Using the EasyEnroll System

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 7-25, 2019.

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 2020. 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.
3. EasyEnroll has single sign-on capability. If you are logged in to a GW-provided computer with your NetID and password, you will automatically be directed into the EasyEnroll site. If you are logging in from a personal computer, you will be prompted to enter your NetID and password. You will subsequently enter into the EasyEnroll system.
4. Once you’ve gained access to EasyEnroll, please select Open Enrollment for 2020 as the enrollment you would like to process.
5. Next, please confirm your personal data and review your benefit options.
6. Follow the prompts to make your benefit elections. If you are not actively changing your coverage for 2020, confirm that the coverage currently in the system is correct.
7. Enter your life insurance beneficiary information.**
8. 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 Benefits by Friday, November 1, 2019.
   ** 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 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.

If You Do Not Enroll Online or Make Changes During Open Enrollment:
• With the exception of Flexible Spending Accounts (FSAs), your 2019 coverage options will roll over into 2020. 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, 2019.
• You will not be able to contribute to 2020 FSAs – FSA elections must be made each year.

NOTE
Enrollment Deadline
October 25, 2019 is the LAST day to make changes for 2020. The system will close at 8 p.m. (ET).

NOTE
Important
During Open Enrollment, you can log on to EasyEnroll as often as you like through October 25, 2019 at 8 p.m. (ET). The elections on file as of the enrollment deadline will be your final coverage for 2020. From October 7-25, 2019, 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.