During SEIU Special Enrollment, you will use the online enrollment tool EasyEnroll to review or make changes to your benefit elections. You may access EasyEnroll online at any time during the special enrollment period, which runs January 17-31, 2018.

EasyEnroll Login Instructions for SEIU Local 32

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 to complete the enrollment process.

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. You will then be prompted to enter your password. Your initial password is the last four digits of your Social Security number, if you have not updated it in previous sessions (or the last four digits of your GWid if you don’t have a Social Security number). If, at any time, you have forgotten your password, please contact the Benefits Call Center at 1 (888) 4GWUBEN (449-8236).

5. 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 “SEIU Special Enrollment.”

6. Once you have gained access to your account, confirm your personal data and review your benefit options.

7. 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.

8. Enter your life insurance beneficiary information.**

9. Print a confirmation statement, review it for accuracy and keep it for your records.

   *If adding a new dependent to coverage, you must submit supporting documentation to GW Benefits no later than February 7, 2018.

   **If you already designated a beneficiary, be sure to review during this special enrollment to ensure that the information listed is up-to-date.

Please note: Most changes made during the special enrollment period will have coverage retroactive to January 1, 2018. Coverage requiring Evidence of Insurability (EOI) will be effective on the first of the month following approval from the provider, Liberty Mutual. The Legal Resources plan will be effective on March 1, 2018. Your new contributions associated with these benefit changes will be reflected by your first paycheck in March 2018.

Manage Your Benefits Throughout the Year

EasyEnroll does more than capture your 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 website, https://benefits.gwu.edu.

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 enrollment.