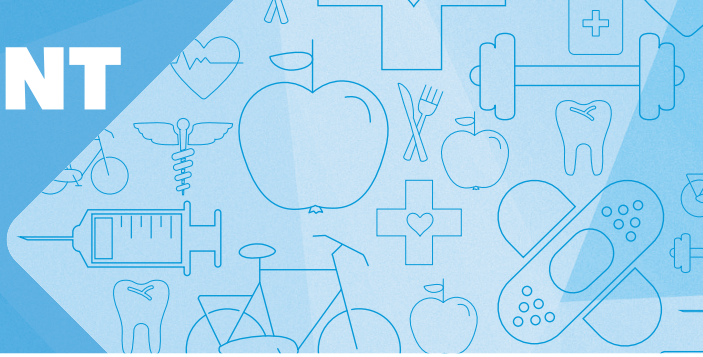


BENEFITS ENROLLMENT 2017



USING THE EasyEnroll SYSTEM

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 Department within 30 calendar days from your date of hire or your qualified life event*.

EasyEnroll LOGIN INSTRUCTIONS FOR RESIDENTS

Here's how to use the EasyEnroll system:

1. Read the Benefits Guide and consider your benefit needs for 2017.
2. Go online to go.gwu.edu/easyenroll.
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. 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 resident 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 2017

EasyEnroll does more than capture your new hire benefits choices. You can use EasyEnroll at go.gwu.edu/easyenroll 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 website, <https://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 2017 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. **Please note: If elected, medical and prescription coverage for Residents will begin on your date of hire.**

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.)**

GW's Enrollment ID is 91364. Please use this if you encounter a screen that asks for a Portal or Enrollment ID.

Visit <https://benefits.gwu.edu> to download your copy of the Benefits Guide for New Residents.



ENROLLMENT DEADLINE

You have 30 calendar days from your eligibility date to enroll in GW health and welfare plan benefits.

IMPORTANT:

The GW Benefits Call Center, **888- 4GWUBEN (449-8236)**, is available Monday through Friday From 9:00am-6:00pm EST to assist with any questions you may have.

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.

REMINDER!

Health Advocate is available to assist you with making your new hire/qualified life event plan choices. Visit <http://healthadvocate.com/gwu>.

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