



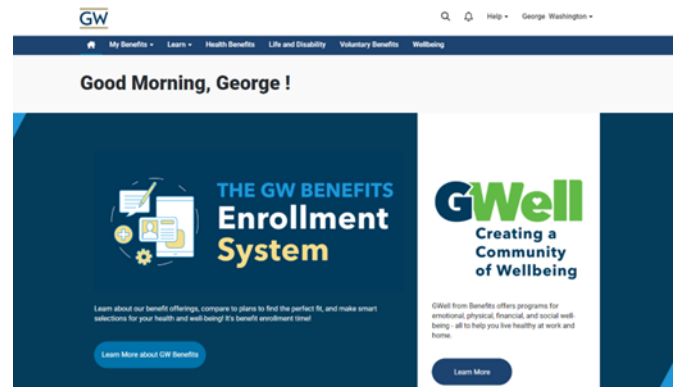
# THE GW BENEFITS Enrollment System

## 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](https://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.

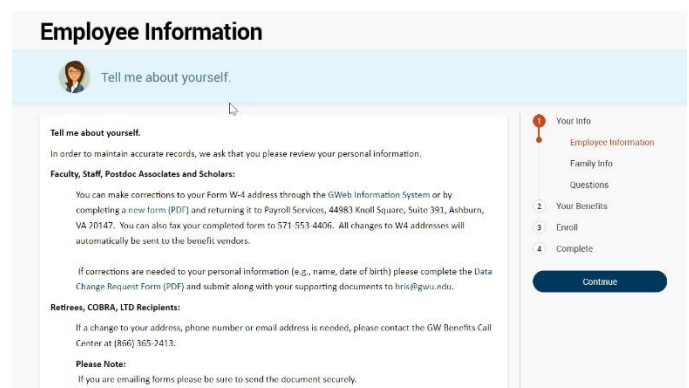


### Verify your personal information

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](mailto: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](mailto: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.

**GW** Contact Us Help Exit Enrollment

### Family Information

Tell me about your family.

To review, verify or edit the information of a family member who has already been entered, click **Edit** below the family member's name.

To add your dependents, click on the **+ Add Dependents** box below. To determine whether your dependent meets the eligibility requirements of your benefit plans, please refer to "Who I can cover as a dependent" (PDF). If you enter a dependent on this page, you are affirming that the dependent is an eligible dependent under the GW plans.

**Tips for entering dependent information**

1. SSNs are required for dependents age 1 and older (ITINs are not accepted).

- If the social security number for your dependent is pending, please enter: 111111111.
- If more than one social security number is pending for your dependents, please use sequence, 111111112, 111111113 until all are enrolled.

**Note:** These temporary numbers are valid no longer than 60 days. Please remember to log in to the benefit enrollment system and enter the social security numbers when received.

- 1 Your Info
- 2 Your Benefits
- 3 Enroll
- 4 Complete

Continue

## 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.

You are now eligible to enroll in benefits. Click on the **View Plan Options** button to view and/or make changes to your benefits. Each section provides you access to plan options, compare costs, and elect coverage for your eligible dependents.

**Medical** NO PLAN SELECTED  
\*Selection Required I don't want this benefit (waive) View Plan Options

**Health Savings Account** NO PLAN SELECTED  
\*Selection Required I don't want this benefit (waive) View Plan Options

**Dental** NO PLAN SELECTED  
\*Selection Required I don't want this benefit (waive) View Plan Options

**Vision** WAIVED  
You have waived this benefit.  
Completed View Plan Options

**Your Info**  
**Your Benefits**  
1 Enroll  
2 Complete

Your Cost per pay period: **\$14.00**

Finished selecting benefits? Click the button below to continue.

Continue

## 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.

### Medical

Need Some Help? Which Plan Is Best for Me? Medical Coverage FAQs Select a question about health insurance Go VOICEOVER AUDIO

plan(s) available and per pay period costs associated with the coverage, if applicable. Please note: Prescription benefits are included in the GW medical plans.

For more information, please visit GW Benefits: Faculty, Staff and Postdocs, [https://hr.gwu.edu/medical\\_benefits](https://hr.gwu.edu/medical_benefits)

Who will be covered by this plan?  
✓ Juan D Alzate (Employee) Add Dependents

View All Plans Side-by-Side

**GW Health Savings Plan (HSP)**  
UnitedHealthcare (UnitedHealth Group) USA  
View plan details **\$27.13**  
Your cost per pay period. Tier Employee Select

**GW PPO**  
UnitedHealthcare (UnitedHealth Group)  
View plan details **\$40.47**  
Your cost per pay period. Tier Employee

## 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.

The screenshot shows a web interface for selecting medical coverage. At the top, there's a navigation bar with 'GW' logo, 'Contact Us', 'Help', and 'Out of Treatment'. Below that, a 'Medical' section includes a 'Need more help?' link, a 'Return to guided experience' button, and a search bar for 'Medical Coverage FAQs'. A user profile for 'JAMES D. ALDARE' is visible. The main content area is titled 'Breakdown of Your Needs' and contains three sections: 'Pregnancy' (with a dropdown menu), 'Specialist Visits' (with a dropdown menu), and 'Chiropractic Services' (with a dropdown menu). There are 'Previous' and 'Clear All' buttons at the bottom, and an 'Estimate My Costs' button on the right.

## Plan recommendations

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

The screenshot displays a 'Your Plan Costs Comparison' page. It features a table comparing two plans: 'GW Health Savings Plan (HSP)' and 'GW PPO'. The table columns are 'Premium', 'Out-of-Pocket', and 'Total Annual'. The HSP plan shows a premium of \$601.68, an out-of-pocket of \$4,000, and a total annual cost of \$4,601.68. The PPO plan shows a premium of \$897.24, an out-of-pocket of \$6,624, and a total annual cost of \$7,521.24. To the right, there's a text box explaining that adding out-of-pocket costs to the annual premium (employee contribution) gives the total annual cost estimate. A 'Continue' button is at the bottom right.

Plan	Premium	Out-of-Pocket	Total Annual
GW Health Savings Plan (HSP)	\$601.68	\$4,000	\$4,601.68
GW PPO	\$897.24	\$6,624	\$7,521.24

## 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.

The screenshot shows a side-by-side comparison of two plans: 'GW Health Savings Plan (HSP)' and 'GW PPO'. Both are provided by United Healthcare. The HSP plan has a premium of \$100.28 per month for the employee. The PPO plan has a premium of \$149.54 per month for the employee. Below the comparison, there's a table showing 'Your Estimated Out of Pocket Costs': \$4000.00 per year for the HSP and \$6624.00 per year for the PPO. A 'PRINT' button is located at the top right.

## 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).

The screenshot shows a 'Choose your other benefits' section. It includes four benefit categories: 'Medical', 'Health Savings Account', 'Dental', and 'Vision'. Each category has a 'NO PLAN SELECTED' status and a 'View Plan Options' button. There are also links for 'I don't want this benefit (waive)'. On the right side, there's a 'Your Info' section with a 'Your Benefits' list (1. Enroll, 2. Complete), a 'Your Cost per pay period' of \$14.00, and a 'Continue' button.

## 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.

Please verify that your beneficiary information is complete and accurate before proceeding.

A beneficiary is a person, organization or trust designated to receive the life insurance benefit in the event of the death of the employee.

### Basic Employee Life

Please choose your beneficiaries

#### Primary Beneficiaries (required)

- A primary beneficiary is first in line to receive the life insurance benefit in the event of the death of the employee.
- If no beneficiaries are assigned for life plans, the system will automatically default to pay 100% to your spouse if you have one on file or 100% to your estate if you have no spouse on file.

Name	Percentage	Remove
	<input type="text"/> %	⊗
	<input type="text"/> %	⊗
	<input type="text"/> %	⊗

Total: 0.0000% (must equal 100%)

+ Add Beneficiary

#### Secondary Beneficiaries (optional)

Secondary beneficiaries receive money if your primary beneficiaries are unable to inherit.

+ Add Beneficiary

## 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.

**Review and Confirm**

Please review your benefit selections below. Changing a selection is easy. Simply click "edit selection".

Once you have completed your review, please complete the acknowledgment at the bottom of the page. You can then complete your enrollment by clicking the "Complete Enrollment" button on the right side of the page.

**Faculty, Staff, Postdoc Associates:** Please note your Total Cost (pending approval) represents the amount you will be deducted once your election(s) are approved by the Benefits department or if your pending EOI is approved by Lincoln Financial.

**Retirees, COBRA Participants, LTD Recipients, Postdoc Scholars:**

Please note your Total Cost represents the amount you will be direct billed by bawill once your election(s) are approved by the Benefits department.

**Your Total Cost \$0.00 Per Pay Period**

1 Your Info  
2 Your Benefits  
3 Enroll  
4 Complete

Review and Confirm

Complete 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.

**Your enrollment is complete!**

You may make changes to your elections until **June 21, 2024**

Your Enrollment is complete!

You have successfully confirmed your benefit(s) or information changes. Please be sure to review this confirmation statement carefully and save or print a copy of this confirmation and keep it in your files. Please make a note of your confirmation number at the bottom of this page. You may be required to provide this number should you have questions regarding this enrollment or the benefits you have elected.