



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 also use an online enrollment tool called EasyEnroll. You can access EasyEnroll online at any time during Open Enrollment, which runs December 4-15, 2017.

EasyEnroll Login Instructions for Active Faculty and Staff

How to use the EasyEnroll system:

1. Read this guide and consider your benefit needs for 2018. If you are adding a new dependent*, please be sure to have his/her Social Security number, date of birth and address available to complete the enrollment process.
2. Go online to www.benedetails.com and enter **94605** as the portal/enrollment ID.
3. You will be prompted to enter an EID. **EID is your GWid (without the 'G')**.
4. You will then be prompted to enter your password. Your initial password is the last four digits of your Social Security number (or the last four digits of your GWid if you don't have a Social Security number).
5. Once you've gained access to your account, confirm your personal data and review your benefit options.
6. Follow the prompts to make your benefit elections. If you are not actively changing your coverage for 2018, confirm that the coverage currently in the system is correct.
7. Print a confirmation statement, review it for accuracy and keep it for your records.

** If adding a new dependent to coverage, supporting documentation must be received by GW Benefits by Thursday, December 21, 2017.*

Manage Your Benefits Throughout the Year

EasyEnroll does more than capture your Open Enrollment choices. 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, Summary Plan Descriptions and more on the GW Benefits Affordable Care Act webpage, <https://benefits.gwu.edu/affordable-care-act-aca>.

If You Do Not Enroll Online or Make Changes During Open Enrollment:

- If you choose not to take action, your 2017 coverage options will "roll over" into 2018, with the exception of the Health Care Flexible Spending Account (HCFSA). Even if you would like to keep the same coverage, you should verify that all of your information is accurate.

GW's Enrollment ID is 94605. Please use this number if you encounter a screen that asks for a Portal or Enrollment ID to continue with Open Enrollment.



Enrollment Deadline

December 15, 2017 is the LAST day to make changes for 2018. The system will close at 8 p.m. EST.

Remember: Open Enrollment is the only time you can make changes to your benefits or covered dependents unless you have a Qualified Life Event. For more details visit <https://benefits.gwu.edu/qualified-life-events>.

Important:

During Open Enrollment, you can log on to EasyEnroll as often as you like through December 15, 2017. The elections on file as of the enrollment deadline will be your final coverage for 2018. The call center is available to assist at **(888) 4GWUBEN (449-8236)**, Monday through Friday, 9 a.m. to 8 p.m. EST.

Confirming Your Elections

Please review your enrollment elections on the pre-confirmation screen and edit them 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, as the confirmation number will be necessary for any future inquiries regarding your enrollment.