Evidence of Insurability
INSTRUCTIONS FOR ONLINE SUBMISSION

Save time! Collect the following information about each applicant before you get started:

• Date and place of birth.
• Height and weight.
• Employee ID.
• Medical history (types and dates of conditions).
• Medications.
• GW EasyEnroll confirmation statement.

Evidence of Insurability (EOI) is a health questionnaire that helps determine whether you and other dependent applicants qualify for new coverage or an increase in coverage. Lincoln Financial makes it easy to submit EOI online through MyLincolnPortal:

• **Minimal questions** — the online questionnaire is reflexive to your responses, so you only have to answer questions that are relevant to you.
• **Guided support** — embedded quick tips and a search as you type feature help you provide quick and appropriate responses.
• **Instant confirmation** — you’ll receive email acknowledgment that Lincoln Financial has received your application and, in straightforward cases, you may be automatically approved.

Get started now
It’s easy to submit EOI online. Just follow these simple steps.

**Important:** Before taking the steps below, please review your GW EasyEnroll confirmation statement at go.gwu.edu/easyenroll to ensure you are applying for EOI coverage correctly. You must elect coverage in EasyEnroll before proceeding to Lincoln Financial online EOI submission system. You only need to submit EOI if your confirmation statement indicates that your election(s) require EOI.

1. Log in to mylincolnportal.com. First time user? Register using company code **GWUEE**.
2. Click **Complete Evidence of Insurability / Statement of Health**.
3. Answer the questions asked about you and other applicants.*
4. Review your responses, then electronically sign and submit your application.
5. Save your confirmation report.

*NOTE: MyLincolnPortal shows four options for EOI:

1. **Voluntary Short-Term Disability**
   EOI is required for **Voluntary Short-Term Disability** if you elected this coverage after your initial eligibility period (e.g. hire date, transfer date) in the GW EasyEnroll system during annual open enrollment or after a qualified life event.
   **Do not select this option** (1) if you did not elect this coverage in the GW EasyEnroll system, (2) if you elected this coverage during your initial eligibility period or (3) if you are eligible for GW Paid Short Term Disability. If you have questions about your elections, you can view a copy of your elections on your benefits confirmation statement. If you are unsure of your eligibility, please contact GW Benefits at benefits@gwu.edu.

2. **Basic Life - Employee**
   EOI is required for **Basic Life - Employee** if you elected to uncap your previously waived basic life insurance over $50,000 in the GW EasyEnroll system during annual open enrollment or after a qualified life event.
   **Do not select this option** if you did not elect to uncap your previously waived coverage over $50,000 in the GW EasyEnroll system. If you have questions about your elections, you can view a copy of your elections on your benefits confirmation statement.
3. Optional Life - Employee
EOI is required for Optional Life - Employee if the following applies:

- You elected optional employee life insurance over $250,000 in the GW EasyEnroll system during your initial eligibility period;
- You currently have at least $10,000 in optional employee life insurance and elected optional employee life insurance over $250,000 in the GW EasyEnroll system after a qualified life event or during annual open enrollment; or
- You do not currently have at least $10,000 in optional employee life insurance and elected any amount of optional employee life insurance in the GW EasyEnroll system after a qualified life event or during annual open enrollment.

**Do not select this option (1) if you did not elect this coverage through the GW EasyEnroll system or (2) if you currently have at least $10,000 in optional employee life insurance and you elected $250,000 or less in optional employee life insurance in the GW EasyEnroll system. If you have questions about your elections, you can view a copy of your elections on your benefits confirmation statement.**

4. Optional Life - Spouse/DP
EOI is required for Optional Life - Spouse/DP if the following applies:

- You elected optional spouse/DP life insurance over $30,000 in the GW EasyEnroll system during your initial eligibility period or;
- You currently have at least $5,000 in optional spouse/DP life insurance and elected optional spouse/DP life insurance over $30,000 in the GW EasyEnroll system after a qualified life event or during annual open enrollment; or
- You do not currently have at least $5,000 in optional spouse/DP life insurance and elected any amount of optional spouse/DP life insurance in the GW EasyEnroll system after a qualified life event or during annual open enrollment.

**Do not select this option (1) if you did not elect this coverage in the GW EasyEnroll system or (2) if you currently have at least $5,000 in optional spouse/DP life insurance and you elected $30,000 or less in optional spouse/DP life insurance in the GW EasyEnroll system. If you have questions about your elections, you can view a copy of your elections on your benefits confirmation statement.**

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**What happens next?**
In straightforward cases, you may be auto-approved for coverage. If not, Lincoln Financial will review your application and contact you if any additional information is required. In all cases, Lincoln Financial will notify you of your application outcome.

**Questions?**
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