October 21, 2016 is the LAST day to make changes for 2017. The system will close at 8:00pm EST.

Remember: Open Enrollment is the only time you can make changes to your benefits or covered dependents unless you have a qualified life event. For more details visit https://benefits.gwu.edu/qualified-life-events.

USING THE EasyEnroll SYSTEM

To make the most of your GW benefits, you’ll need to make informed choices using the information in the Open Enrollment Guide. You’ll also use an online enrollment tool called EasyEnroll. You can access EasyEnroll online at any time during Open Enrollment, from October 3rd through 21st.

EasyEnroll LOGIN INSTRUCTIONS FOR ACTIVE FACULTY AND STAFF

Here’s how to use the EasyEnroll system:

1. Read the Open Enrollment Guide and consider your benefit needs for 2017. If you are adding a new dependent** or beneficiary, please be sure to have his/her Social Security number, date of birth, and address available to complete the enrollment process.)

2. Go online to go.gwu.edu/openenrollment.

3. You will be prompted to enter an EID. EID is your GWid (without the ‘G’).

4. Then you will be prompted to enter your password. Your initial password is the last four digits of your Social Security number or last four digits of your GWid if you don’t have a Social Security number.

5. Once your personal account appears, confirm your personal data and review your benefit options.

6. Follow the prompts to make your benefit elections. If you are not actively changing your coverage for 2017, confirm the coverage we have in the system is correct.

7. Enter your life insurance beneficiary information.*

8. Print a confirmation statement, review it for accuracy, and keep it for your records.

* Don’t forget to designate a beneficiary to receive your life insurance benefits. If you have already, be sure to review during Open Enrollment to ensure the information listed is up-to-date.

** If newly adding a dependent to coverage, supporting documentation must be received by Benefits Administration by Friday, October 28th.

MANAGE YOUR BENEFITS THROUGHOUT THE YEAR

EasyEnroll does more than capture your Open Enrollment choices. You can use EasyEnroll at go.gwu.edu/easyenroll to find information to manage your benefits throughout the year.

You can also find benefit summaries and costs, vendor contact information, Summary Plan Descriptions, and more on the Benefits Administration website, https://benefits.gwu.edu.

IF YOU DO NOT ENROLL ONLINE OR MAKE CHANGES DURING OPEN ENROLLMENT:

• With the exception of Flexible Spending Accounts (FSAs), if you choose not to take action, your 2016 coverage will either “roll over” or default into a new plan. Even if you want to keep the same coverage, it’s a good idea to verify that all your information is accurate.

• Your current Flexible Spending Account participation will end December 31, 2016.

• You will not be able to contribute to 2017 Flexible Spending Accounts – FSA elections must be made each year.

GW’s Enrollment ID is 91364. Please use this if you encounter a screen which asks for a Portal or Enrollment ID to continue with Open Enrollment.

Download your copy of the Open Enrollment Guide at https://benefits.gwu.edu/annual-open-enrollment.