Access to Online Enrollment

You can go directly to our online enrollment site using the web address www.uga.bswift.com. In order to use the enrollment site, your computer must have either: Microsoft Internet Explorer Version 6.0 or higher, Mozilla Firefox Version 2.0.0.4 or higher, Safari Version 4.0.1 or higher, or Google Chrome Version 19.0.1084.52 m or higher.

Usernames and Passwords

All usernames and passwords have been initially set to the following:
Username: The first 9 digits of your UGA ID Number (do NOT enter the last digit)
Password: Your birthdate in mmddyyyy format

Please Note: Although the online benefits enrollment site is a secure site, and your information is encrypted during transit, it is important that you log off when you have completed your session. Click the Log Off icon in the upper right-hand corner of the enrollment site to log off. For security purposes, the system will automatically logout if you leave your system idle for more than 30 minutes.

Do NOT use the “back” button in your internet browser, as this will automatically log you out of the site. To navigate through the site, use the blue navigation bar located on the left hand side of the screen.
View Current Elections

To view your current elections, click on the “Current Benefits” link under the “My Benefits” panel.

Under current benefits, you will see an itemized summary of your elected benefits. At any time you can access your total cost per pay period. You can also see what your total benefits costs are “Pre” and “Post” Tax. At any time, you can email or print this summary.
To Request a Life Event

Employees have the option of requesting a life event by sending a request to Human Resources at bnchange@uga.edu.

Please include in your email:
1. Your name
2. The life event (marriage, birth of a child, etc.)
3. Date of life event
4. The name of the affected individuals (new spouse, child, etc.)
5. If adding spouse, include
   a. Spouse date of birth
   b. Spouse name for ID card

To change your declaration of tobacco use, email bnchange@uga.edu.

Please Note: If you experience a “life event” change (marriage, birth of a child, etc.), you have 31 days to change your coverage related to the life event change.
Changing Your HSA Contributions for HSA Open Access POS Enrollees

To change your monthly contribution amount, click on “Change Your HSA Contribution” on your home page. It is located under the Life Events section under the “My Profile” panel.
Please enter today's date in the Life Event Date field.

You will then be brought to the Life Event Confirmation page.

Continue by clicking within the green section of the “Health Savings Account” bar.
Please enter in the amount you would like deducted per pay period from your paycheck to contribute your HSA. Once you have entered the amount, click “Continue”.

At this point you can review your contributions. As an employee you have the access to see your “Annual coverage amount” and your “total cost per pay period”.
Once you have reviewed all your elections please read the disclaimer and proceed to check “I agree, and I’m finished with my enrollment” then click “Save my Enrollment.”
Questions
If you have any benefits questions that cannot be answered on this website or you are having trouble signing on to the system, please contact HR at 706-542-2222 or benefits@uga.edu for further assistance.

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Thank you!