

# Using the EasyEnroll System

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To make the most of your GW benefits, you'll need to make informed choices using the information in the Open Enrollment Guide. You'll also use an online enrollment tool called EasyEnroll. You can access EasyEnroll online at any time during Open Enrollment, which runs October 8-26, 2018.

## EasyEnroll Login Instructions for Active Faculty and Staff

### How to use the EasyEnroll system:

1. Read the Open Enrollment Guide and consider your benefit needs for 2019. If you are adding a new dependent\* or beneficiary, 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/openenrollment](http://go.gwu.edu/openenrollment).
3. You will be prompted to enter your username.
4. You will then be required to enter your password. If you need assistance with retrieving your password, please contact the Benefits Call Center at **(888) 4GWUBEN (449-8236)**.
5. 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.
6. Once you've 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 2019, confirm that the coverage currently in the system is correct.
8. Enter your life insurance beneficiary information.\*\*
9. Review your confirmation statement for accuracy, and save a copy for your records.

\* If adding a new dependent to coverage, supporting documentation must be received by GW Benefits by Friday, November 2, 2018.

\*\* If you have already designated a beneficiary, be sure to review during Open Enrollment to ensure that the information listed is up-to-date.

## Manage Your Benefits Throughout the Year

EasyEnroll does more than capture your Open 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, vendor contact information, Summary Plan Descriptions and more on the GW Benefits website, [benefits.gwu.edu](http://benefits.gwu.edu).

## If You Do Not Enroll Online or Make Changes During Open Enrollment:

- With the exception of Flexible Spending Accounts (FSAs), your 2018 coverage options will roll over into 2019. Even if you would like to keep the same coverage, you should verify that all of your information is accurate.
- Your current FSA participation will end on December 31, 2018.
- You will not be able to contribute to 2019 FSAs – FSA elections must be made each year.

**GW's Enrollment ID is 96752.** Please use this number if you encounter a screen that asks for a Portal ID or Enrollment ID to continue with Open Enrollment.



### NOTE Enrollment Deadline

October 26, 2018 is the LAST day to make changes for 2019. The system will close at 8 p.m. (ET).

**REMEMBER: Open Enrollment is the only time you can make changes to your benefits or covered dependents unless you have a Qualified Life Event. For details, visit [benefits.gwu.edu/qualified-life-events](http://benefits.gwu.edu/qualified-life-events).**



### NOTE Important

During Open Enrollment, you can log on to EasyEnroll as often as you like through October 26, 2018. The elections on file as of the enrollment deadline will be your final coverage for 2019. From October 8-26, 2018, the call center, (888) 4GWUBEN (449-8236), will be available Monday through Friday, 9 a.m. to 8 p.m. (ET).



### NOTE 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 future inquiries regarding your enrollment.

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