

SWN BENEFITS



New Hire Benefit Enrollment

You will have 30 days from your date of hire to make your benefit elections. Your elections will be **effective the first of the month on, or following your date of hire**. If the deadline is missed, your next enrollment opportunity will be at Annual Enrollment, or if you experience a qualified life event. [Click here](#) for a short video on SWN's Benefits.

Below are the steps to follow to make your benefit elections **after your hire date**. (Please note, access to *SmartBen* will not be available until the Friday after your date of hire.) There are two ways to make your benefit elections.

1. *SmartBen NOW* mobile App
 - a. Download *SmartBen NOW* in the App Store or Google Play
 - b. Open *SmartBen NOW* on your mobile device and enter the following information:
 - i. Username = Six digit SWN employee number (i.e. 1111 should be entered as 001111)
 - ii. Password = Date of birth in the following format MMDDYYYY
 - c. From the Dashboard click on the three lines in the top left corner
 - d. Select "Enroll in Benefits" to make your benefit elections
2. *SmartBen* Portal
 - a. [Click here](#) to access the portal
 - b. If connected to SWN's network, Select "Login with Southwestern Energy"
 - c. If not connected to SWN's network, Select *SmartBen* Home Page
 - i. Username = Six digit SWN employee number (i.e. 1111 should be entered as 001111)
 - ii. Password = Date of birth in the following format MMDDYYYY
 - d. Select "Begin Enrollment" to make your benefit elections
 - i. **See the attached instructions on how to make your elections in *SmartBen***

Once you have completed your enrollment elections, you will be required to provide supporting documents for any enrolled dependents. Your enrollment will remain pending until the documentation is received and approved. Upload the supporting documentation in the Your Pending Benefits and Document drop box in *SmartBen*. If you're not able to upload your documents, you can email them to swn@smartbenassist.com.

It's your responsibility to submit the required documentation within 30 days of the event. If you miss the deadline or don't submit documentation, your next opportunity to make changes to your benefits will be during Annual Enrollment or if you experience a qualified life event.

Contact the SWN Benefits Help Center with any questions at 855-796-3637 or swnbenefits@ajg.com