

USER GUIDE FOR YOUR BENEFITS WEBSITE



mylscbenefits.com

At **mylscbenefits.com**, find all your benefits information in one spot, available anytime, from anywhere.

The screenshot shows the mylscbenefits.com website. At the top left is the 'REAL LIFE. REAL SUPPORT.' logo. To its right are navigation links: 'LSC Benefits Center | Contacts | Employee Assistance Program (EAP) | Empower — 401(k)'. Below these is a search bar with a magnifying glass icon and the text 'Search ...'. The main navigation bar is purple with three icons and labels: a lightbulb for 'KNOW.', a flower for 'ACT.', and a leaf for 'THRIVE.'. Below this is a green bar with four categories: 'ENROLLMENT INFORMATION', 'WELLNESS', 'BENEFIT RESOURCES', and 'SUMMARIES & NOTICES'. Each category has a corresponding image: a group of people running, a man smiling, two people with bicycles, and a woman smiling. Below the images is a large purple banner with the text 'Choose Your 2026 Benefits: October 20 – 31, 2025'. Underneath the banner is a green bar with the text 'Know your risks. Take action. Thrive with confidence.' and a green plus icon followed by 'LSC BENEFITS CENTER'. At the bottom, there are four links: 'To Enroll, for Personalized Benefits Info & Make Changes', 'For Medical/Rx Plan: HSA Value & HSA Core', 'For Medical/Rx Plan Coupe PPO', and 'Complete Your Wellness Assessment Here'.

Direct links to frequently used vendor websites

Benefits information in 4 categories:

Enrollment Information
(review before Annual, New Hire or COBRA enrollment)

Wellness
(review requirements and important Wellness information)

Benefit Resources
(browse the library, including Employee Briefings)

Summaries & Notices
(get all the plan details)

LSC Benefits Center:

The link for 2026 Annual Enrollment and any Benefit Changes.

Quantum Health & Coupe Health Valet:

For Medical/RX plan questions

eHealth Screenings:

Complete your Wellness Assessment and select screening option

How to Register for the LSC Benefits Center Website

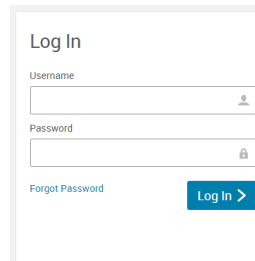
1. From **mylscbenefits.com**, click the “LSC Benefits Center” link, which will take you to your personalized benefits enrollment site.

Know your risks. Take action. Thrive with confidence.

 LSC BENEFITS CENTER

2. **The first time you visit**, you will need to enter:

- Username: Your Employee ID
- Password: Last 4 digits of your Social Security number



The screenshot shows a 'Log In' form with two input fields: 'Username' and 'Password'. The 'Username' field has a small person icon on the right, and the 'Password' field has a lock icon. Below the 'Password' field is a link that says 'Forgot Password'. To the right of the fields is a blue button with the text 'Log In >'.



3. You will be asked to change your password after your initial login.

Welcome to the LSC Benefits Center

To access the site, please use the following:

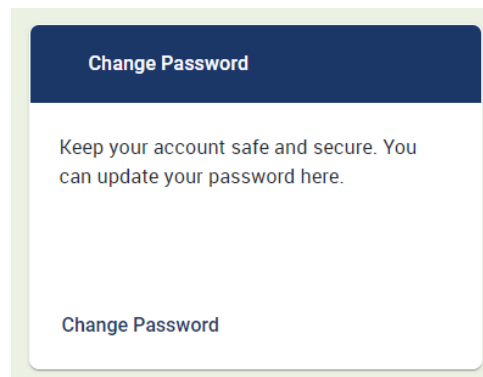
Username: Employee ID

Password: The last four digits of your Social Security Number

You will be asked to change your password after your initial login.

4. Change your password at anytime

Under Common Actions on the homepage select Review My Profile. Then select Change Password. You will need to know your current Password to update.



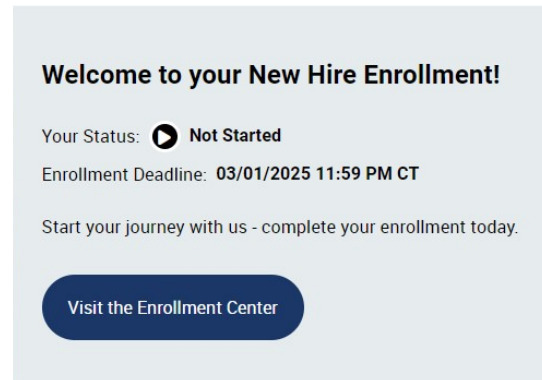
The screenshot shows a 'Change Password' page. At the top is a dark blue header with the text 'Change Password'. Below the header is a white box with the text 'Keep your account safe and secure. You can update your password here.' At the bottom of the white box is a link that says 'Change Password'.

NOTE: You only register once. Return and log in with your user ID and password, and the system will recognize you.

How to Enroll

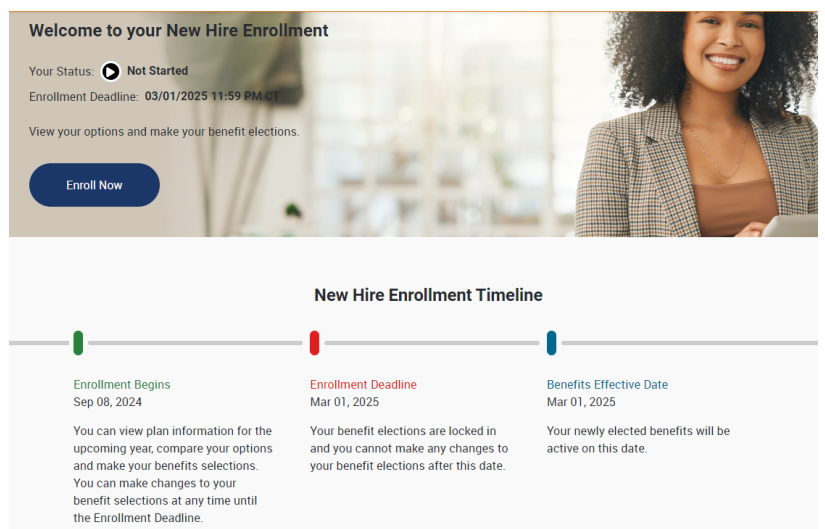
IMPORTANT: Make sure to finish your enrollment. Elections are *NOT* recorded in the system *UNTIL* you save and accept them, and you get your confirmation.

1. Once you've registered and logged in, you will see a Welcome message for your enrollment event. You will also see your current enrollment status and your enrollment deadline.
2. Click Visit the Enrollment Center to get started.



3. Review your Enrollment Timeline

Make note of the important dates on the timeline and select Enroll Now to continue.



4. Review your personal information

and select your Electronic Consent preference. This is how you would like to receive benefit related communications.

Custom Demographic Information

★ Fields are required

★ **Electronic Consent**


5. Add your dependents

If you are adding a dependent for the first time, dependent verification documentation will be required.

A pop up will come up with next steps for submitting documentation.

To review the information of a family member on file, click **Edit** below their name. To enter your dependents, click on the **+ Add Dependents** box below. Please read ['Who I can cover as a dependent'](#) to learn more.

**Cleisthenes
UATNewHire**
Male Employee
43 years old (6/5/1981)
SSN: XXX-XX-1162
[Edit >](#)


Add Dependents

secure.bswift.com says
Dependent verification is required when adding a dependent to your coverage. You must submit valid documentation to establish the dependent's relationship to you for the change to be approved and processed. You can upload the documentation from the "Upload Dependent Documentation" button on the home page under the Common Actions section within 30 days of enrollment submission.

OK

6. Tobacco Use Certification

Select your tobacco user status for you and your spouse (if applicable).

Tobacco Use Certification

Tobacco use puts you – and others – at risk for many health conditions. We want to reward those who are tobacco-free. Employees and covered spouses who are tobacco-free will receive a credit, as already reflected in the medical premiums: \$500 for employee and \$500 for spouse.

Those who use tobacco will pay more beginning in January 2026, but, if they complete the tobacco cessation program any time during 2026, they will earn the credit on a go-forward basis.

Are you or your spouse a tobacco user? Get help kicking the habit for good with the tobacco cessation program through Caredon. It's totally free for all employees and spouses enrolled in a medical plan. Sign up by calling Caredon at 877-409-1488. The program takes at least six weeks to complete, and any credit will be applied as soon as administratively feasible after completion.

I certify the following tobacco user status for myself and any applicable dependents:

- Yes – **IS** a tobacco user
- No – **IS NOT** a tobacco user

* Fields are required

* (Employee)



☒ No ☐ Yes

7. Select your benefits

Go through each benefit tile. There is a 'Selection Required' notice on the tiles that action needs to be taken on.

Once your election is saved, it will say 'Completed' at the bottom of the tile.

You are now eligible to enroll in benefits. Click on the **View Plan Options** button to view and/or make changes to your benefits. Each section provides you access to plan options, compare costs, and elect coverage for your eligible dependents.

Medical
\$54.06
Your Cost per pay period
PLAN
HSA Value Quantum Health
[View plan details](#)
COVERAGE
Employee
Cleisthenes Employee  Cover
UATNewHire
Test Child  Waive
Dependent
* Selection Required
[I don't want this benefit \(waive\)](#)
[Keep My Selection](#)
[View Plan Options](#)

Health Savings Account
NO PLAN SELECTED
* Selection Required
[I don't want this benefit \(waive\)](#)
[View Plan Options](#)

FSA HealthCare
NO PLAN SELECTED
* Selection Required
[I don't want this benefit \(waive\)](#)
[View Plan Options](#)

[Save and Finish Later](#) [Continue](#)

11. Once You've Reviewed All Your Selections

Read the acknowledgment at the bottom of the page and select agree before moving forward.

NOTE: If an EOI is required you will see 'Complete EOI' instead of 'Continue'. The Complete EOI button will direct you to the MetLife site in a separate tab. You do not have to complete your EOI right away.

Do not forget to go back to the enrollment tab to complete your enrollment.

Once You've Reviewed All Your Selections:

I hereby acknowledge I have read the statements contained herein, or they have been read to me, and the statements are true and complete to the best of my knowledge. I understand any misrepresentation or omission contained herein may be used to reduce or deny a claim or void the contract if such misrepresentation or omission affects acceptance of the risk. I hereby enroll for benefits for which I am presently eligible, or for which I may become eligible, under my employer's group contract(s). If any deductions for the coverages listed above are required, I authorize such deductions from my earnings and I understand that any premiums will be automatically deducted from my paycheck on a pre-tax basis (if eligible) unless I submit a declination election.

I certify that the dependents listed satisfy the eligibility criteria for group benefit coverage. I know that I am responsible for removing any enrolled dependent immediately when that person becomes ineligible, and that I may be required to provide proof of my dependent's eligibility.

☒ I agree, and I'm finished with my enrollment

Save and Finish Later


Complete EOI

12. Your enrollment is complete!

You can view your Confirmation Statement and view any reminders on this page.



Your enrollment is complete!

 You may make changes to your elections until: **March 1, 2025**

Please view your confirmation statement and verify that your elections are correct.

Your Confirmation Statement is ready

Your Confirmation Statement is an overview of your new benefits and costs for your review and records.

 VIEW

 EMAIL

 PRINT



Reminders

Medical

Please submit documentation to verify your dependent(s): Test Dependent

Optional Employee Life

This benefit election is pending until approved by MetLife.
MetLife Evidence of Insurability

13. Upload Verification Documents

On the homepage under Common Actions, select Upload Verification Documents to submit you documentation for your new dependents.

Common Actions



View Benefit Guide



Upload Verification Documents



Review My Profile



Update Beneficiary

Employee File

 Cleisthenes UATNewHire Employee

Name	Relationship	Date of Birth	View and Upload
Cleisthenes UATNewHire	Employee	06/05/1981	View and Upload Documents
Test Dependent	Child	10/02/2018	View and Upload Documents

Uploaded Documents

Search for Uploaded Documents

Title

Description

Document Type

Search

Cancel

Reset Fields