

# 2022

The Arc  
Baltimore

# OPEN ENROLLMENT

## BSWIFT ENROLLMENT INSTRUCTIONS

### Step 1.

Go to [www.claritybenefitsolutions.com](http://www.claritybenefitsolutions.com), then click on the “Login” option and select “Clarity Benefit Technology Login”.



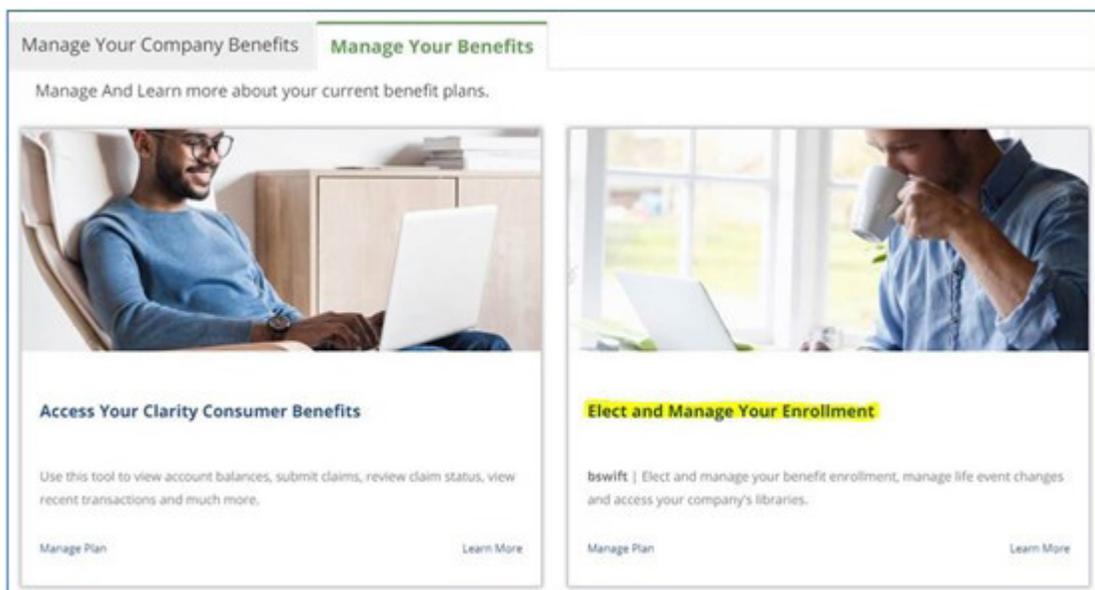
### Step 2.

Enter your username and password. If this is your first time accessing the site, click on the REGISTER button to complete registration and get your login information.



### Step 3.

Once in the Clarity Portal, click on the Elect and Manage Your Enrollment tile.



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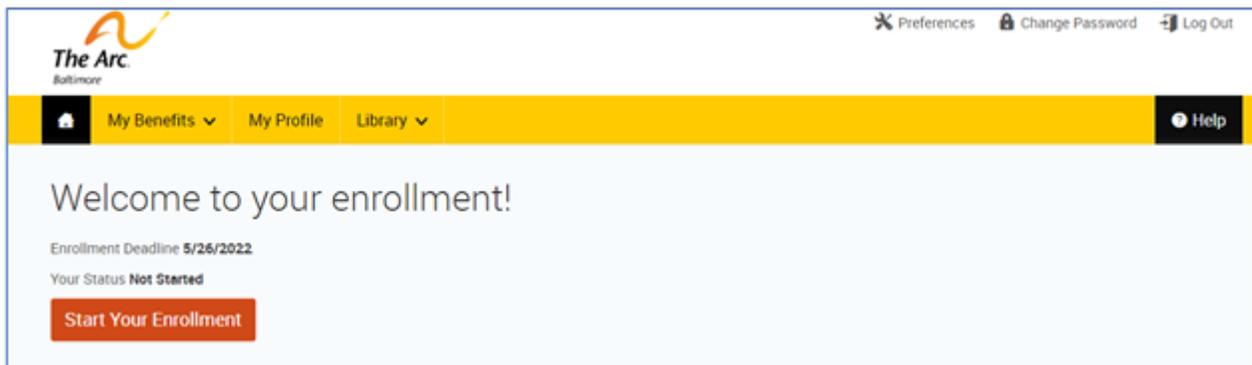


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### Step 4.

Once logged in, if your enrollment session is active, you begin by clicking on the “Start Your Enrollment” Button on the home screen:



### Step 5.

Next you will be able to review, add, or update your personal and dependent information. If current dependent information is listed incorrectly you can click “Edit” to make adjustments. If you would like to add a dependent to the system so you can enroll them in benefits, you can click “Add Dependents” and follow the steps to complete the information necessary to add a dependent. Once all dependents are added and reviewed, click “I agree” at the bottom of the page and click “Continue.”

### Step 6.

Next you will be brought to the enrollment screen. Here you will see all the benefits available to you and you will be able to make your elections by clicking on “View Plan Options.” Click on enroll to elect the coverage or waive to decline the coverage.

### Step 7.

You will go through each benefit and either enroll or waive until all plans are highlighted in Green on the Enrollment Page. Once all elections are made, click “Continue” to proceed with the enrollment submission.

### Step 8.

Enrollment is Complete! Once you have saved your elections, you will see a message stating “Your Enrollment Is Complete” to let you know your elections have been logged. From here you can View, Print, or if you have an email listed, you can email the Confirmation Statement to yourself for your records.