

Uploading Verification Documents from Computer

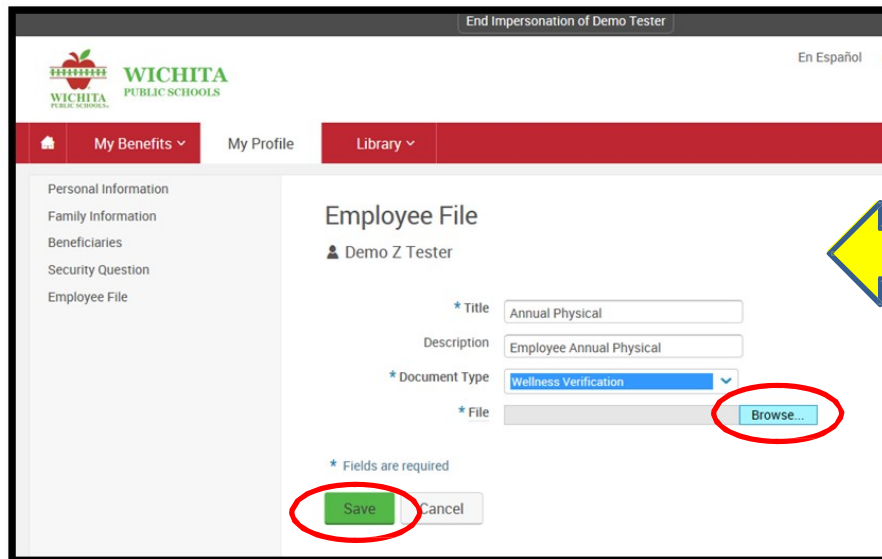
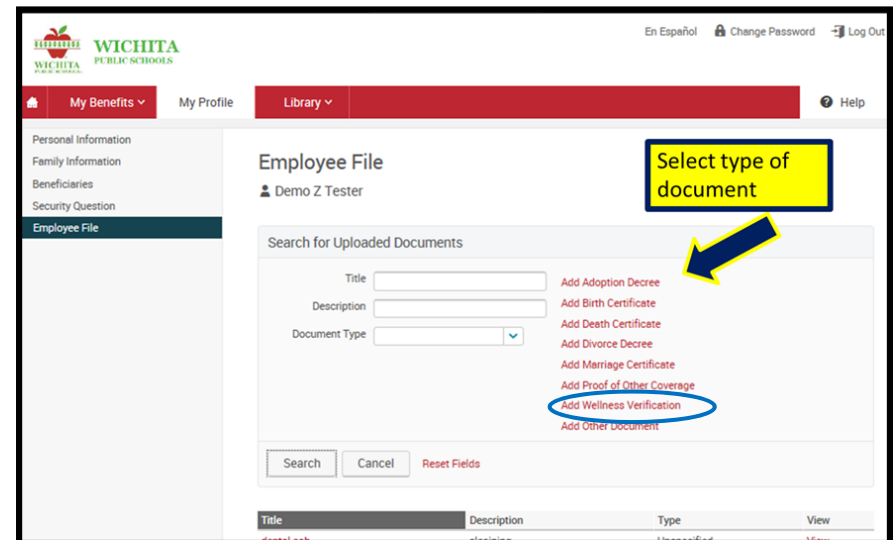
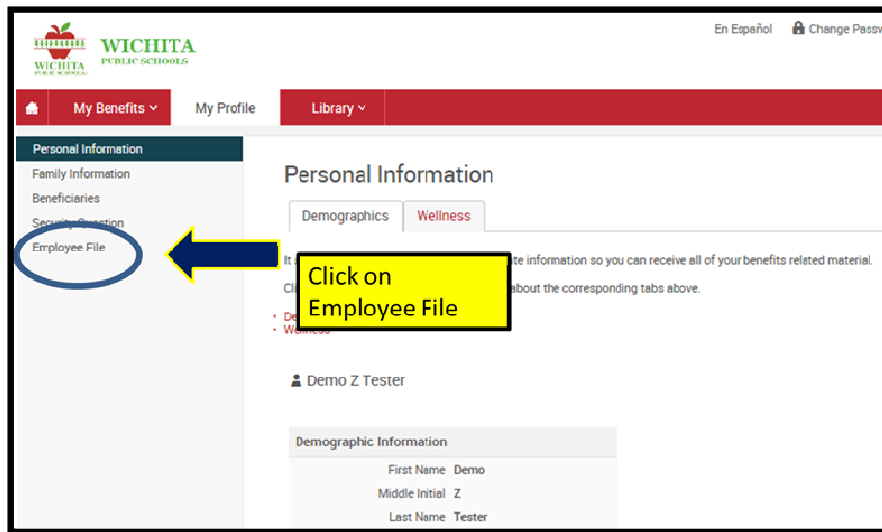
You can upload wellness & dependent verification documents directly within the benefit portal

www.usd259.bswift.com

The screenshot shows the Wichita Public Schools benefit portal. At the top left is the logo for Wichita Public Schools. On the right, there are links for "En Español", "Change Password", and "Log Out". A red navigation bar contains "My Benefits", "My Profile" (circled in blue), and "Library". A "Help" icon is on the far right. The main content area features a "Welcome, Demo Tester" message, a "2017 Employee Annual Open Enrollment Brochure" with a family photo, and a "Have Questions? We Have Answers!" section with contact information. A yellow callout box with a blue border says "Click on either of the circled areas to access your profile". A blue arrow points from the "My Profile" menu item to the "Edit my profile" option in the left sidebar, which is also circled in blue. Below the main content, there are sections for "My Benefits" (Effective Date: 11/19/2016) and a "Twitter Feed".



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Enter a title and description of credits being uploaded.

After you browse & select your document to be uploaded, hit the green SAVE button.

*Employee Benefits staff will then review the submitted documents
The status of the document will be visible to the employee.*