To make the most of your GW benefits, you’ll need to make informed choices using the information in the Benefits Guide. You’ll use an online enrollment tool called EasyEnroll. You can access EasyEnroll from any computer and at any time during your enrollment period.

To complete your enrollment you’ll need to make your elections online and provide any supporting documentation required to the Benefits Administration Department within 30 calendar days from your date of hire or your qualified life event*.

**ENROLLMENT DEADLINE:**
Your enrollment deadline is 30 calendar days from your date of hire or your qualified life event.

**EASYENROLL LOGIN INSTRUCTIONS FOR ACTIVE FACULTY AND STAFF**

HERE’S HOW TO USE THE EASYENROLL SYSTEM:
1. Read the Benefits Guide and consider your benefit needs for 2016.
2. Go online to http://benedetails.gwu.edu.
3. You will be prompted to enter your 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. If at anytime you have forgotten your password, please contact the Benefits Call Center at (888) 4GWUBEN (449-8236).
5. Click on the blue “Click Here” button.
6. You will then be directed to select the qualified life event that best describes the reason you are entering the online enrollment system. If you’re a newly hired employee enrolling for the first time, please select, “Newly Eligible.”
7. Follow the prompts to make your benefit elections.
8. Enter your life insurance beneficiary information.
9. 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.

* For a birth or adoption, divorce, or change in Medicaid/CHIP eligibility life events, you must complete the steps above and provide supporting documentation within 60 calendar days.

**MANAGE YOUR BENEFITS THROUGHOUT 2016**
EasyEnroll does more than capture your new hire benefits choices. You can use EasyEnroll at http://benedetails.gwu.edu to find information on managing 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, http://benefits.gwu.edu. To speak with an associate, please call (888) 4GWUBEN (449-8236).

**DOCUMENTATION VERIFICATION FOR DEPENDENTS**
If you are adding a dependent as a new hire or due to a mid-year life event, you must provide the following documentation to complete enrollment:

- **Spouse (same-sex and opposite-sex)** – marriage certificate
- **Child** – birth certificate or other proof of birth
- **Common-Law Marriage Partner** – Declaration of Common-Law Marriage Partner
- **Domestic Partner (same-sex and opposite-sex)** – Declaration of Domestic Partnership

*If you are making a change due to a qualified life event, documentation supporting this event must also be provided.*

Remember: You will not be able to make changes to your benefits or covered dependents any time in 2016 unless you have a qualified life event.

**COVERAGE START AND END DATES**
Your benefit coverage, for most benefits, starts on the first of the month following your date of hire. If you are hired on the first day of the month, your benefits begin on your hire date.

Mid-year changes are effective the first of the month following submission of all documentation required as long as you complete your online enrollment and provide your documentation validating the event within 30 calendar days from the event date. (Exception: Within 60 calendar days for a birth or adoption event. Changes are effective on the date of birth or adoption.)

**CONFIRMING YOUR ELECTIONS**
Please review your enrollment elections on the pre-confirmation screen and edit your elections if necessary. If correct, select “Continue” to authorize your enrollment changes. You will receive a confirmation number once authorization is complete. We recommend printing or saving a copy of the enrollment confirmation page for your records since the confirmation number will be necessary for any future inquiries regarding your enrollment.

**IMPORTANT:** During your new hire enrollment period (30 calendar days from date of hire), you can log on as often as you like. The elections on file as of the enrollment deadline will be your final coverage.

GW’s Enrollment ID is 85383. Please use this if you encounter a screen which asks for a Portal or Enrollment ID to continue with enrollment.

**REMINDER!** Health Advocate is available to assist you with making your new hire/qualified life event plan choices.