



As a reminder, our paper process for benefits elections will be replaced by a new, secure online system SWGreat! Employee Connect, coming this October! Below is a timeline and action items we need you to complete to ensure you can access the new system and submit your benefits open enrollment electronically this year.

**\*Our records indicate you still need to submit your personal email address. Please go to <https://www.swgas.com/always-connected> and follow the instructions below.**

*If you've already submitted your identification information on the website thank you, please disregard.*

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### ***Need Help?***

*We encourage you to reach out to a relative (grandchild, child) or tech savvy friend. We are always here for you as well. You can reach us at [benefits@swgas.com](mailto:benefits@swgas.com) with questions or to get support.*

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Action Item	By When
1. Type <a href="https://www.swgas.com/always-connected">https://www.swgas.com/always-connected</a> into your web browser (i.e., Chrome or Internet Explorer)	<b>ASAP</b>
2. Click on “ <b>SUBMIT YOUR IDENTIFICATION INFORMATION</b> ” to open the page where you will enter your personal email address.	
3. Fill out your information on the form and click “Submit” at the bottom.	

The Southwest Gas Benefits team is excited to help prepare and support you as we transition to this convenient, online, mobile system. We're in this together!

*Your SWG Benefits Team*

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