

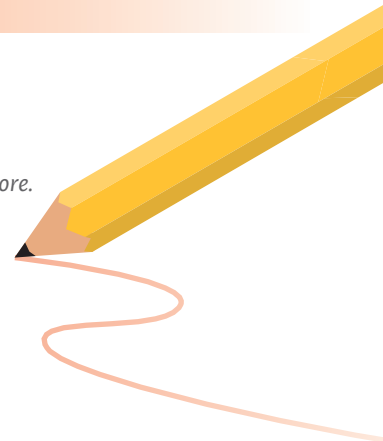


## Where To Start?

- From your computer/smartphone: Log on to [www.jeld-wen.bswift.com](http://www.jeld-wen.bswift.com)
- From your smartphone: Connect through the bswift mobile app.
- From anywhere : Contact the Benefit Advocate Center at 1-844-866-3007 or [jeldwenadvocate@ajg.com](mailto:jeldwenadvocate@ajg.com)

## What To Do Next?

- Learn about your benefits
  - Go to [www.jeld-wen.bswift.com](http://www.jeld-wen.bswift.com) to access all your benefits and plan information in one place including: Cost of plans • Covered services • Claims information • Vendor websites, such as: BCBS of North Carolina (Medical), Delta Dental (Dental), VSP (Vision), 401(k) Plan Administrator, HealthEquity (FSA) , Reliance Standard (Life) and more.
  - Your library of plan documents - summary plan descriptions - instructions for ordering ID cards.
  - JELD-WEN 2018 Benefit Guide • Open Enrollment Video •
- Review and (if necessary) update your Dependents and Beneficiaries.
- Prepare to choose your benefits, with the Medical Plan Compare Tool to estimate your and your family's health care costs under each plan, available during Open Enrollment only.
- Enroll in your benefits - as early as Monday, October 2nd, but NO LATER than Friday, November 10th.
- Indicate whether you are tobacco free.
- Re-enroll in any Flexible Spending Accounts (FSA): FSA, or Dependent Care FSA.
- Confirm your benefits selections by reviewing your confirmation statement online at [www.jeld-wen.bswift.com](http://www.jeld-wen.bswift.com).



## Miss the Enrollment Deadline Or If You Do Nothing?

- If you don't enroll during the open enrollment period, you will not be able to change your benefit elections until the next open enrollment - unless you have a qualifying life event.

*Note: FSAs do NOT allow automatic re-enrollment. If you do not re-enroll in an FSA during Open Enrollment, you will not contribute any money to an FSA account during the year.*

## Need Extra Help?

Benefits eligibility, plan options, help enrolling or logging on to the site.	Benefit Advocate Center	1-844-866-3007 <a href="mailto:jeldwenadvocate@ajg.com">jeldwenadvocate@ajg.com</a> 7:30 am to 5:30 pm CST, Monday - Friday
	My Benefits Portal	<a href="http://www.jeld-wen.bswift.com">www.jeld-wen.bswift.com</a>