

Instructions on How to Access Annual Enrollment on BI Benefits Direct

To enroll or make changes during Annual Enrollment, follow these steps:

STEP 1. Go to Total Rewards Portal>Quick Links> BI Benefits Direct or login directly at www.bibenefitsdirect.bswift.com

Use your BI Network ID for your username. Your initial password is the lower case first letter of your first name plus the month of your birth (2 digits) plus the first 5 digits of your Social Security Number (example: a0112345). You'll be prompted to reset your password.

STEP 2. Click on "Start Your Enrollment"



STEP 3. Follow the step-by-step Annual Enrollment process. Carefully review and confirm your elections. Click  at the end to save your elections.

Learn more, ask questions, get help.

For help accessing and using BI Benefits Direct, general information about health and welfare benefit plans and for help enrolling.

877-206-5694

Monday – Friday, 8 a.m. to 8 p.m. EST