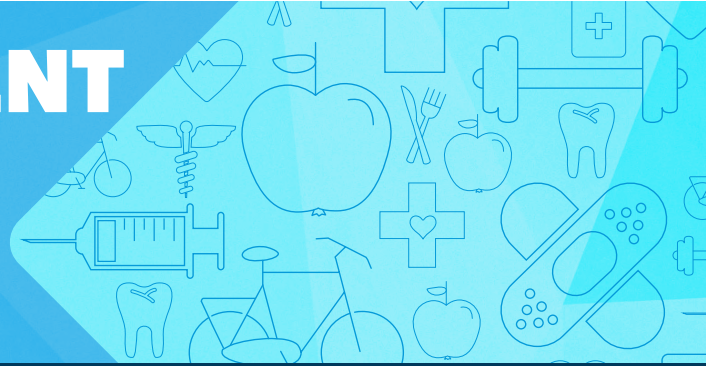


BENEFITS ENROLLMENT 2017



AFFORDABLE CARE ACT (ACA) ENROLLMENT

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 also use an online enrollment tool called EasyEnroll. You can access EasyEnroll online 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*.

EasyEnroll LOGIN INSTRUCTIONS FOR ACA ELIGIBLE FACULTY AND STAFF

Here's how to use the EasyEnroll system:

1. Read the Benefits Guide and consider your benefit needs. (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 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. Please select, "**Newly Eligible**."
7. Follow the prompts to make your benefit elections.
8. Print a confirmation statement, review it for accuracy, and keep it for your records.

* 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 THE YEAR

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 Benefits Administration website, <https://benefits.gwu.edu>.

†DOCUMENTATION VERIFICATION FOR DEPENDENTS

If you are adding a dependent, you must provide the following documentation to complete enrollment within 30 calendar days from the date you become eligible:

- Spouse - marriage certificate
- Child - birth certificate or other proof of birth
- Common-Law Marriage Partner - Declaration of Common-Law Marriage Partner
- Domestic Partner - Declaration of Domestic Partnership

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 or until the next Open Enrollment, whichever occurs first. Please visit <https://benefits.gwu.edu/qualified-life-events> for information on qualified life events.

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

Download your copy of the Benefits Guide at <https://benefits.gwu.edu/affordable-care-act-aca>.



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.

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