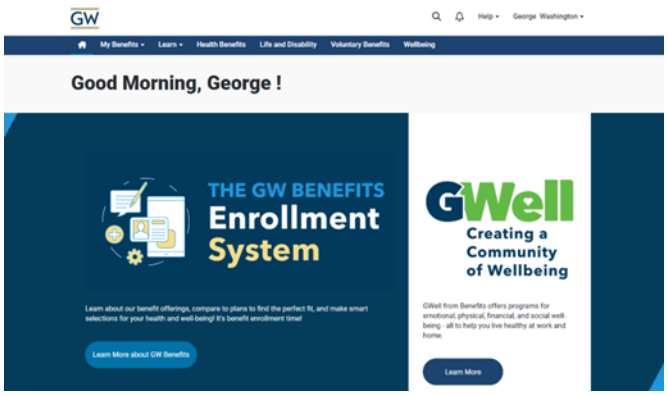
THE GW BENEFITS
Enrollment
System

Your Online Enrollment Guide

Log on to the GW Benefits Enrollment System

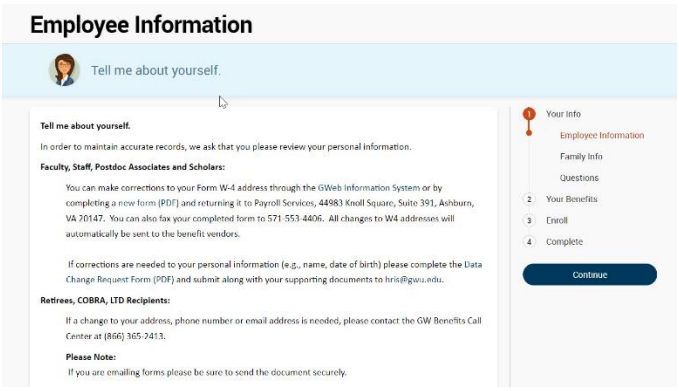
You'll find all the information you need to enroll in your benefits on the GW Benefits Enrollment System at go.gwu.edu/enroll4benefits.



- If you are logged in to a GW-provided computer with your UserID and password, you will automatically be directed into the system.
- If you are logging in from a non-GW computer, you will be prompted to enter your GW credentials (UserID and password) and you may be required to go through the GW multi-factor authentication process. You will subsequently enter into the system.
- If you are eligible to enroll as a new hire or during the annual Open Enrollment period, click the "Enroll Now" button to begin. To process a life event, click "Process a Life Event" under the Find it Fast section.

Verify your personal information

Make sure all of your personal information, including your address, telephone number, and email address, is correct.

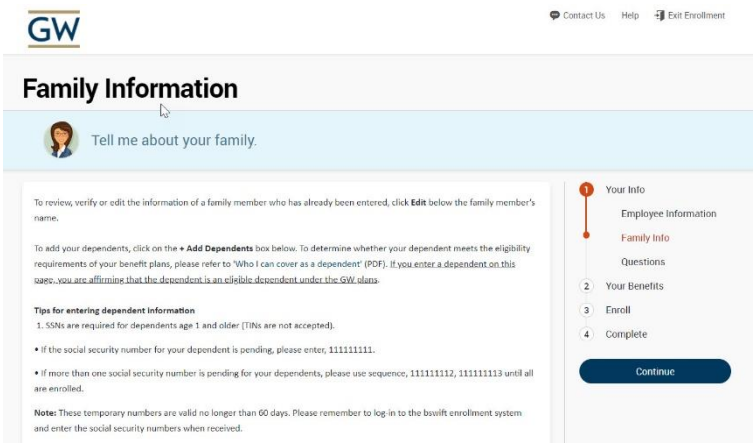


The information displayed is based on your information in the GW HR/Payroll system - Banner.

- If you need to make a correction to your W-4 Address, log into GWeb or complete a new form and return to payroll@gwu.edu
- If you need to update your personal information (e.g. name, date of birth) please complete a data change form and return to hris@gwu.edu

Verify and update your family information

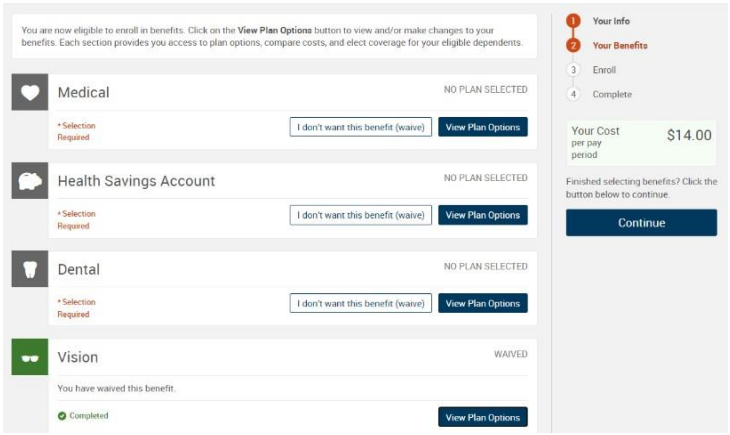
Confirm your spouse/partner's information, along with the information of your children or anyone that you claim as an eligible dependent and would like to enroll in your benefits.



Start selecting your benefits

From this screen you can select which benefits to enroll in or to waive. As you progress through each benefit type, you'll see your selections completed on this screen.

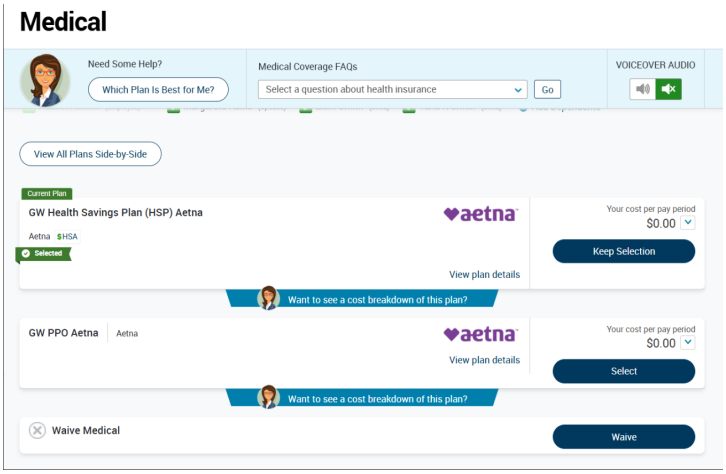
- **Green** tiles represent benefits you've already enrolled in or that are automatically provided by GW.
- **Gray** tiles represent benefits that you still need to choose or waive.



View your medical plan options

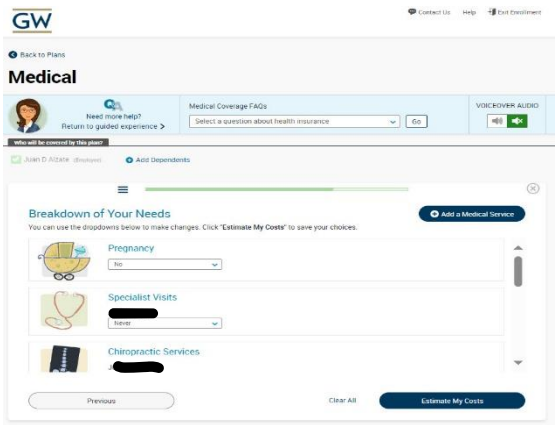
Select who you'd like to cover with the plan at the top of the page, then view all of your plan options below. Click the "Estimate My Out-of-Pocket Costs" button to personalize your estimate for the year.

Your virtual benefits assistant, Ask Emma™, is available to help you through the enrollment process. Ask Emma's calculator, videos, and FAQs can help explain the information presented and give you a good understanding of your options.



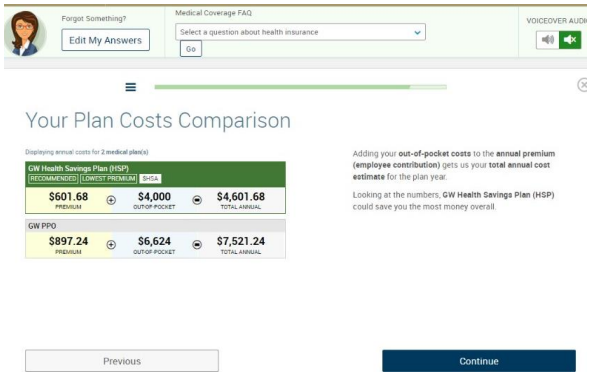
Answer a few questions

By answering a few questions about your prescriptions and anticipated health care usage for the year, the system can provide you with an out-of-pocket cost estimate for each plan offered.



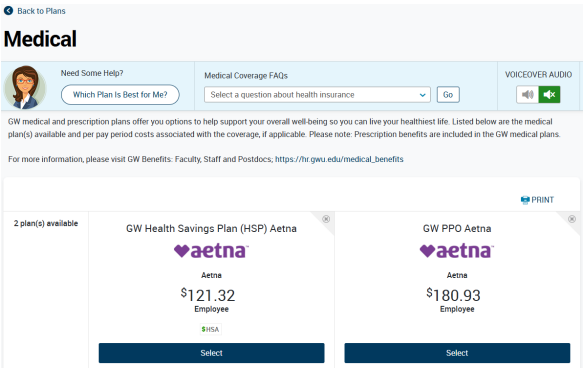
Plan recommendations

After you complete your answers, Ask Emma will recommend a medical plan for you based on the lowest out-of-pocket costs.



Compare plans side by side

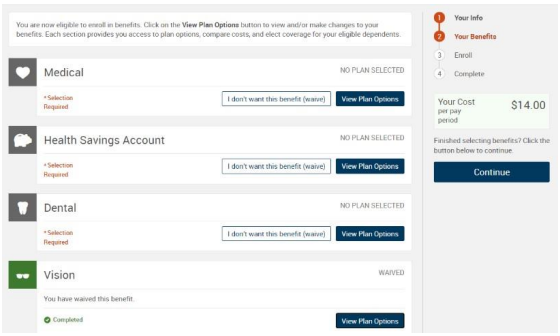
If you want a little more information, you can view plans side by side and see how they stack up against one another.



Choose your other benefits

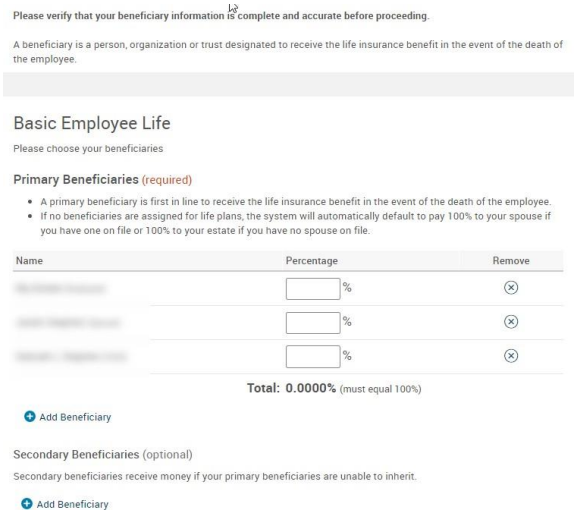
Continue scrolling down the page to select the rest of your benefits, like dental, vision, life, disability, and more.

If you make elections that require EOI, you will be redirected to Lincoln Financial's portal to complete your EOI. You can also access the EOI application at go.gwu.edu/mlp.



Choose or confirm beneficiaries

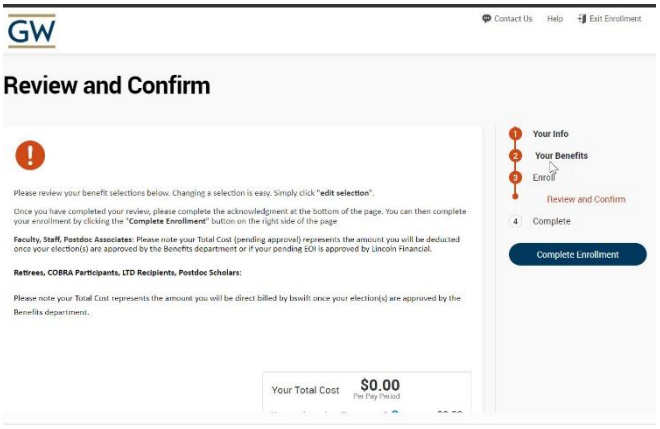
You will be asked to add or review beneficiary information for any plan you select that requires this information. You are usually required to designate a primary beneficiary. Secondary beneficiaries are optional.



Review and confirm your selections

Before confirming, take a moment to look over your benefit selections and make any necessary changes.

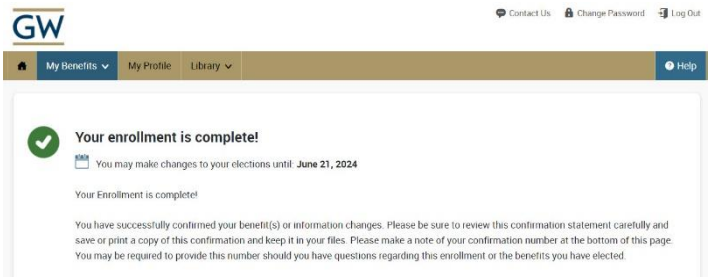
Tip: Be sure your pop-up blocker is off to allow access to all important information for enrollment.



You're finished! View your confirmation statement

Keep this record of your enrollment elections and total costs. You can save or print your confirmation statement and may continue to make changes until your enrollment period ends. The elections on file as of your enrollment deadline will be your final coverage for the year, unless you experience a qualified life event.

***Important:** If you make **elections that require evidence of insurability (EOI)**, coverage is dependent upon Lincoln Financial approving your EOI.



GW | Benefits