TRS Urgent Membership Request

An urgent request is defined as the need for **immediate** services. If you need to submit an urgent request, please ensure your request meets the following criteria:

- The change requested is in bswift
- The request type is one or more of the following:
    1. Adding a new employee
    2. An existing member trying to add a dependent
    3. Name change
    4. Date of birth change
    5. Gender identification change

All other changes will need to be submitted to SWHP on file feeds from bswift.
For more information about this process, please click here for instructions.

Benefit Administrator (BA) submitting request:

BA Name:	
BA Email:	
BA Phone Number:	
BA School District:	

Member Information:

Member Name:	
Member Date of Birth:	
Member ID# / Full SSN (if applicable):	
Member Address:	
School District:	
Effective Date of the Change:	
Urgent Request Type *(Ctrl + click to select multiples)*:	

Attach the file extract from bswift. All information is required to process the submission.

Upon submission, the member information will be updated in the SWHP system. You can expect to see the change reflected in the Employer Portal database within 72 hours if no issues arise when the request is sent to bswift.

Attachment Confirmed   Submit

If the Submit button does not work: 1) Make sure you checked the "Attachment Confirmed" box. If that does not solve the problem... 2) Download and save the form, then click the Submit button again. Some browsers are not compatible with this type of form and require that you save the form to your computer.