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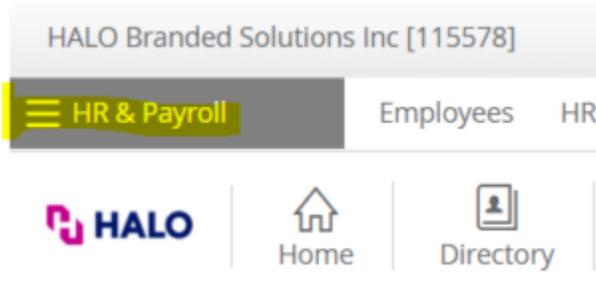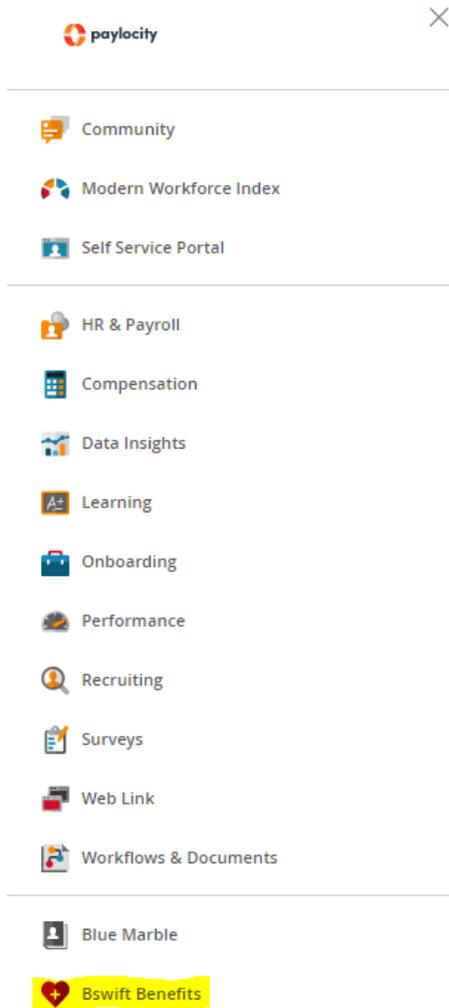
Upload Documentation to Benefits

Follow the steps below to upload documentation to your Benefits Account.

1. Login to your Paylocity Account – **access.paylocity.com/** (Our company code is 115578)
2. Click the gray menu at the top left labeled **HR & Payroll**

3. Navigate to **Bswift Benefits** (last item in the drop-down)

4. Click **Edit my Profile**

5. Click **Employee File**

6. Click **View and Upload Documents** (under your name)

7. Follow the prompts to upload the document. You will need to provide a name for the document before moving forward.

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