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).

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.**

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

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