



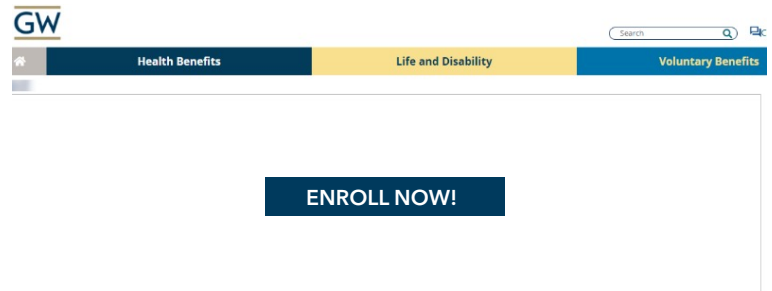
# THE GW BENEFITS Enrollment System

## 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.
- Click the "Enroll Now" button to begin.

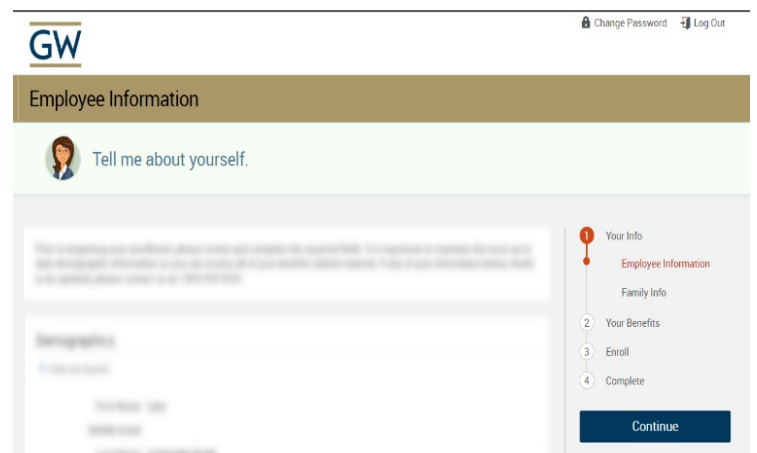


### Verify your personal information

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](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  
Help Exit Enrollment

### Family Information

Tell me about your family.

To review the information of a family member on file, click Edit below their name. To enter your dependents, click on the + Add Dependents box below. Please read [Who I can cover as a dependent](#) to learn more.

Lara Cartwright-Smith  
Justin Stephen  
Hannah L. Stephen  
+ Add Dependents

1 Your Info  
2 Family Info  
3 Your Benefits  
4 Enroll  
5 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.

1 Your Info  
2 Your Benefits  
3 Enroll  
4 Complete

Your Cost per pay period \$14.00

Finished selecting benefits? Click the button below to continue.

Continue

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

## 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.

Back to Benefits Medical

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

Who will be covered by this plan?  
 Lara Cartwright-Smith (Employee)  Justin Stephen (Spouse)  Hannah L. Stephen (Child) [Add Dependents](#)

[View All Plans Side-by-Side](#)

GW Health Savings Plan (HSP) United Healthcare Your Cost per pay period: \$100.28  
United-Healthcare (UnitedHealth Group) HSA  
View plan details [Select](#)

Want to see a cost breakdown of this plan?

GW PPO United Healthcare Your Cost per pay period: \$149.54  
United-Healthcare (UnitedHealth Group)  
View plan details [Select](#)

Want to see a cost breakdown of this plan?

## 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 a medical plan. At the top, there's a navigation bar with 'Back to Plans' and 'Medical'. Below that, there's a search bar for 'Medical Coverage FAQ' and a 'Need more help?' section. The main content area is titled 'Breakdown of Your Needs' and includes three sections: 'Pregnancy' (set to 'No'), 'Specialists Visits' (set to 'Lara Cartwright-Smith'), and 'Chiropractic Services' (set to 'Lara Cartwright-Smith'). There are 'Previous' and 'Estimate My Costs' buttons at the bottom.

## 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' screen. It shows two plans: 'GW Health Savings Plan (HSP) [RECOMMENDED] (LOWEST PREMIUM)' and 'GW PPO'. The HSP has a premium of \$601.68, an out-of-pocket of \$4,000, and a total annual cost of \$4,601.68. The PPO has a premium of \$897.24, an out-of-pocket of \$6,624, and a total annual cost of \$7,521.24. A 'Continue' button is at the bottom right.

## 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. On the left is the 'GW Health Savings Plan (HSP)' with a premium of \$100.28 per month. On the right is the 'GW PPO' with a premium of \$149.54 per month. Below the plans, it shows 'Your Estimated Out-of-Pocket Costs' as \$4,000.00 per year for the HSP and \$6,624.00 per year for the PPO. There are 'Select' buttons for each plan.

## 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 options for 'Medical', 'Health Savings Account', 'Dental', and 'Vision'. Each option has a 'NO PLAN SELECTED' status and a 'View Plan Options' button. The 'Vision' option is marked as 'WAIVED'. On the right, there's a 'Your Info' sidebar showing 'Your Cost per pay period' as \$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="button" value="X"/>
	<input type="text"/> %	<input type="button" value="X"/>
	<input type="text"/> %	<input type="button" value="X"/>

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 ensure you are able to access all important information for enrollment.

GW  
Review and Confirm

Help | Exit Enrollment

**Please Review All of Your Selections**

Once you have completed your review, click the "Complete Enrollment" button at the right side of the page.

Your Total Cost **\$0.00**  
Per Pay Period  
Your total cost (pending approval) **\$114.28**  
Per Pay Period

Medical Your cost per pay period: **\$100.28**

**This benefit election is pending until approved by HR Department**

GW Health Savings Plan (HSP) UnitedHealthcare  
(UnitedHealth Group)  
Coverage: Employee

Cost Details (per pay period)  
Employer Contribution: \$499.55  
Your Cost: \$100.28

1 Your Info  
2 Your Benefits  
3 Enroll  
4 Review and Confirm  
5 Complete

[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.

GW  
Change Password | Log Out

My Benefits | My Profile | Specials | Library | Help

**Your enrollment is complete!**

You may make changes to your elections until July 31, 2022

Please view your confirmation statement and verify that your elections are correct.

Your Confirmation Statement is ready  
Your Confirmation Statement is an overview of your new benefits and costs for your review and records.

[VIEW](#) [EMAIL](#) [PRINT](#)



Benefits