



# 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. You can access EasyEnroll from any computer and at any time during your enrollment period.

To complete your enrollment, you'll make your elections online and provide any supporting documentation required to GW Benefits within 30 calendar days from your date of hire or your Qualified Life Event.\*

## EasyEnroll Login Instructions for Active Faculty and Staff

### How to use the EasyEnroll system:

1. Read the Benefits Guide, available at <https://benefits.gwu.edu>, 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.
2. Go online to [go.gwu.edu/easyenroll](http://go.gwu.edu/easyenroll).
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). If, at any time, you forget your password, please contact the Benefits Call Center at (888) 4GWUBEN (449-8236).
5. Click on the "Click Here to Enroll Now" button.
6. You will then be directed to select the Qualified Life Event (QLE) 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. Enter your life insurance beneficiary information.
9. Print a confirmation statement, review it for accuracy and keep it for your records.

## Manage Your Benefits Throughout the Year

EasyEnroll does more than 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, Summary Plan Descriptions and more on the GW Benefits website, <https://benefits.gwu.edu>.

**Remember:** You will not be able to make changes to your benefits or covered dependents at any time in 2018 unless you experience a Qualified Life Event. Learn more about Qualified Life Events at <https://benefits.gwu.edu/qualified-life-events>.

**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.

## † 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.

## Coverage Start and End Dates

For most benefits, your benefit coverage starts on the first day of the month following your date of hire. If you are hired on the first day of the month, your benefits begin on your hire date.

Mid-year changes are effective on the first day of the month following submission of all documentation required, as long as you complete your online enrollment and provide your documentation validating the event within **30 calendar days** from the event date.

**For birth, adoption or placement for adoption life events:** If you enroll a new child **within 60 calendar days** of the birth, adoption or placement for adoption, then the child's coverage will be retroactive back to the birth, adoption or placement for adoption. If you enroll a child **after 60 calendar days**, then coverage will begin on the first of the month following the university's receipt of enrollment.

Visit <https://benefits.gwu.edu> to download your copy of the 2018 Faculty & Staff Benefits Guide.



## Enrollment Deadline

You have 30 calendar days from your eligibility date to enroll in GW health and welfare plan benefits.

## Important:

The Benefits Call Center, (888) 4GWUBEN (449-8236), is available to assist you Monday through Friday, from 9 a.m. to 6 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 further enquiries regarding your enrollment.

## Reminder!

Health Advocate is available to assist you with making your new hire/Qualified Life Event plan choices. Visit <http://healthadvocate.com/gwu> or call (866) 695-8622.

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC