

Completing Evidence of Insurability (EOI) LTD Buy-up

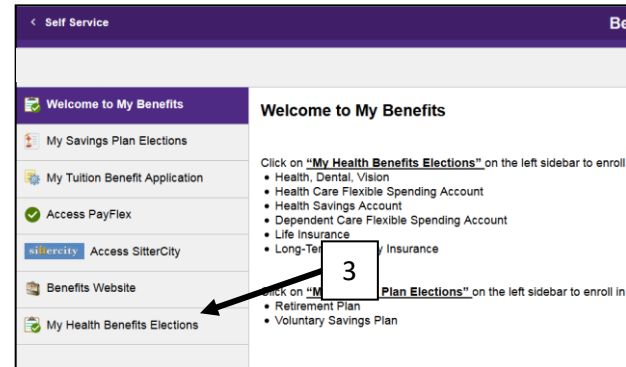
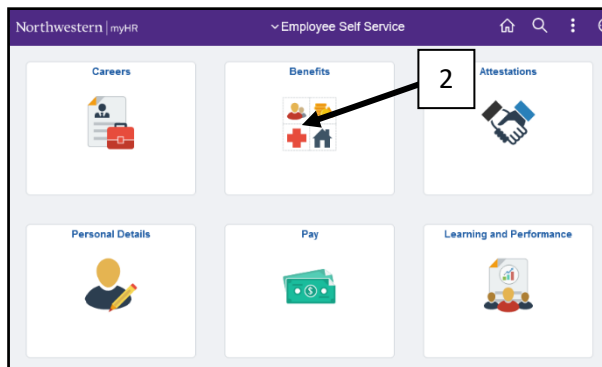
Individuals may change their LTD election during Open Enrollment or within 31 days of a qualifying change in family or employment status; evidence of good health is required to increase the benefit amount.

Follow the steps below to complete Evidence of Insurability (EOI).

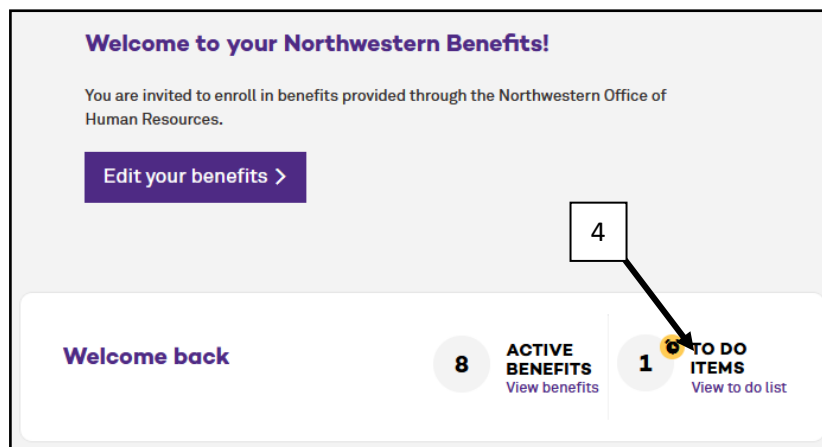
Accessing Benefits Enrollment Portal

NOTE: Do not use the back button in your browser. It is best to use the previous button within the platform.

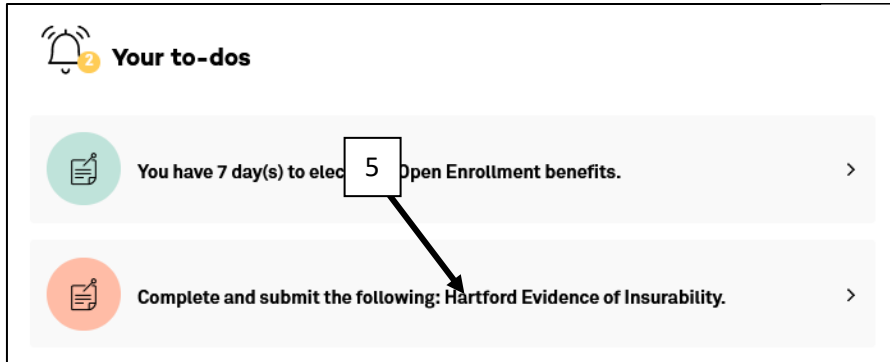
1. Login to myHR at <http://www.northwestern.edu/myhr/>.
2. Select the **Benefits** tile in myHR Self Service.
3. Select **My Health Benefits Elections** from the left-hand menu. If nothing happens, ensure you have [disabled your pop-up blocker](#).



4. Select **To Do Items** from the left of the page.

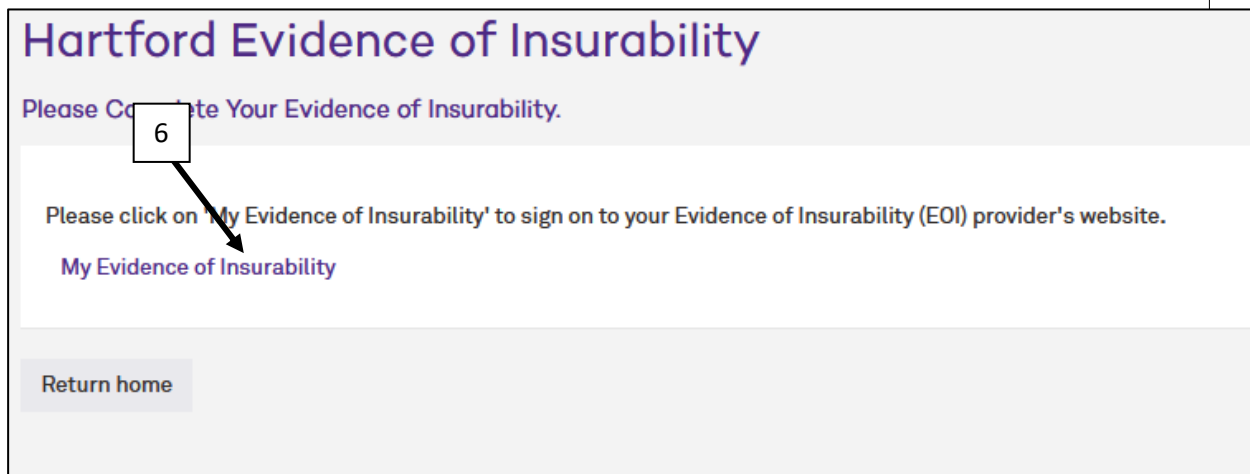


5. In the pop-up box, select **Complete and submit the following: Hartford Evidence of Insurability.**



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6. Select **My Evidence of Insurability.**



7. You will be redirected to The Hartford's website. Follow the steps.

