USING THE EasyEnroll SYSTEM

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

EASYENROLL LOGIN INSTRUCTIONS FOR ACTIVE FACULTY AND STAFF

Here’s how to use the EasyEnroll system:

1. Read this Guide and consider your benefit needs for 2016. (If you are enrolling a dependent®, please be sure to have his/her Social Security number, date of birth, and address available.)

2. Go online to http://benedetails.gwu.edu.

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 (449-8326).

5. Click on the “Click Here to Enroll Now” 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.

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.

CONFIRMING YOUR ELECTIONS

After you submit your enrollment elections and review the confirmation page, you are finished! We recommend printing or saving the enrollment confirmation page to verify your election choices because no confirmation statement will be sent to you.

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. See page 33 for details.

MANAGE YOUR BENEFITS THROUGHOUT THE YEAR

EasyEnroll does more than capture your new hire benefits choices. You can use EasyEnroll at http://benedetails.gwu.edu 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, http://benefits.gwu.edu.