YOUR ONLINE ENROLLMENT GUIDE

Log on to the new 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 personal computer, you will be prompted to enter your GWID and password (date of birth in MMDDYYYY format). You will subsequently enter into the system.
- Click the “Enroll Now” button to begin.

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](http://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 ensure you are able to access 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.