabled relatives who may be eligible for coverage in a benefits plan. The employee can add to or modify dependent records as needed.

Dependent List

Name	Relationship	Age	Gender	Tobacco User	Disabled	Student
Bonnie Enrollment	Wife *	30	Female	No	No	No
Robert Enrollment	Son	28	Male	No	Yes	No
Roberta Enrollment	Daughter	26	Female	No	No	No
Susie Enrollment	Daughter	< 1	Female	No	No	No

* Spouse is selected

Add Dependent

This information is intended to be a brief overview of the dependents that are available under your benefits eligibility.

Making Your Selections

Be sure to select each Benefit Plan and make your elections before continuing to the next Benefit. A few items to note:

- * A green check mark next to the benefit indicates you have made a selection to that plan.
- * You will see a "Running Total" of the benefits elected on the top right hand corner.
- * To enroll yourself and/or dependents, simply select a plan option and select the dependents you wish to cover.
- * To view plan information, select "View".
- * If more than one plan option is available, you can "Compare" multiple plans.
- * You can continue to the next benefit by selecting "Next" on the bottom of the screen.

GREENS PRO SHOP
Benefit Enrollment

Step 3/15 Ben Enrollment

[Go To Employee Portal](#)

Welcome

✔ Dependents

HEALTH ▼

Medical

✔ Dental

✔ Vision

LIFE ▼

✔ Basic Life

✔ Group Term Life

DISABILITY ▼

✔ Long Term Disability

WORKSITE ▼

✔ Accident

✔ Critical Illness

FLEXIBLE SPENDING ▼

✔ FSA Prebuilt Form

Health Savings Account Prebuilt Form

ADDITIONAL BENEFITS ▼

✔ 401(k)

✔ Benefit Summary

Confirmation

Medical

Running Total: \$79.33

A good medical health is essential to your overall health and well-being. When evaluating a plan, you should consider both your needs and your financial abilities. The Medical plan option(s) offered below are selected by your employer and customized by geographic area.

Enrollees ▼			
Name	Relationship	Covered	Spouse Waive Reason
Ben Enrollment	Myself	<input checked="" type="checkbox"/>	
bonnie Enrollment	Wife	<input type="checkbox"/>	<input type="text"/>
Robert Enrollment	Son	<input type="checkbox"/>	
Roberta Enrollment	Daughter	<input type="checkbox"/>	
Susie Enrollment	Daughter	<input type="checkbox"/>	

\$39.50

Per Period

✔

SBC HDHP

View Compare

\$53.50

Per Period

Select

View Compare

Compare 0/2

Next >

Submitting Your Selections

Once you have made all your selections, you will have the option to review your "Benefit Summary" and "Submit" your selections. If any sections are missing a green check mark, you will not be allowed to submit.

GREENS PRO SHOP
Benefit Enrollment

Step 14/15 Ben Enrollment

← Go To Employee Portal

Welcome

✓ Dependents

HEALTH ▼

- ✓ Medical
- ✓ Dental
- ✓ Vision

LIFE ▼

- ✓ Basic Life
- ✓ Group Term Life

DISABILITY ▼

- ✓ Long Term Disability

WORKSITE ▼

- ✓ Accident
- ✓ Critical Illness

FLEXIBLE SPENDING ▼

- FSA Prebuilt Form
- ✓ Health Savings Account Prebuilt Form

ADDITIONAL BENEFITS ▼

- ✓ 401(k)
- Benefit Summary

Confirmation

[← Back](#) [Submit](#)

Good Work! Now it's time to review your choices.
Click 'Submit' to continue to the last step of the enrollment process.

Benefit Summary Running Total: \$110.83

Please review your selected benefits.

Dependents

Name	Relationship	SSN	Date of birth
Bonnie Enrollment	Wife	xxx-xx-	01-01-1990
Robert Enrollment	Son	xxx-xx-	04-01-1992
Roberta Enrollment	Daughter	xxx-xx-	01-01-1994
Susie Enrollment	Daughter	xxx-xx-	03-01-2020

Medical

Policy	Covered	Primary Care Physician	Effective date	Cost
DEMO MEDICAL BASE HDHP	Ben Enrollment (EE) Bonnie Enrollment (wife)		04/27/2020	\$71.00

Dental

Policy	Covered	Primary Care Physician	Effective date	Cost
DEMO DENTAL	Ben Enrollment (EE) Bonnie Enrollment (wife)		04/27/2020	\$24.00

Vision

Policy	Covered	Primary Care Physician	Effective date	Cost
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Completing Your Enrollment

Once you have submitted, you will want to check the acknowledgment box, enter your full name as it appears in payroll, and select "Complete Enrollment". You will then be able to print and/or download a copy of your summary page.

GREENS PRO SHOP
Benefit Enrollment

Step 15/15 Ben Enrollment

[Go To Employee Portal](#)

Welcome

Dependents

HEALTH

- Medical
- Dental
- Vision

LIFE I acknowledge that my benefit elections are complete for the current plan year and I agree to the corresponding payroll deductions as indicated. By enrolling in the health benefits, you are authorizing SWBC PEO to reduce your compensation on a pre-tax basis by the amount of the specified monthly premium/contribution for each eligible elected benefit. If you choose not to have your benefits deducted on a pre-tax basis, you must submit your request in writing. You understand if you do not submit a change form to cancel your benefits, deductions and benefits will continue throughout the plan year. You also confirm you have reviewed and understand each of the qualifying events necessary to make a change to your elected benefits.

DISABILITY

- Long Term Disability

WORKSITE

- Accident
- Critical Illness

FLEXIBLE SPENDING

- FSA Prebuilt Form
- Health Savings Account Prebuilt Form

ADDITIONAL BENEFITS

- 401(k)

Benefit Summary

Confirmation

Benefit Enrollment Terms and Conditions

Full Name : Ben Enrollment Accepted

[Back](#) [Complete Enrollment](#)

***For login issues please contact the HRIS department at peo-hris@swbc.com.

***For benefits related questions please contact the Benefits Department at peo-benefits@swbc.com