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, which runs October 9-27, 2017.

EasyEnroll Login Instructions for Active Faculty and Staff

How to use the EasyEnroll system:

1. Read the Open Enrollment Guide and consider your benefit needs for 2018. 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. You will then 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 you’ve gained access to your account, 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 2018, confirm that the coverage currently in the system is correct.
7. Enter your life insurance beneficiary information.**
8. Print a confirmation statement, review it for accuracy and keep it in your records.

* If adding a new dependent to coverage, supporting documentation must be received by GW Benefits by Friday, November 3, 2017.
** If you have already designated a beneficiary, be sure to review during Open Enrollment to ensure that the information listed is up-to-date.

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 GW Benefits 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), your 2017 coverage options will “roll over” into 2018. Even if you would like to keep the same coverage, you should verify that all of your information is accurate.
- Your current FSA participation will end on December 31, 2017.
- You will not be able to contribute to 2018 FSAs – FSA elections must be made each year.

GW’s Enrollment ID is 94605. Please use this number if you encounter a screen that asks for a Portal ID or Enrollment ID to continue with Open Enrollment.

Visit https://benefits.gwu.edu/annual-open-enrollment to download your copy of the Open Enrollment Guide.