

# OPEN ENROLLMENT 2017

JANUARY 17 - 31 / SEIU LOCAL 32

## EasyEnroll Login Instructions for SEIU Local 32

### 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](https://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 if you have not updated in previous sessions. If at any time you have forgotten your password, please contact the Benefits Call Center at (888) 4GWUBEN (449-8236).
5. You will then be directed to select the qualified life event that best describes the reason you are entering the online enrollment system. Please select "**SEIU Special Enrollment.**" Once you have entered into your personal account, confirm your personal data and review the benefits that you have to choose from.
6. Follow the prompts to make your benefit elections.
7. Enter your life insurance beneficiary information.
8. Print a confirmation statement, review it for accuracy, and keep it for your records.

### Please note:

- All changes (excluding Legal Resources) made during this Special Enrollment Period will be effective 1/1/2017; new elections for the legal plan are effective 03/01/2017.
- Your new contributions associated with these changes will be reflected in your pay check by your first check in March.

## Manage Your Benefits throughout the Year

EasyEnroll does more than capture your benefits elections. You can use EasyEnroll 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 Web site, <https://benefits.gwu.edu>

To speak with an associate, please call **1 (888) 4GWUBEN (449-8236)**.

GW's Enrollment ID is 91364. Please use this Enrollment ID number if you encounter a screen which asks for a Portal or Enrollment ID to continue with your enrollment process.

**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
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For additional assistance, contact the  
**GW Benefits Administration Department.**

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