

Helping You Make Your Decisions

In order to make the right benefit decisions for you and your family members, you need to be prepared. Here's a step-by-step list of actions you should take during the new hire enrollment period

Enrollment Checklist

- ⇒ **Step 1:** Review your current benefits and coverage levels using our GW Benefits Enrollment system at go.gwu.edu/enroll4benefits
- ⇒ **Step 2:** Read this Benefits Guide and view the [new hire orientation](#) to understand your benefits for 2022. Please visit hr.gwu.edu/postdoc_benefits for additional information
- ⇒ **Step 3:** Collect all necessary documentation (such as Social Security numbers) for eligible dependents that you wish to add to coverage. See page 6 for details on what documentation you need to submit.
- ⇒ **Step 4:** Log in to the GW Benefits Enrollment System go.gwu.edu/enroll4benefits within 30 calendar days of your hire date to make your elections.
- ⇒ **Step 5:** Update beneficiary information for your life insurance plans.
- ⇒ **Step 6:** If adding a dependent to coverage, submit your dependent documentation to GW Benefits within 30 calendar days of your hire date. **Please note:** Dependent coverage is pending until documentation is received and verified. You may submit documentation by email, fax, or mail:

Mail: GW Benefits 45155 Research Place, Suite 160 Ashburn, VA 20147

Phone: (571) 553-8382

Fax: (571) 553-8385

E-mail: benefits@gwu.edu

REMEMBER You have 30 calendar days from your date of hire (or Qualified life event) to make your elections online and submit your dependent documentation.