Catholic Diocese of Cleveland

New Hire Enrollment

Benefits Website

Catholic Diocese of Cleveland

What is the URL to log in?

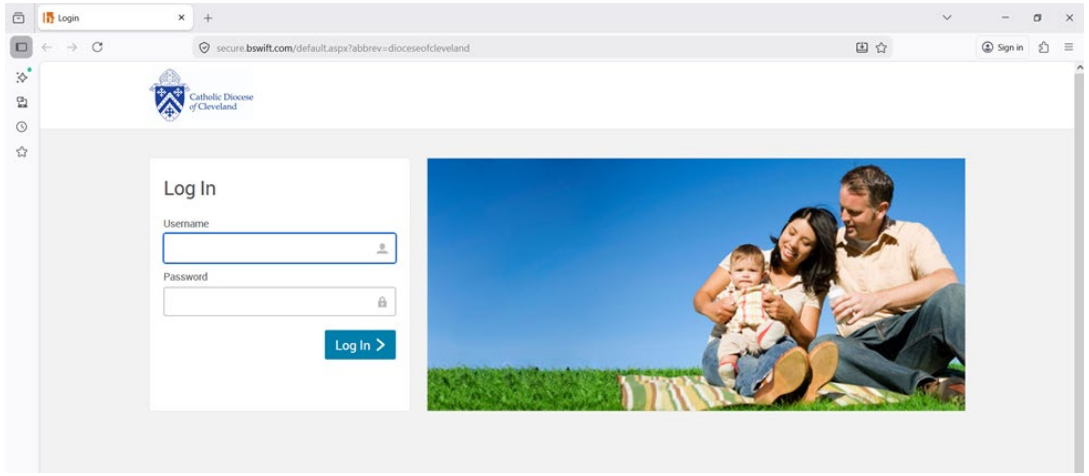
https://dioceseofcleveland.bswift.com

For many users your username will be:

first initial + last name (all one word)

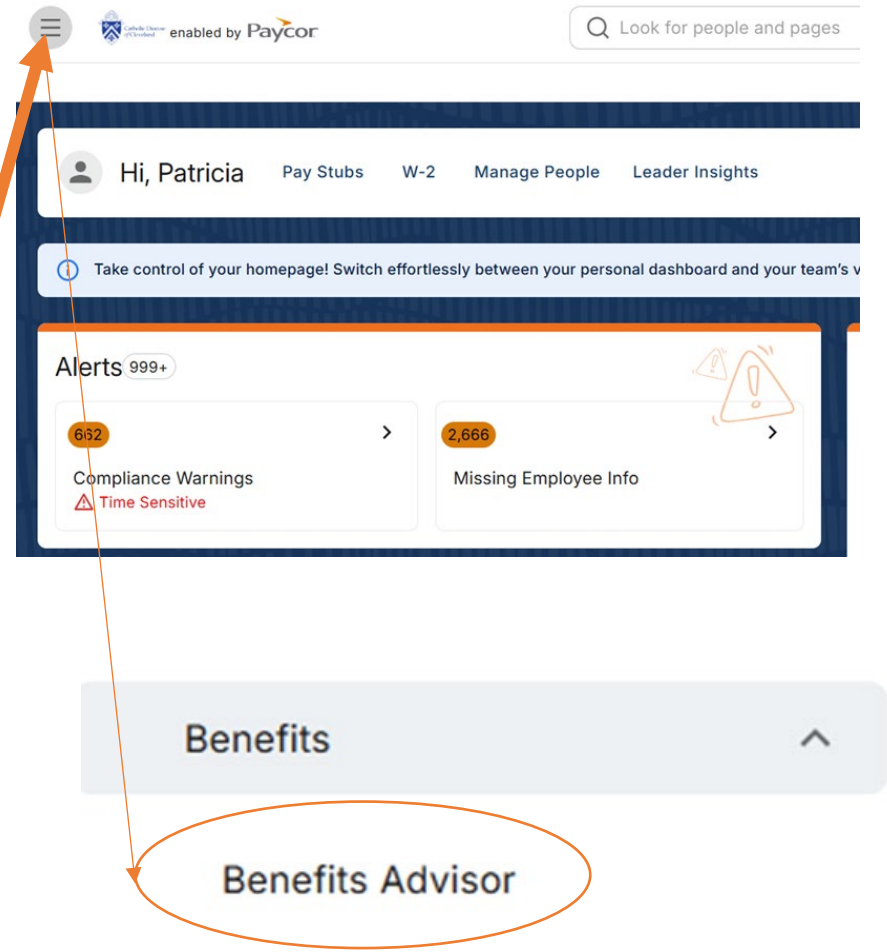
Password: last 4 of SSN

If your name is a close match to another user, it may vary slightly. Your local Business Manager, HBO Office, and HR will be able to assist with logging in.

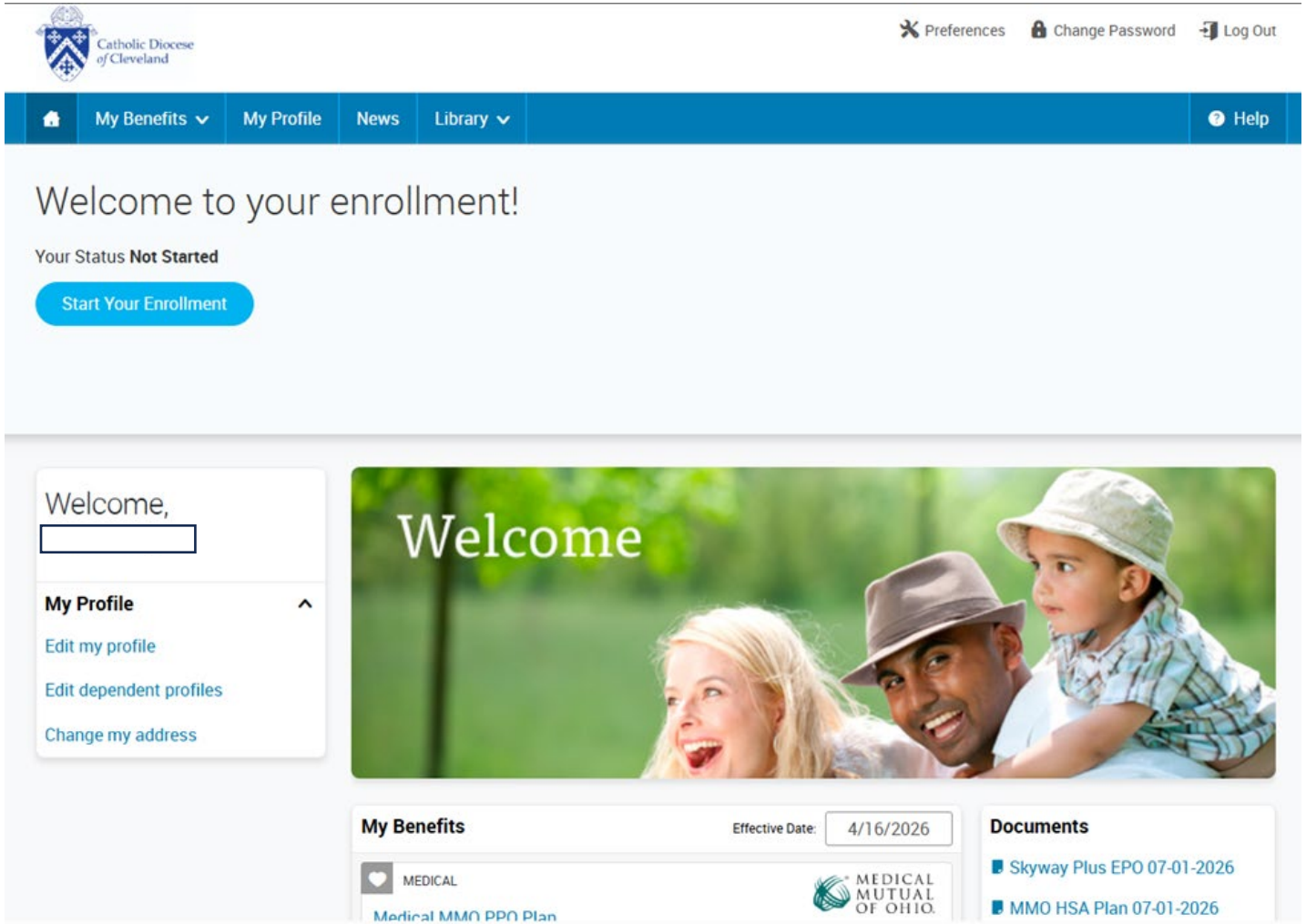


Logging in to Benefits through Paycor

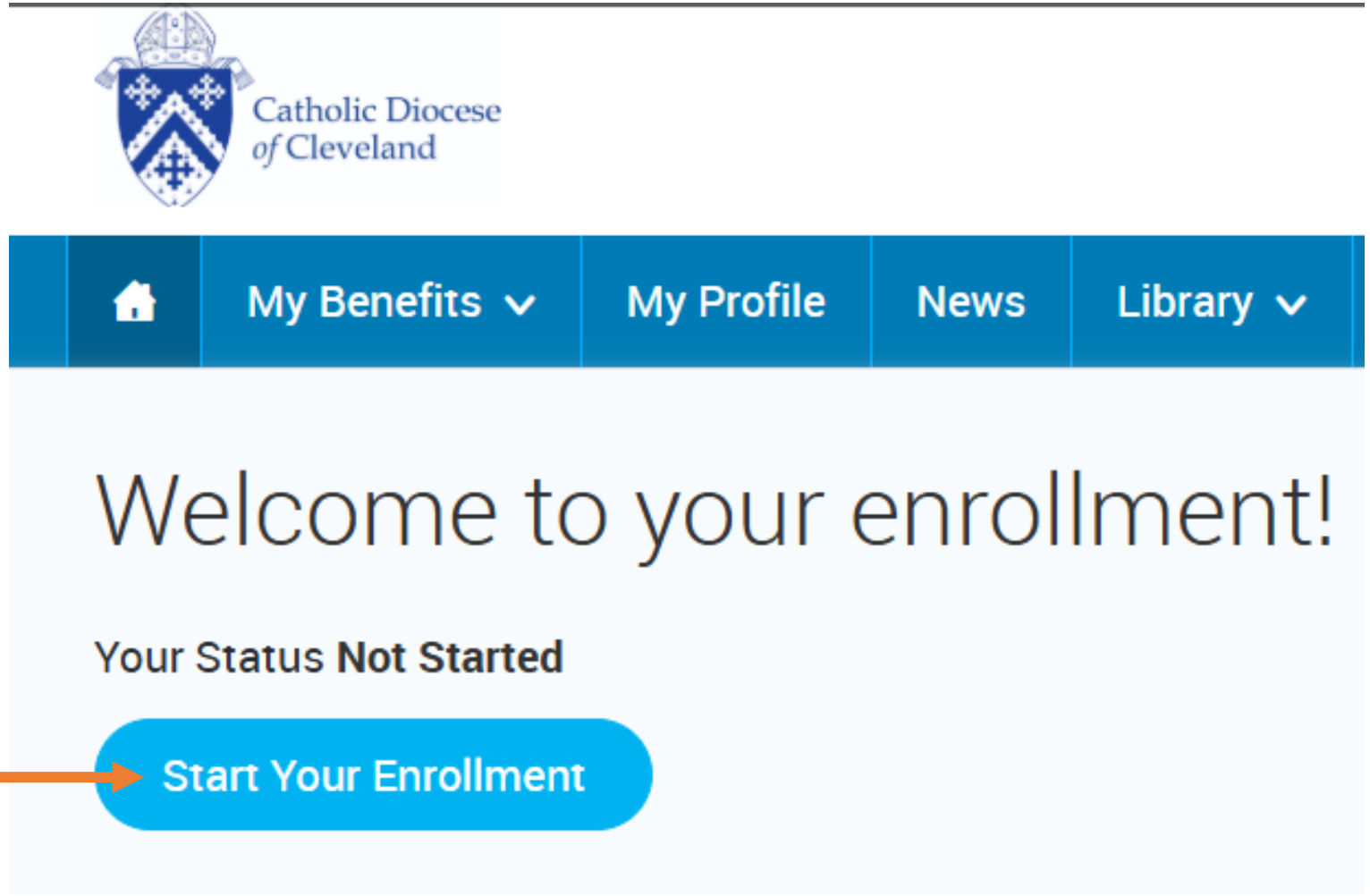
- Employees who have a Paycor log in can use SSO to enter the benefits system.
- Log into: [Paycor Login]
- Then click on the three lines next to the logo on the top left of the screen.
- Then select, People, Benefits, Benefits Advisor



Once logged in from either option you will land on the home page



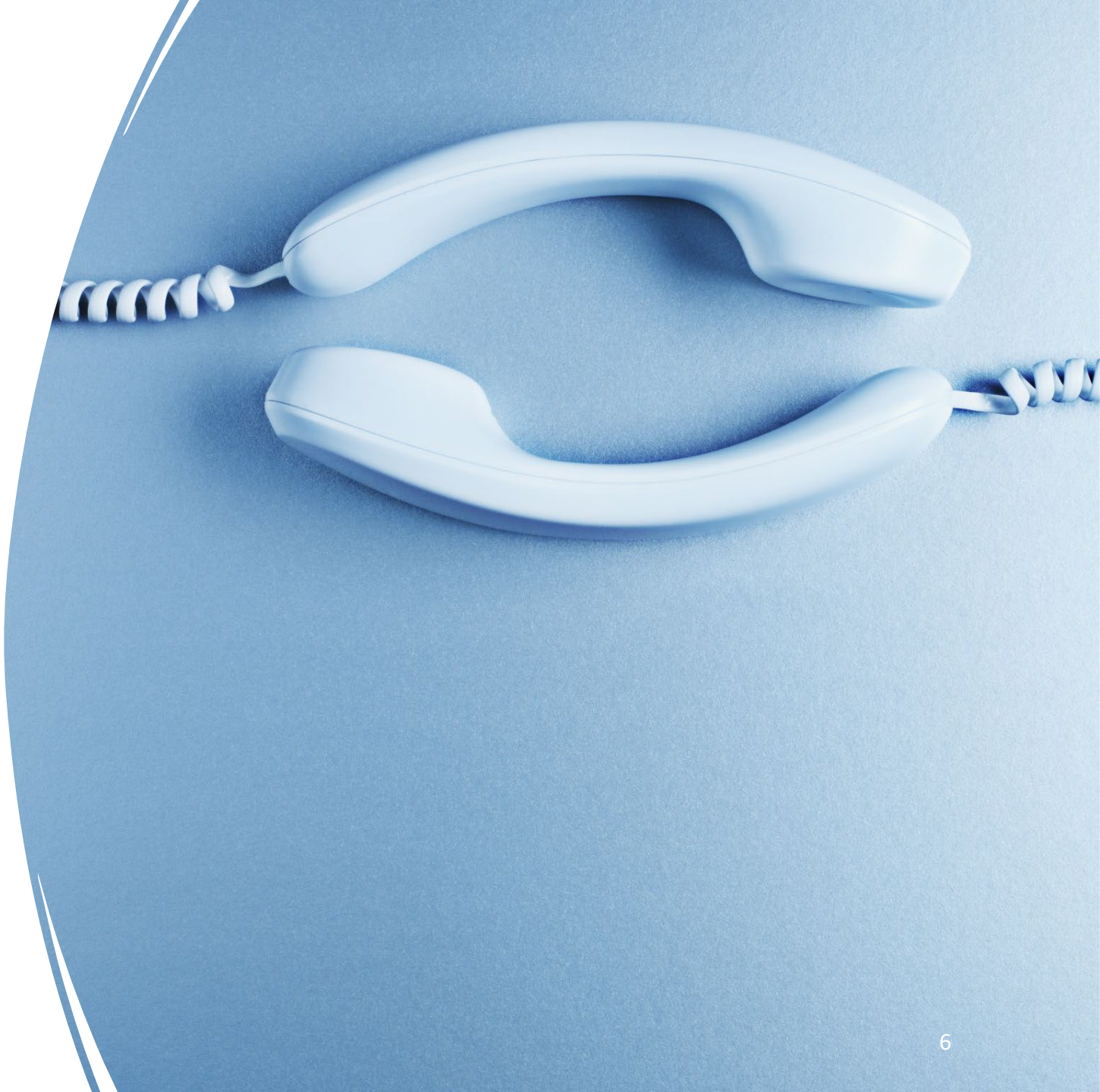
Click the “Start Your Enrollment” to begin open enrollment



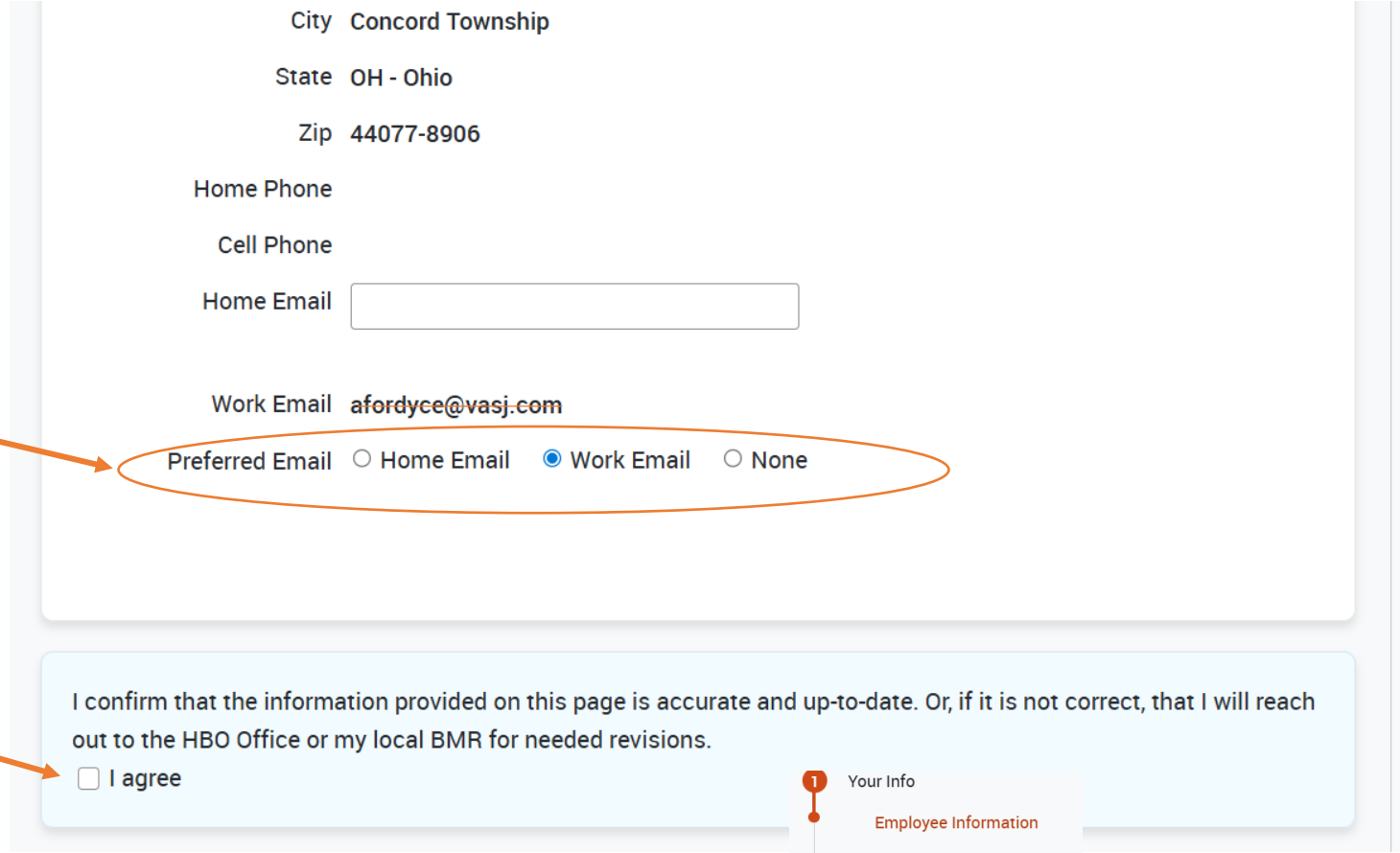
Demographics

- Please review the demographics.
- This information is shared with the medical plans you enroll in. They will send communications. Please be sure your information is is to date.
  - Is this you?
  - Is this your address?
    - Have you moved?
  - Is your email and phone number accurate?

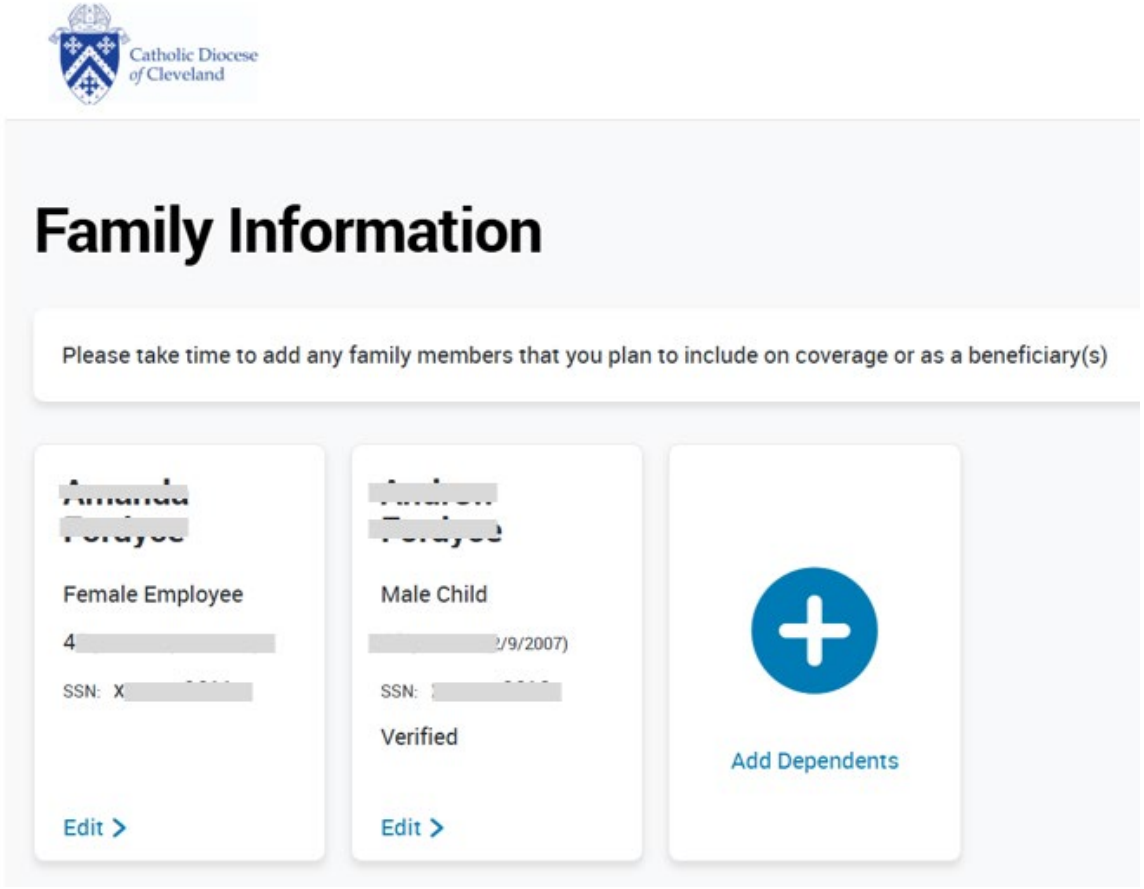
Please reach out to HBO if this information needs updated.



- Mark radio button for email preference
- Scroll to the bottom.

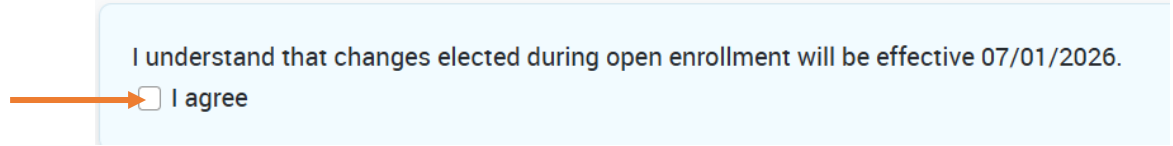


- Mark the box to “Agree”
- Click “Continue”

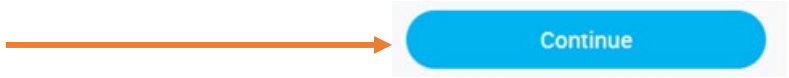


- Click the plus to add beneficiary or dependents
- Click Edit to make a correction to an existing dependent or beneficiary

- Scroll to the bottom
- Mark the “Agree”



Click continue

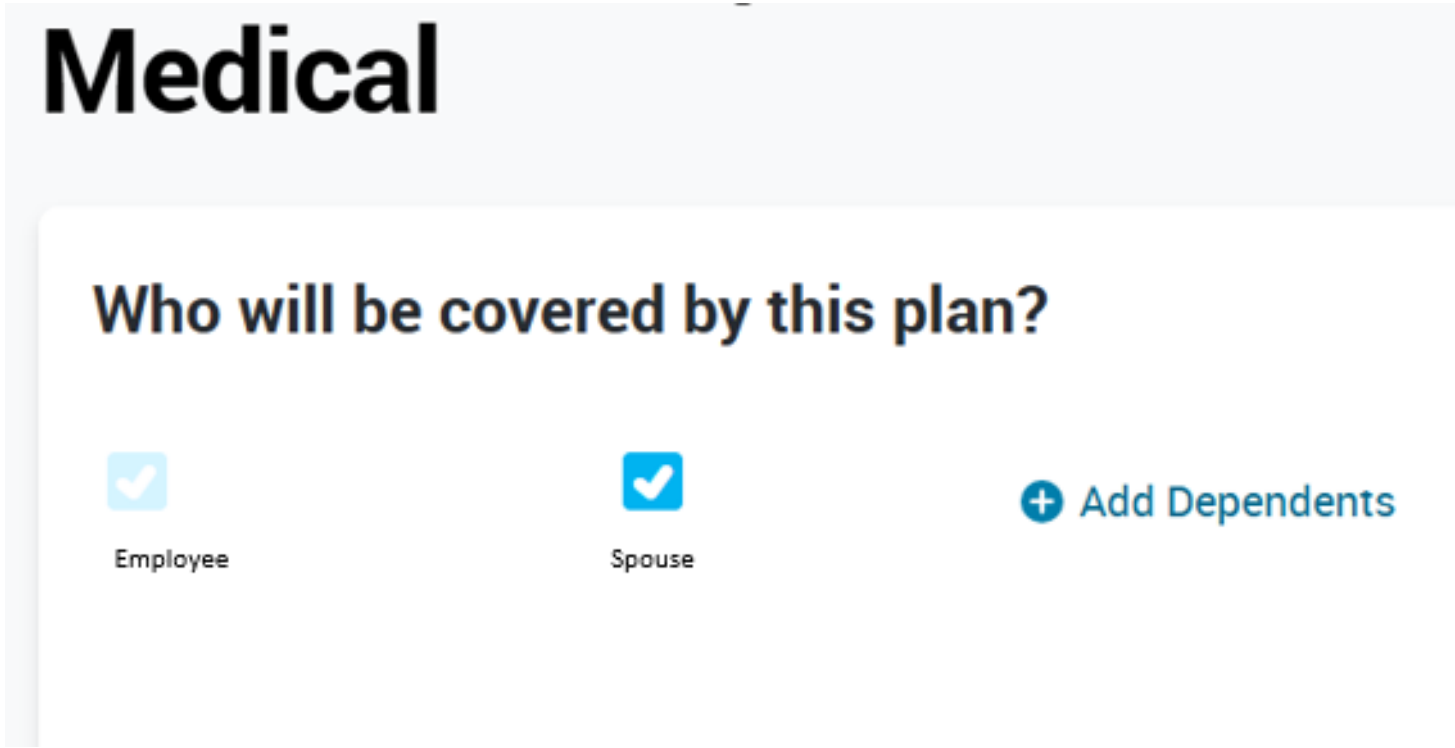


Enrollment Options

- Each plan you are eligible for will have an option to “elect” coverage or “waive”.
- If you do not want the coverage mark: I don’t want this benefit (waive)
- To see all plan options (example medical has several options) select view plan options: View Plan Options

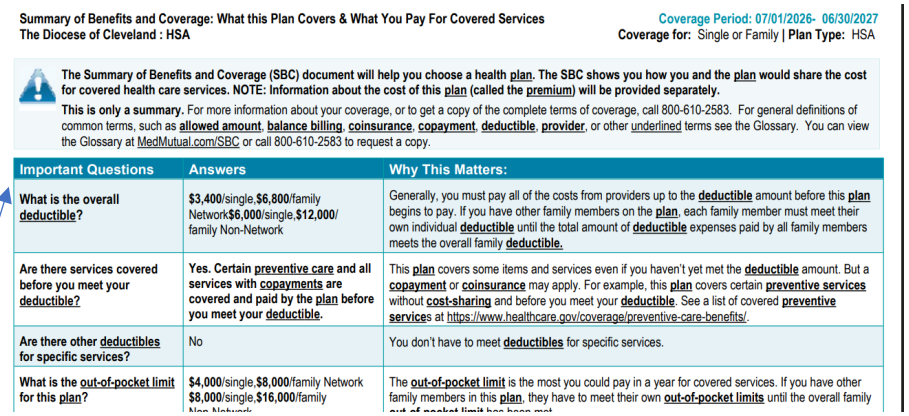
Who will be covered?

- Each plan will ask who will be covered
- Employee is always selected (muted in color as you cannot cover a dependent if you are not on the plan.
- Add missing dependents
- Mark the box for all covered
- Then click Continue



Plan details

- Each plan has a link to the plan brochure
- Plan details
- Cost of plan



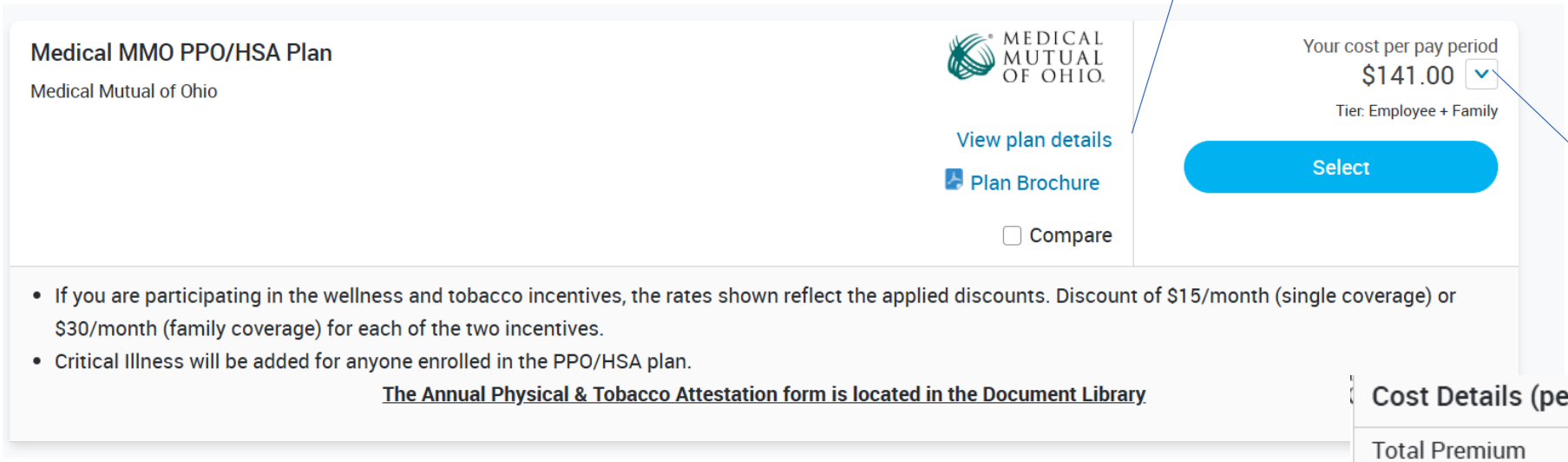
Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services
The Diocese of Cleveland : HSA

Coverage Period: 07/01/2026- 06/30/2027
Coverage for: Single or Family | Plan Type: HSA

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately.

This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-610-2583. For general definitions of common terms, such as **allowed amount**, **balance billing**, **coinsurance**, **copayment**, **deductible**, **provider**, or other underlined terms see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800-610-2583 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	$3,400/single,$6,800/family Network$6,000/single,$12,000/ family Non-Network	Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the plan, each family member must meet their own individual deductible until the total amount of deductible expenses paid by all family members meets the overall family deductible.
Are there services covered before you meet your deductible?	Yes. Certain preventive care and all services with copayments are covered and paid by the plan before you meet your deductible.	This plan covers some items and services even if you haven't yet met the deductible amount. But a copayment or coinsurance may apply. For example, this plan covers certain preventive services without cost-sharing and before you meet your deductible. See a list of covered preventive services at https://www.healthcare.gov/coverage/preventive-care-benefits/.
Are there other deductibles for specific services?	No	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan?	$4,000/single,$8,000/family Network $8,000/single,$16,000/family	The out-of-pocket limit is the most you could pay in a year for covered services. If you have other family members in this plan, they have to meet their own out-of-pocket limits until the overall family



Medical MMO PPO/HSA Plan

Medical Mutual of Ohio

MEDICAL MUTUAL OF OHIO

View plan details

Plan Brochure

Compare

Your cost per pay period

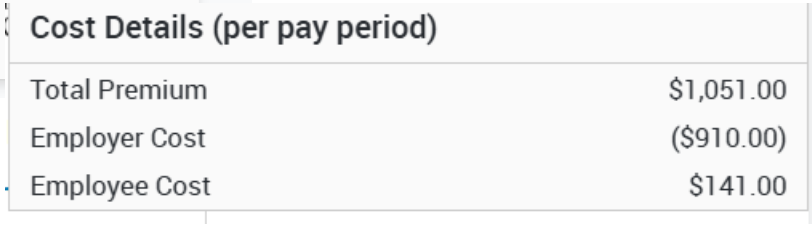
$141.00

Tier: Employee + Family

Select

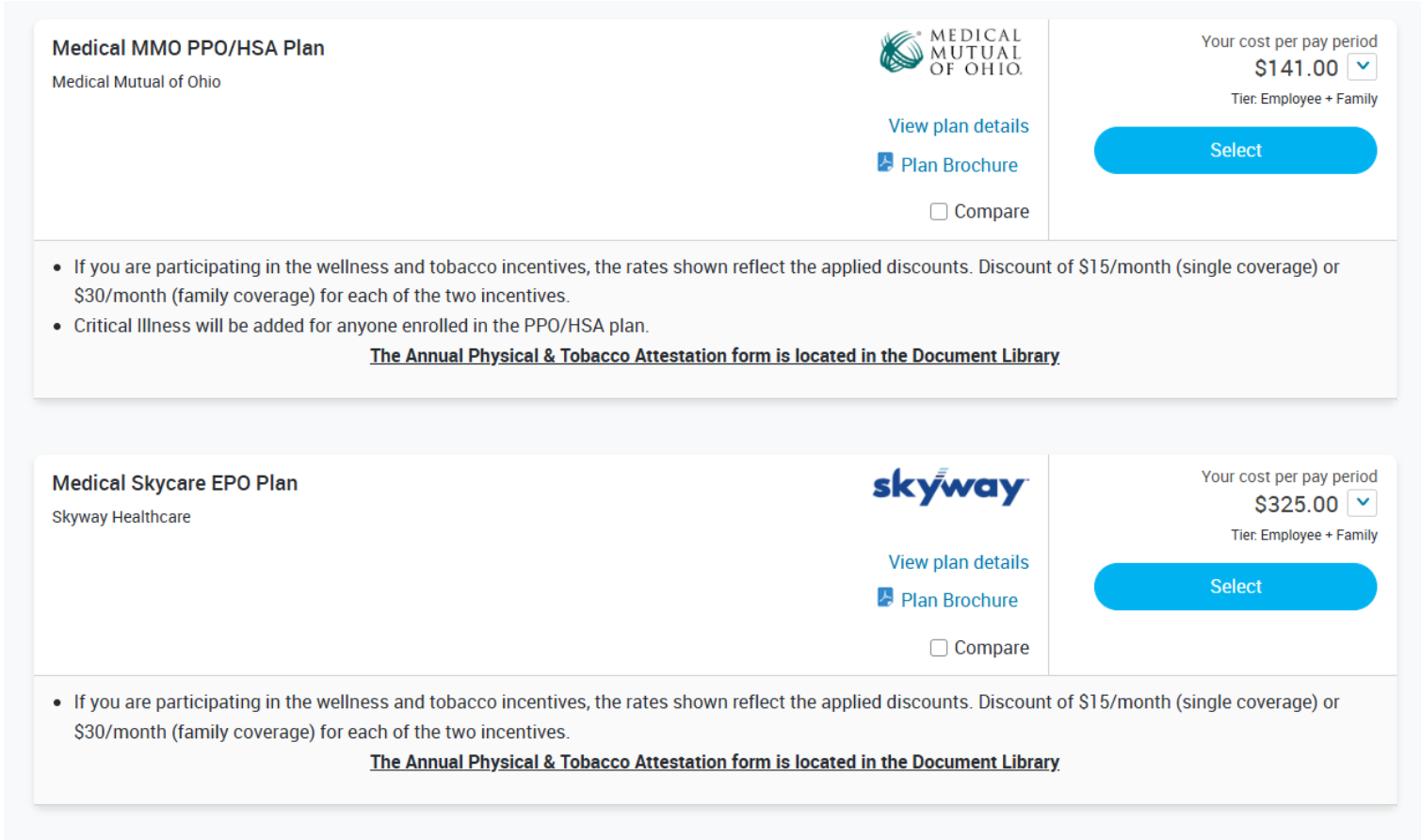
- If you are participating in the wellness and tobacco incentives, the rates shown reflect the applied discounts. Discount of $15/month (single coverage) or $30/month (family coverage) for each of the two incentives.
- Critical Illness will be added for anyone enrolled in the PPO/HSA plan.

The Annual Physical & Tobacco Attestation form is located in the Document Library

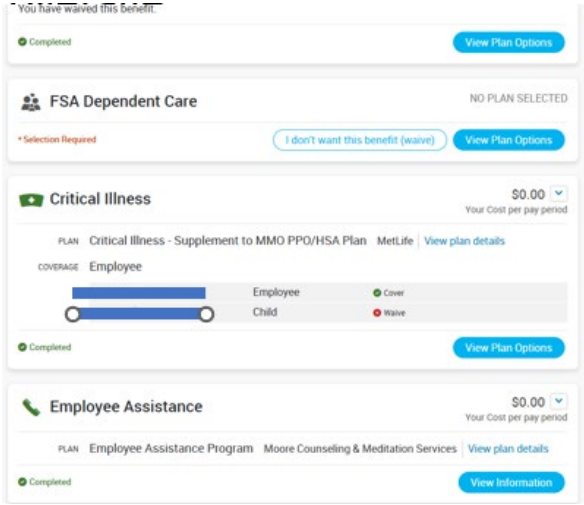


Cost Details (per pay period)	
Total Premium	$1,051.00
Employer Cost	($910.00)
Employee Cost	$141.00

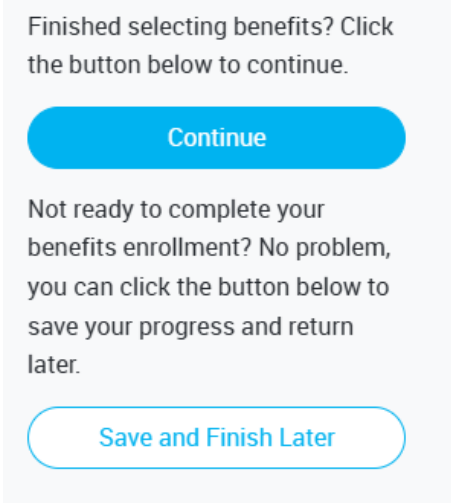
Click Select to elect the coverage



- Review each plan
- Select dependents
- Waive or elect coverage



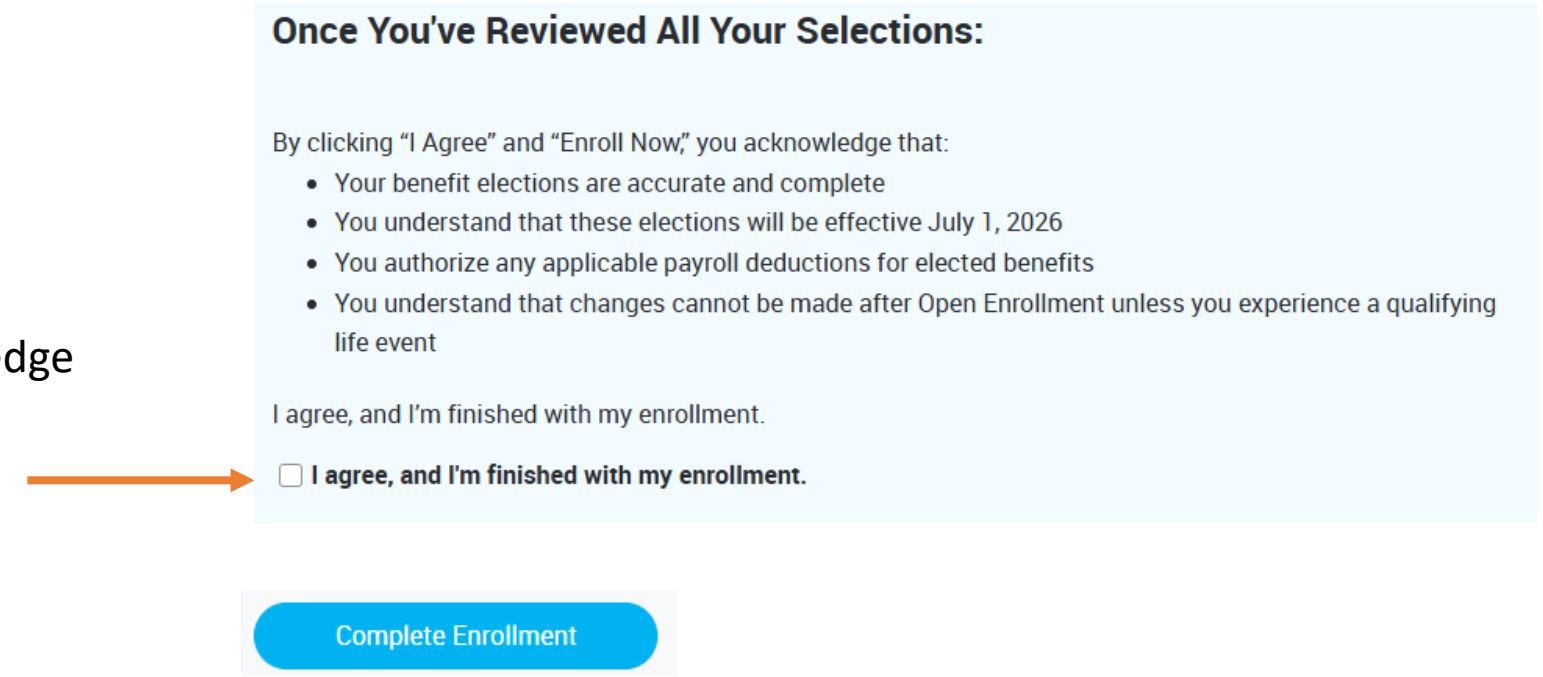
- When finished click continue



Review and Confirm

- Review all plan selections
- Scroll down
- Click the button to acknowledge and agree
- Click complete enrollment

- Click complete enrollment



Congratulations

Your enrollment is complete!

You may make changes to your elections until: **April 17, 2026**

You have completed your enrollment. Click the Print icon to print out a copy of your Confirmation Statement for your records or the Email icon to email yourself a copy of the Statement. If you would like to make changes to your enrollment, click on the plan's Edit Selection button.

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