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 <u>disabled your pop-up</u> <u>blocker</u>.



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

Welcome to your Northw	vestern Benefits!
You are invited to enroll in benefits pro Human Resources.	ovided through the Northwestern Office of
Edit your benefits >	4
Welcome back	8 ACTIVE BENEFITS View benefits View to do list

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



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

6. Select My Evidence of Insurability.

Hartford Evidence of Insurability	
Please Canada te Your Evidence of Insurability.	
Please click on My Evidence of Insurability' to sign on to your Evidence of Insurability (EOI) provider's website. My Evidence of Insurability	
Return home	

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

