




Hi Southwester!

We kindly ask you to submit your personal email address by **Friday, October 9<sup>th</sup>**. This will guarantee you can access the new system for Open Enrollment in November.

 **Should I sign up even if I don't have any benefits?**  
*Yes! If you have a pension, 401(k), long term life insurance, Employee Assistance Plan or Health Advocacy through Southwest Gas, you can benefit from signing up. The new system will make it easy for you to update your contact information (address, phone, etc.), access benefits vendors, see summary plan documents, and update your beneficiaries all from home! Please follow the instructions below.*

### Steps to Submitting your Personal Email Address

1. Type <https://www.swgas.com/always-connected> into your web browser (i.e., Chrome or Internet Explorer)
2. Click on **“SUBMIT YOUR IDENTIFICATION INFORMATION”** to open the page where you will enter your personal email address.



3. Fill out your information on the form and click the blue arrow to submit your information.



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!

For more information on why we are making this change and the benefits please go to <https://www.swgas.com/always-connected>.

Your SWG Benefits Team

First/Last Name  
123 Main Street  
City, ST 55555