

Employee Instructions for Completing Your Benefit Enrollment Online

INFORMATION TO HAVE WITH YOU BEFORE YOU BEGIN THE ENROLLMENT PROCESS

- The name of the insurance company and the policy number if you have insurance with another company
- If you will be covering your spouse or dependent(s), have their date of birth and Social Security number
- If you or any of your dependents are covered by Medicare, have your Medicare coverage information available

1. Your Record is Created by Your Health Benefits Representative

Your Health Benefits Representative will create a personal record for you in the online system. Once this has been completed, you can begin the online benefit enrollment process on your **actual hire date**.

Note: You must enroll yourself and any eligible dependents within 30 days from your date of hire..

2. Navigate to the State Health Plan Website

Please visit www.shpnc.org to access eEnroll.

Note: If you are part of one of the groups below, please click the appropriate link on the login page. If not, please login using your Plan's Enroll System username and password to the right on the login page.

- BEACON
- State Retirement System (ORBIT)
- UNC Chapel Hill
- UNC Asheville
- NC State University

3. Log In as First-Time User

Select **First-time User**.

- Fill in your personal information as prompted on the login page.
- Create your user name and password that must meet the criteria outlined on the page.

Note: If you forget your user name and/or password, you can select **Forgot Your Username or Forgot Password** to verify your identify and reset your login information.

4. Enroll in Benefits

On the **Home** page, select **Enroll Now**.

- On the **Get Started** page, select **Continue**.
- You will be prompted to **Review Your Information**.

Please verify the information on the page for accuracy. Click the **Change** link to the right if updates are needed, otherwise click the **Save and Continue** button to proceed.

Note: Some fields may not be editable. If there is a discrepancy in your personal information, please see your Health Benefits Representative. You are able to update or

add an additional email address. Select **Save and Continue**.

- On the **Enroll in Your Benefits** page, select **Make Changes** to review and make changes to your benefits.
- On the **Step 1 Choose Who You Want to Cover page**, add the information for any dependents you wish to cover, and then select **Continue** to Step 2. Next. If you do not have any dependents, simply select **Continue** to Step 2.
- On the **Step 2 Wellness Premium Credits** page, enter the applicable information.

Note: If you are completing the wellness activities, you will be directed to a different site to complete your Primary Care Provider selection and NC HealthSmart Assessment. Please be sure to return to the eEnroll system to complete your enrollment then select **Continue to Plans**.

- On **Step 3 Select an Option**, choose the plan option you wish to enroll in or choose no coverage, select **Save and Continue**.
- Continue entering applicable information and click **Save and Continue** until you arrive at the **Step 4 Confirm** page. Please review your elections and select **Complete Enrollment** at the bottom of the screen.

5. Congratulations! Your Enrollment Steps are Complete.

Be sure to write down your confirmation number and select **Print this Page** to print a copy of your elections.

If you added dependents, you must verify the eligibility of your covered dependent by the deadline or coverage for your uncertified dependent(s) may be terminated. Please select the **How to Verify** link on this page and follow the instructions provided.

6. Select Log Off at the Top of the Page to Log Out of the System or Select Exit Enrollment at the Bottom of the Page to Return to the Home Screen.

Questions?

Eligibility and Enrollment Support Center
(Eligibility, Enrollment, Login, and Site Navigation)
855-859-0966

Blue Cross and Blue Shield of NC
(Benefits and Claims)
888-234-2416