GBS Northwestern Visiting Scholars Portal

USER MANUAL

Portal Website

HTTPS://CLIENTS.GARNETT-POWERS.COM/NUVSDEPT
Registration and Login

To begin utilizing the portal, you will first need to **register**.

1. Click the 'Register' option from the homepage.
2. Complete the required fields.
3. Once complete, you will receive an email to confirm your account. Click the link in that email to activate your account.
After registering, you will need to log in to access the enrollment and waiver forms.

1. Click the ‘Login’ option from the homepage.
2. Enter your credentials to log in.
To enroll a scholar, click on the ‘Enrollment’ button

This prompt will appear:

- Please note: This prompt refers to GBS portal enrollment only. Even if this is a university reappointment, if this is the first enrollment form submitted for this scholar in this new portal, you would select ‘No.’
If you click ‘Yes,’ you can search an existing enrollment (originally submitted in the GBS portal) by date of birth:

If you click ‘No,’ you will be directed to complete a new enrollment form:
You may pay by credit card or ChartString:

Payment
Payment Method *
Chart String
Choose...
Chart String
Credit Card or ACH

DeptID *

If you are entering a project code, you must also enter...

You may add dependents by clicking this button:

Dependents
No Dependents have been added. Click button below to add a dependent.

Application Consent
You may choose whether a dependent will be enrolled or not:

To submit the application, check the 'Application Consent' box, click 'Enroll.'

Ensure all enrollee information is correct, and then click ‘Submit.’
After submitting the enrollment form, you will receive a confirmation email:

If paying by credit card, you will also receive an email with an invoice:
To waive a scholar from coverage, click the ‘Waivers’ button.
This prompt will appear:

Please note: This prompt refers to GBS portal waivers only. Even if this is a university reappointment, **if this is the first waiver submitted for this scholar in this new portal, you would select ‘No.’**

If you click ‘Yes,’ you can search an existing waiver (originally submitted in the GBS portal) by date of birth:
If you click ‘No,’ you will be prompted to choose and complete either an international or domestic waiver form:

Waiving:
International Scholars
There are 4 Waiver Options available:

- **Waiver option A** is for scholars that are eligible for health benefits as postdocs or University staff and will be enrolling in those benefits during their new hire open enrollment period.

- **Domestic** waiver forms, and **international waiver forms with options B, C, and D** will require you to upload proof of enrollment and a detailed summary of the plan benefits.

Depending on the Waiver Option selected, you will either be prompted to **upload documents** or **submit** the waiver request at that point:
The ‘Upload Documents’ option will direct you to a new page where you can select documents to upload:

- You may select one or multiple documents

- After you submit the form, you will receive a confirmation email.
- You will also receive an email once the waiver is approved.
Waiving: Domestic Scholars

The process for completing a domestic waiver form is identical to that of the international waiver form.

- Please note: Domestic waiver forms are used for scholars with U.S. citizenship or permanent residency, and this is reflected in the options listed for the citizenship status field.
Complete the form and proceed to upload documents:

Waiver Consent

- By checking this box, you agree that your department is sponsoring this Visiting Scholar.
- By checking this box, you agree that your department is hiring this individual as a Northwestern University employee.

The ‘Upload Documents’ option will direct you to a new page where you can select documents to upload:

- You may select one or multiple documents.
After you submit the form, you will receive a confirmation email.
You will also receive an email once the waiver is approved.