



# Using the EasyEnroll system

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](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, 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](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>.

**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.



### SEIU Special Enrollment Deadline

January 31, 2018 is the LAST day to make changes for 2018. The system will close at 8 p.m. EST.

Take the time to review your elections; otherwise, you cannot make changes until the next Open Enrollment period unless you experience a Qualified Life Event (QLE), such as a change in marital status, the birth or adoption of a child, etc. For details, visit <https://benefits.gwu.edu/qualified-life-events>.

### Important:

During SEIU Special Enrollment, you can log on to EasyEnroll as often as you'd like through January 31, 2018. The elections on file as of the enrollment deadline will be your final coverage for 2018. The Benefits Call Center, **1 (888) 4GWUBEN (449-8236)** is available Monday to Friday, 9 a.m. to 6 p.m.

### 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.