

# Using the EasyEnroll System

To make the most of your benefits at GW, 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 elections. You can access EasyEnroll online at any time during your enrollment period.

## EasyEnroll Login Instructions for Active Faculty and Staff

How to use the EasyEnroll system:

1. Read this guide and consider your benefit needs for 2019. If you are enrolling a dependent<sup>†</sup>, please be sure to have his/her Social Security number, date of birth and address available.
2. Go online to [go.gwu.edu/easyenroll](http://go.gwu.edu/easyenroll).
3. EasyEnroll has single sign-on capability. If you are logged in to a GW-provided computer with your NetID and password, you will automatically be directed into the EasyEnroll site.

If you are logging in from a personal computer, you will be prompted to enter your NetID and password. You will subsequently enter into the EasyEnroll system.

4. Once you gained access to the system, select the "Click Here" button.
5. You will be directed to select the Qualified Life Event that best describes the reason you are entering the online enrollment system.<sup>†</sup> If you are a newly-hired employee enrolling for the first time, please select "Newly Eligible."
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. For questions, please contact the GW Benefits Call Center at (888) 4GWUBEN (449-8236).

**Don't forget** to designate a beneficiary to receive your life insurance benefits.

## Manage Your Benefits Throughout the Year

EasyEnroll does more than just capture your new hire benefits choices. You can use EasyEnroll at [go.gwu.edu/easyenroll](http://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 website, [benefits.gwu.edu](http://benefits.gwu.edu).

**Remember:** You will not be able to make changes to your benefits or covered dependents at any time in 2019 unless you experience a Qualified Life Event. Learn more about Qualified Life Events at [benefits.gwu.edu/qualified-life-events](http://benefits.gwu.edu/qualified-life-events).

## 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 access EasyEnroll as often as you like. The elections on file as of the enrollment deadline will be your final coverage for 2019.

**REMINDER!** Health Advocate is available to assist you with making your new hire/Qualified Life Event plan choices. See page 39 for details.

## †Documentation Verification for Dependents

If you are adding a dependent to coverage as a new hire or as a result of 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 form

**Domestic Partner (Same-Sex and Opposite-Sex)** – Declaration of Domestic Partnership form

If you are making a benefit change due to a Qualified Life Event, you must also provide documentation supporting this event.