North Carolina
State Health Plan
FOR TEACHERS AND STATE EMPLOYEES
A Division of the Department of State Treasurer

Dale T. Folwell, CPA
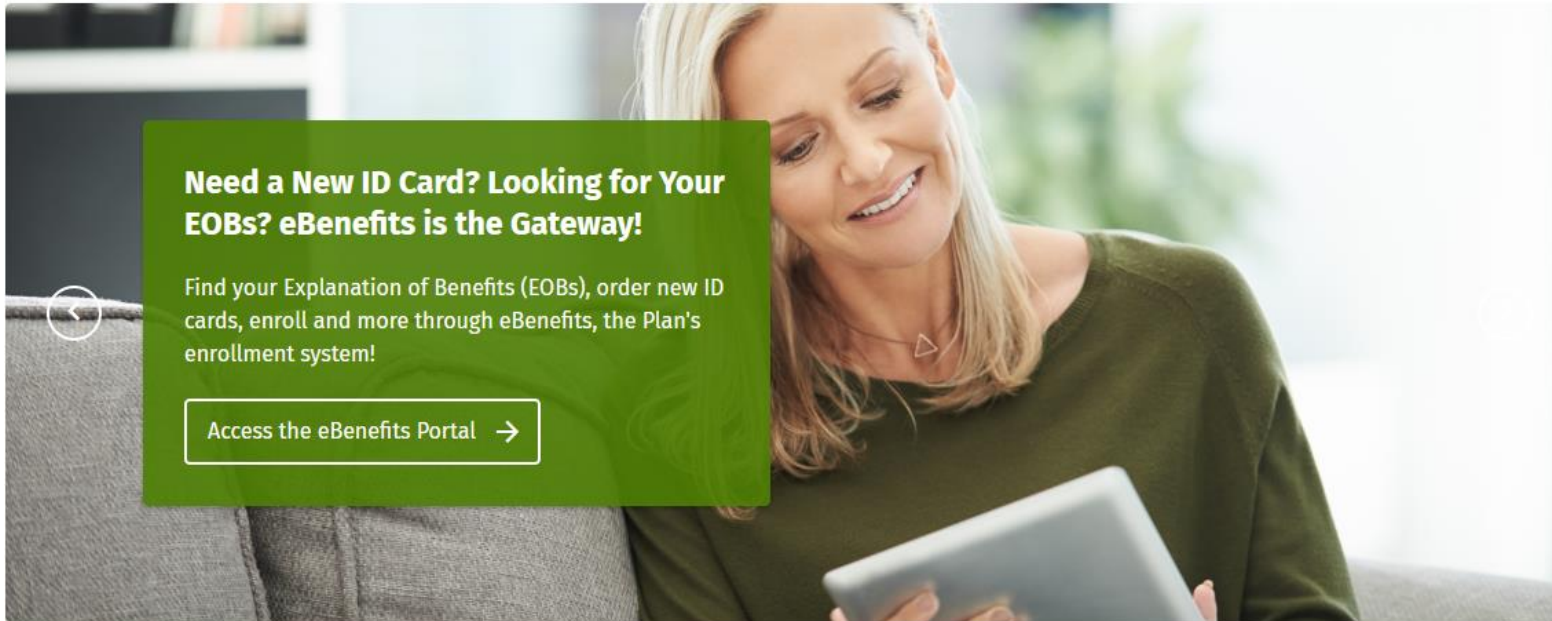STATE TREASURER OF NORTH CAROLINA
DALE R. FOLWELL, CPA

Step-by-Step Enrollment Instructions for New Employees

State Health Plan Website

- Once your Health Benefits Representative has created a personal record for you in the eBenefits system, go to the State Health Plan's website at **www.shpnc.org** and click eBenefits located at the top center on the home screen.
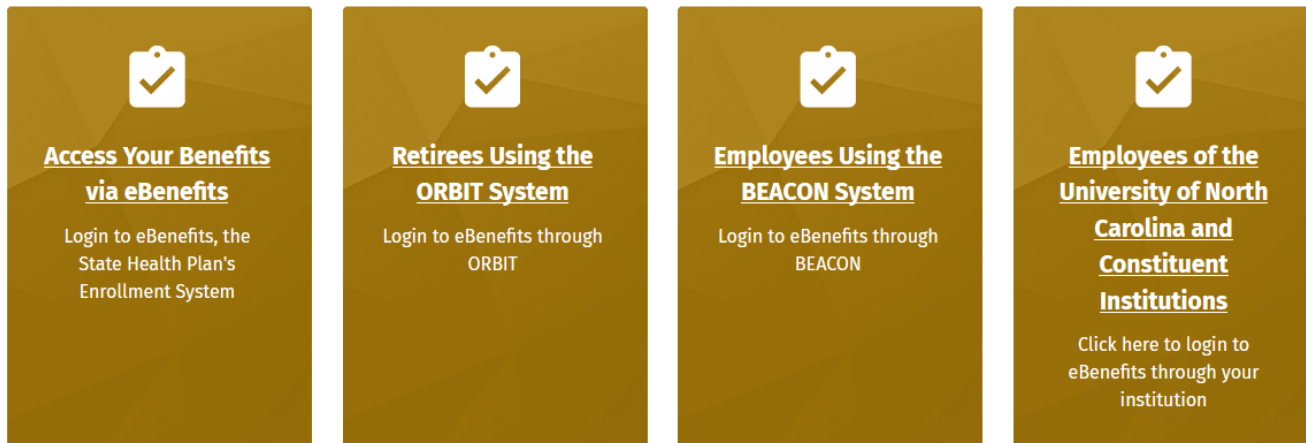
- eBenefits is the Plan's online enrollment system and the gateway to all of your benefit information.

- Once you are logged into eBenefits, you will have access to several resources without having to remember various passwords:

  - Blue Connect: your portal for order new ID cards, reviewing your Explanation of Benefits, reviewing where you are in meeting your deductible and other benefit resources

  - CVS Caremark: your pharmacy portal, where you can review your prescription history and other benefits

Logging into eBenefits

- If you are employed by any of the organizations in the gold boxes, click one to enroll. If not, click Access your Benefits via eBenefits (the first gold box).

- Enter your Username and Password. Login ID: Your first name, the first initial of your last name and the last 4 digits of your Social Security number. Initial Password: Your Social Security number without spaces or dashes.

- Example for employee John Doe with SSN 111-22-3333: Login ID is JohnD3333 and Password is 111223333. If you have transferred from another agency and already had an account in eBenefits, please check with your HBR to verify your login information.

Access Your Benefits via eBenefits

Login to eBenefits, the State Health Plan's Enrollment System

Retirees Using the ORBIT System

Login to eBenefits through ORBIT

Employees Using the BEACON System

Login to eBenefits through BEACON

Employees of the University of North Carolina and Constituent Institutions

Click here to login to eBenefits through your institution

North Carolina **State Health Plan** FOR TEACHERS AND STATE EMPLOYEES
A Division of the Department of State Treasurer

STATE TREASURER OF NORTH CAROLINA
DALE R. FOLWELL, CPA

A Division of the Department of State Treasurer

Changing Your Password

- You will be prompted to change your password as soon as you log in.
- After you select **Save**, you will also be asked to select your secret questions and answers.
- Select **Save** again and **Next**.

Getting Started

- When you have arrived at the Member Home Page at login, you will be able to get started on your enrollment. Just follow the prompts in this slide and the ones that follow.

Adding Dependents

- You will be asked if you want to list any dependents. Either select ADD DEPENDENT and follow the instructions on the screen to add a dependent or **Next** if no dependent.

Profile	Shop for benefits	Confirm & Finish

Before you enroll in benefits

Do you need to add any dependents to your profile?

Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

Add Dependent

Next   Previous

Click Next

Begin Enrollment

Shop for benefits

Confirm & Finish

Current Benefits

You have incomplete benefits. Please check the steps below to make sure you have completed all the steps in the enrollment process.

Your benefits

1. Choose your Medical coverage

[Begin enrollment] [Decline coverage]

Click Begin Enrollment

A Division of the Department of State Treasurer

Select Your Plan

Select desired **plan**.

Tobacco Attestation Premium Credit

Click **Tobacco User Attestation** and select the appropriate answer. Then click **Next**.

PCP Selection

Select PCP if desired and click Next.

Additional Insurance

Additional Insurance

Currently, do any of the persons covered for this benefit including yourself have other health insurance?

○ Yes
○ No

Please Note:
It is very important to enter your and/or your covered dependents' insurance policies. By providing this information, you will ensure that the claims for you and your covered dependents will be processed timely and accurately.

Additional insurance information should NOT be supplied on non-medical policies such as Dental, Vision, Life, Cancer or Medicaid. You do not need to provide information on policies you have previously had with other State Health Plan agencies. Additional insurance information is used to coordinate benefits if you or your dependents have other medical coverage in addition to the State Health Plan, which will continue after you are enrolled in the State Health Plan.

[Next] [Previous] [Cancel]

Select **Yes and enter other insurance if applicable** and click **Next**.

North Carolina
State Health Plan
FOR TEACHERS AND STATE EMPLOYEES
A Division of the Department of State Treasurer

Dale T. Folwell, CPA
STATE TREASURER OF NORTH CAROLINA
DALE R. FOLWELL, CPA

A Division of the Department of State Treasurer

Select Start Date

Start date example. Your individual start date will be different.

Select desired date and click Next.

Medical Summary Page

Click **Edit** to modify tobacco survey answer if you need to.

Click **Edit** to update additional insurance if you need to.

Click **Edit** to add a Primary Care Provider if you need to.

Click Save

Other options to edit Premium Credit, Additional Insurance and Primary Care Provider (PCP) will follow. Remember, if you enroll in the 80/20 or 70/30 Plan and visit your PCP, you can receive a copay reduction.

A Division of the Department of State Treasurer

Review Elections and Select Save!

Your benefits

➕ **1. Your Medical coverage**

Visit the Plan's website at www.shpnc.org for more information about your plan options!

80/20 PPO Plan   **$50.00**
                                                                                                                      per month

Offered By:	Blue Cross and Blue Shield of North Carolina
Effective Date:	01/01/2019
Persons Covered:	

[Edit coverage]   Show Plan Details ⌄   Decline

[**Complete Enrollment**] [Cancel]

Click "Complete Enrollment" to complete enrollment process

👆 **The choices you pick
Will NOT stick
Unless you SAVE them
With a CLICK!**

Confirmation Page

Confirmation statement example.

Questions?

ELIGIBILITY AND ENROLLMENT (Support Center for Members)
  855-859-0966

CVS CAREMARK (PHARMACY BENEFITS)
  888-321-3124

BLUE CROSS AND BLUE SHIELD OF NC (BENEFITS & CLAIMS)
  888-234-2416

North Carolina
State Health Plan
FOR TEACHERS AND STATE EMPLOYEES
A Division of the Department of State Treasurer

STATE TREASURER OF NORTH CAROLINA
DALE R. FOLWELL, CPA

www.shpnc.org

www.nctreasurer.com