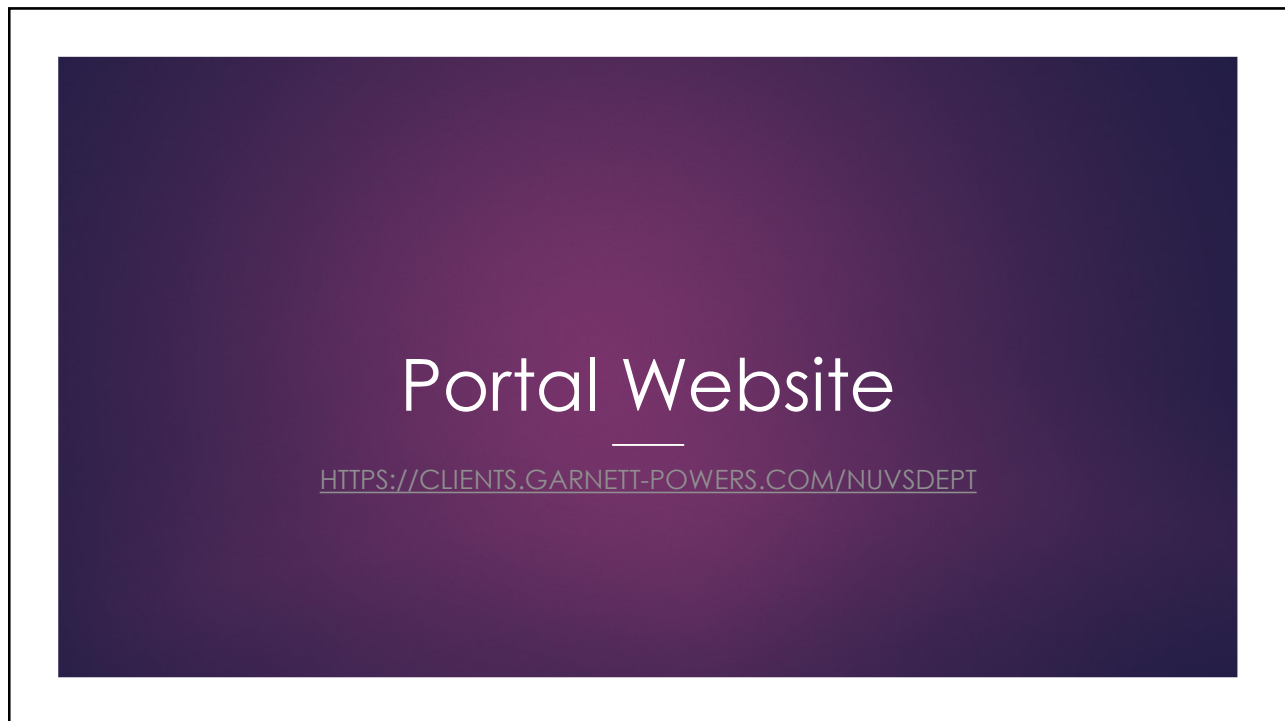


1



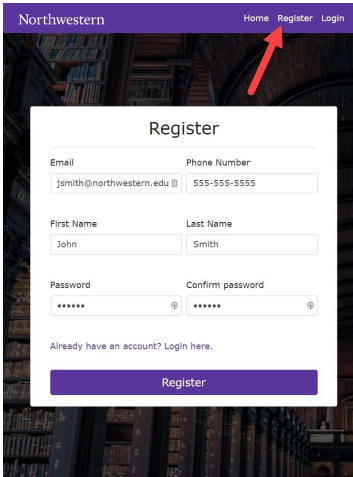
2

Registration and Login

3

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

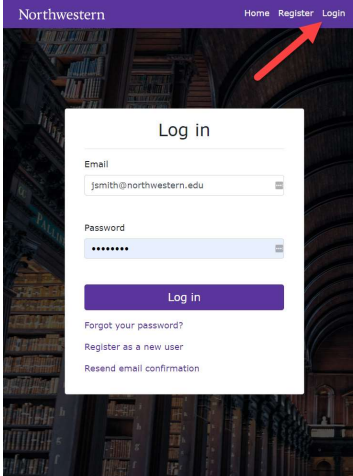
1. Click the 'Register' option from the [homepage](#).
2. Complete the required fields.
3. Once complete, you will receive an email to confirm your account. Click the link in that email to activate your account.



4

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.



Northwestern Home Register Login

Log in

Email
jsmith@northwestern.edu

Password

Log in

[Forgot your password?](#)

[Register as a new user](#)

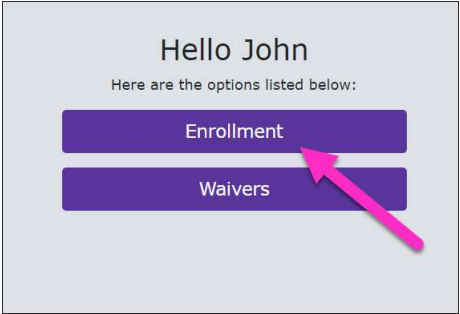
[Resend email confirmation](#)

5

Enrollment

6

To enroll a scholar, click on the 'Enrollment' button

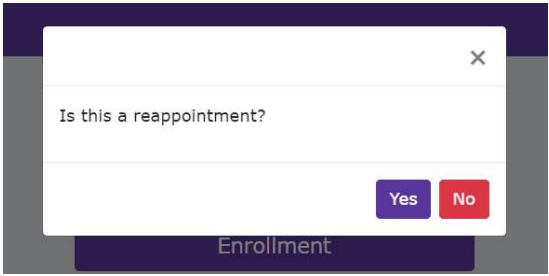


The screenshot shows a light gray rectangular box. At the top, it says "Hello John" in bold. Below that, it says "Here are the options listed below:". There are two purple buttons stacked vertically. The top button is labeled "Enrollment" and the bottom button is labeled "Waivers". A pink arrow points from the right side towards the "Enrollment" button.

7

This prompt will appear:

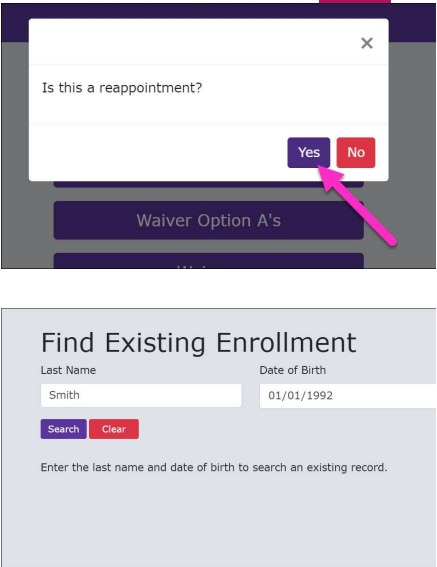
▶ Please note: This prompt refers to GBS portal enrollment only. Even if this is a university reappointment, ***if this is the first enrollment form submitted for this scholar in this new portal, you would select 'No.'***



The screenshot shows a modal dialog box with a white background and a dark blue border. At the top right is a close button (X). The main text asks "Is this a reappointment?". At the bottom right are two buttons: a blue "Yes" button and a red "No" button. Below the dialog, the word "Enrollment" is visible in a light gray font.

8

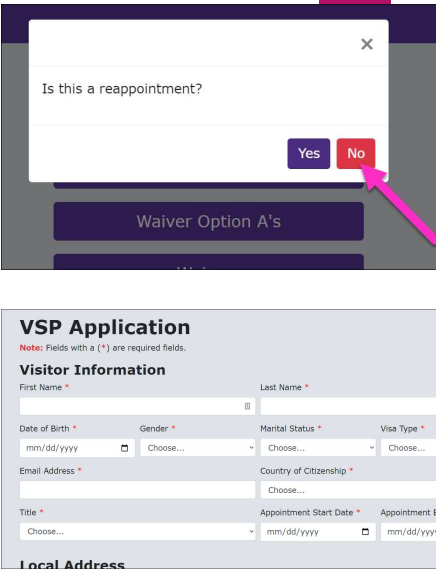
If you click 'Yes,' you can search an existing enrollment (originally submitted in the GBS portal) by date of birth:



The screenshot shows a modal window titled "Is this a reappointment?" with "Yes" and "No" buttons. A pink arrow points to the "Yes" button. Below the modal is a "Waiver Option A's" button. The main form below is titled "Find Existing Enrollment" and contains fields for "Last Name" (Smith) and "Date of Birth" (01/01/1992), with "Search" and "Clear" buttons. A note below the form reads: "Enter the last name and date of birth to search an existing record."

9

If you click 'No,' you will be directed to complete a new enrollment form:



The screenshot shows the same modal window as above, but with a pink arrow pointing to the "No" button. Below the modal is a "Waiver Option A's" button. The main form below is titled "VSP Application" and includes a note: "Note: Fields with a (*) are required fields." The "Visitor Information" section contains fields for "First Name", "Last Name", "Date of Birth", "Gender", "Marital Status", "Visa Type", "Email Address", and "Country of Citizenship". The "Appointment Start Date" and "Appointment End Date" fields are also present. The "Local Address" section is partially visible at the bottom.

10

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

11

You may add dependents by clicking this button:

Dependents

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

-

+

Application Consent

12

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

Dependents

Dependent 1

Relation * First Name * Last Name *



Spouse/Dome Jane Smith

Date of Birth * Gender *

11/14/1993 Female

Coverage Start Date * Coverage End Date * Enrolled? *

01/01/2022 03/01/2022 Yes

13

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

Ensure all enrollee information is correct, and then click 'Submit.'

Application Consent

By checking this box, you agree that your department is sponsoring this Visiting Scholar. *

[Back](#) [Enroll](#)

Submission Confirmation

Are you sure you want to submit your enrollment?
Please ensure all enrollee information is correct.

[Close](#) [Submit](#)

14

After submitting the enrollment form, you will receive a confirmation email:

The Visiting Scholar Plan for Aaron Test has been approved by Gallagher Benefit Services. Coverage is for 153 days, beginning 11/30/2022 and ending on 5/1/2023.

The enrollment will be sent to the carrier daily, during business hours. The carrier takes approximately 3 business days to complete the processing. About 48 hours after processing, ID cards will be generated and sent to the insured individual.

Enrollment Summary:

Last Name: Test
First Name: Aaron
Date of Birth: 1/1/1988
Start Date: 11/30/2022
End Date: 5/1/2023
Family Coverage: Yes

Dependents


Dependent Name	DOB	Relationship	Start Date	Stop Date	Enrolled?
Tina Test	1/1/1994	Spouse/Domestic Partner	1/2/2023	5/1/2023	Yes
Johnny Test	1/3/2019	Child	11/30/2022	5/1/2023	No

Gallagher Benefit Services

Visit Gallagher's [Pandemic Preparedness](#) page for information to prepare your business and your employees for pandemic outbreaks, including COVID-19.

15

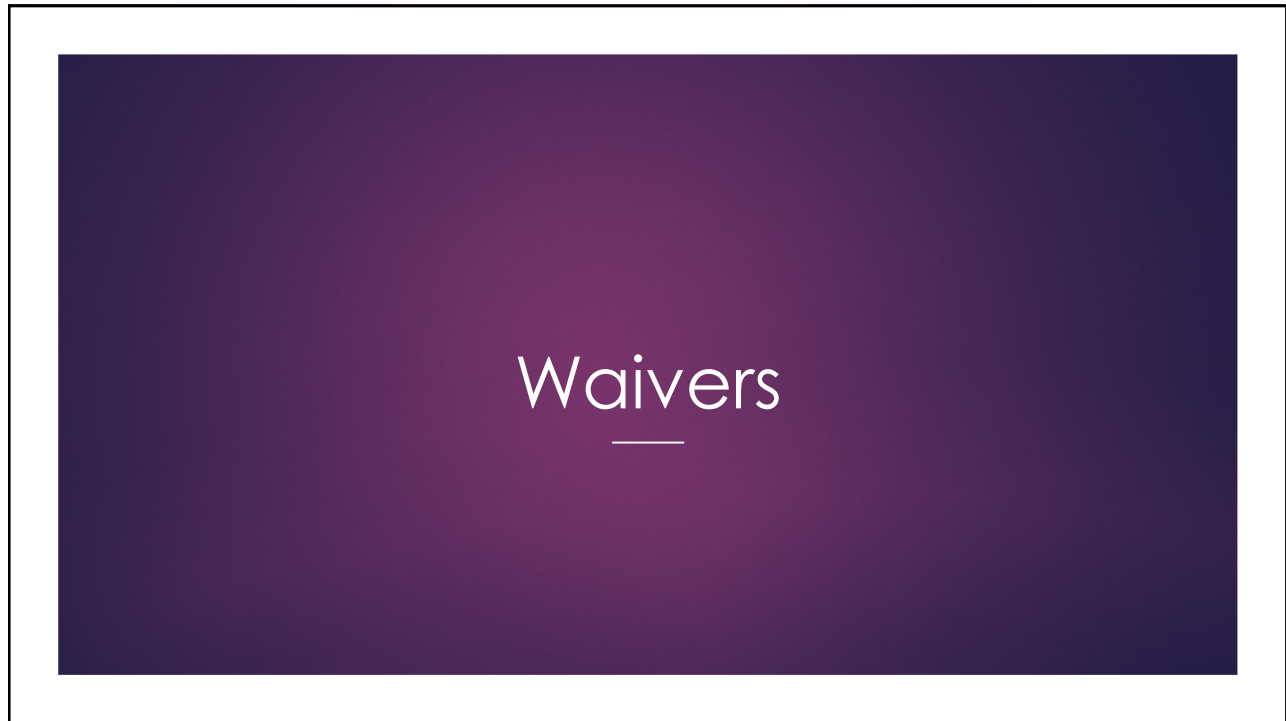
If paying by credit card, you will also receive an email with an invoice:



Gallagher Benefit Services sent you an invoice (00227044) for **\$2,997.18** that's due on **November 13, 2022**.

View Invoice

16



17

To waive a scholar from coverage, click the 'Waivers' button

Hello John

Here are the options listed below:

- Enrollment
- Waivers

18

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.'**

A screenshot of a dialog box titled "Enrollment" with a close button (X) in the top right corner. The main text asks "Is this a reappointment?". At the bottom right, there are two buttons: a purple "Yes" button and a red "No" button.

19

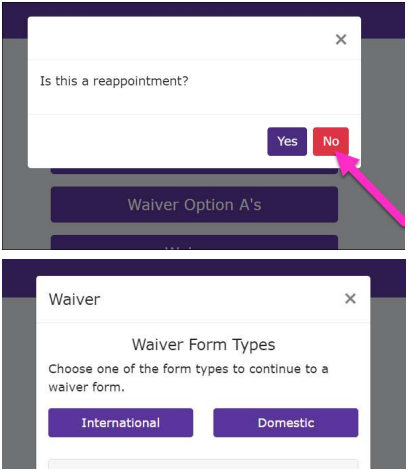
If you click 'Yes,' you can search an existing waiver (originally submitted in the GBS portal) by date of birth:

A screenshot of the "Is this a reappointment?" dialog box. A pink arrow points to the purple "Yes" button. Below the dialog box, the text "Waiver Option A's" is visible.

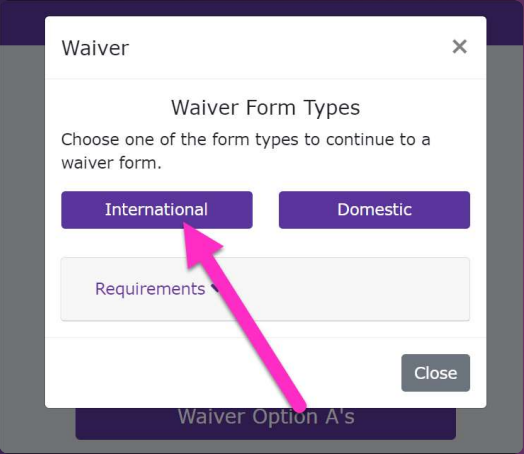
A screenshot of a search form titled "Find Existing Waiver". It has two input fields: "Last Name" with the value "Smith" and "Date of Birth" with the value "03/02/1982". There are "Search" and "Clear" buttons. Below the form, it says "Enter the last name and date of birth to search an existing record."

20

If you click 'No,' you will be prompted to choose and complete either an international or domestic waiver form:



21



Waiving: International Scholars

22

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.

Waiver Options

Waiver Options * Is this a Postdoctoral Title?

A. Scholar will start on the first of the month and enrol

Choose

A. Scholar will start on the first of the month and enroll in an employee health plan without a delay in coverage in the

B. This is an extension. Scholar has insurance through an employee health plan and will maintain this coverage.

C. Scholar will supply outside or non-university insurance until employee benefits take effect.

D. Insurance will be supplied by the scholar for the entire length of stay.

Appointment Information

23

Depending on the Waiver Option selected, you will either be prompted to **upload documents** or **submit** the waiver request at that point:

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. *

Back Submit Waiver

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. *

Back Upload Documents

24

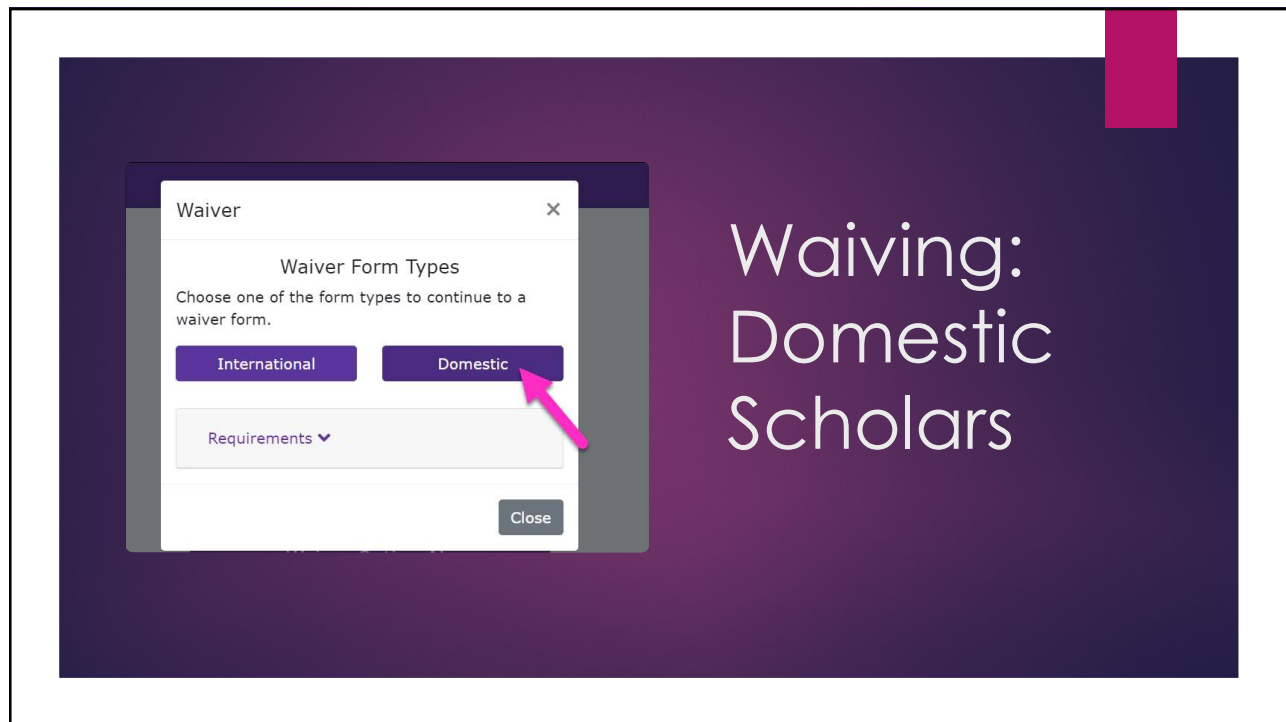
The 'Upload Documents' option will direct you to a new page where you can select documents to upload:

- ▶ You may select one or multiple documents

25

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

26



27

The process for the 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.

Domestic Waiver

Note: Fields with a (*) are required fields.

Citizenship Information

Citizenship Status *

US Citizen
Choose...
US Citizen
US Permanent Resident

First Name *

28

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. *

29



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

Documents

Please upload documents as PDF or Image files that show the effective dates of plan coverage for all visitors and their dependents.

Choose Files

Name	Date
 Coverage01.pdf	11/4/
 Coverage02.pdf	11/19

30

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

Documents

Please upload documents as PDF or image file **visitors and their dependents.**

2 files

John Smith,

You have submitted a request for a waiver for the Visiting Scholar, Darryl Johnson. You will be receiving another email when Gallagher Benefit Services has approved this waiver.

Please allow 2-3 days for your request to be processed.

If you have any question, please contact Diane Sims at 1-888-441-3719 or send an email to UniversityServices.GBS.NUVSBP@ajg.com.

Gallagher Benefit Services
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www.ajg.com
Gallagher Benefit Services, Inc.