



Using the EasyEnroll System

To enroll in or make changes to your health and welfare benefits, you will use the online enrollment tool EasyEnroll, accessible at any time during your enrollment period. In addition to making your elections online, you must provide any supporting documentation required to GW Benefits **within 30 calendar days** of your date of hire or Qualified Life Event in order to complete your enrollment.

Enrollment Instructions for Active Faculty and Staff

Once you have reviewed the **2018 Benefits Guide**, available at benefits.gwu.edu, and finalized your benefits choices, you may access the EasyEnroll online enrollment system and submit your elections by following the steps below. If you are adding a new dependent* or beneficiary, please be sure to have his or her Social Security number, date of birth and address available to complete the enrollment process. GW's Enrollment ID is **94605**.

EasyEnroll instructions:

1. Visit EasyEnroll at go.gwu.edu/easyenroll.
2. You will be prompted to enter your username. If you are a new hire, your initial username is your EID. **EID is your GWID (without the "G")**.
3. You will then be required to enter your password. If you are a new hire, your initial password is the last four digits of your Social Security number (or the last four digits of your GWID, if you do not have a Social Security number). If you need assistance with retrieving your password, please contact the Benefits Call Center at **(888) 4GWUBEN (449-8236)**.
Note: New hires accessing the system for the first time using their initial GW-provided username and password will be prompted to create a new username and set a unique password. Please take note of your new login credentials, as you will use this information to access the EasyEnroll system going forward.
4. You may encounter a multi-factor authentication process, an additional layer of security that helps protect your information. You will be asked for your consent to be contacted with a temporary code (via email, phone or text), which you will subsequently use to access the EasyEnroll system.
Note: New hires accessing the system for the first time will not encounter the multi-factor authentication process until the next time they try to log in to EasyEnroll.
5. Once you have entered EasyEnroll, select the "**Click Here to Enroll Now**" button.
6. Select the Qualified Life Event (QLE) that best describes the reason you are entering the online enrollment system.
7. Follow the prompts to make your benefit elections.
8. Enter your life insurance beneficiary information.
9. Once you have submitted all changes, save a copy of your confirmation statement.



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. (ET).

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 healthadvocate.com/gwu or call **(866) 695-8622**.

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WASHINGTON, DC

*Supporting Documentation

If you are adding a new dependent to your coverage, please submit supporting documentation to GW Benefits via email at benefits@gwu.edu or fax at (571) 553-8385.

Examples of supporting documentation are provided below based on dependent being added:

- **Spouse** - copy of marriage certificate
- **Child** - copy of birth certificate or adoption papers
- **Common Law Marriage Partner** - Completed **Declaration of Common-Law Marriage Partner form**, and submission of the three required documents requested in the form
- **Domestic Partner** - Completed **Declaration of Domestic Partnership form**, and submission of the three required documents requested in the form

Forms are available at benefits.gwu.edu/benefits-forms. If you are making a benefit change due to a Qualified Life Event, you must also provide documentation supporting this event.

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 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 at benefits.gwu.edu.

Remember: You cannot make changes to your benefits or covered dependents at any time in 2018 unless you have a Qualified Life Event. Learn more about Qualified Life Events at 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 enrollment.

Coverage Effective Dates

For most benefits, coverage begins on the first day of the month following your date of hire^{**}; however, if your date of hire is coincident with the first day of the month, your coverage will take effect on your date of hire.

Mid-year changes to benefits due to Qualified Life Events are effective on the first day of the month following the employee's completion of online enrollment and GW Benefits' receipt of all supporting documentation **within 30 calendar days** of the life event.

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.

^{**}Or new benefits eligibility date, if you are an existing employee transitioning from a non-benefits eligible to a benefits eligible position.

Visit benefits.gwu.edu to download your copy of the **2018 Benefits Guide**.