How to Access your Benefits Enrollment

There are 2 ways to access your Online Benefits Enrollment:

1. **Login to Paycor.** Click “HR and Benefits”, then click “Benefits Advisor”.

   ![Login to Paycor](image1.png)

   You will be directed to your Benefits Home screen. Click “Start Your Enrollment” to start your Benefits Enrollment Process.

   **NOTE:** Be sure to read the important information on the Home Screen before you start your enrollment process.

2. **Log directly onto [http://tsh.bswift.com](http://tsh.bswift.com).** Your username is typically your first initial and last name and your password is the last 4 digits of your social security number. If this does not work and you are not able to access by logging in through Paycor, you will need to see your HR Representative to verify your username.

   ![Paycor Login](image2.png)

   You will be directed to your Benefits Home screen. Click “Start Your Enrollment” to start your Benefits Enrollment Process.

   **NOTE:** Be sure to read the important information on the Home Screen before you start your enrollment process.
Confirmation Code: Access Benefits