

## Benefits Employee Self Service (ESS) Enrollment

### Items Needed Before Enrolling

- Dependents/beneficiary information including date of birth, address, and Social Security Number.
- Name and address of your physician(s). Required for Evidence of Insurability (EOI). EOI may be required for the NC Flex Cancer and Life Insurance Plans. EOI is the record of a person's past and current health events and is used to verify if a person meets the definition of good health by the insurance company.

**Important: You have 30 days from your Hire Date or your Qualifying Event Date to enroll or make changes to your benefits.**

**1** Visit the BEACON portal at:  
<https://mybeacon.nc.gov>

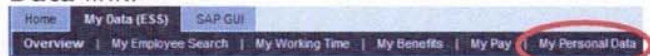
To login, use your NCID and password  
➤ You will receive your NCID from your agency.

If you need assistance contact your agency NCID administrator or to reset your NCID password, visit <https://ncid.nc.gov>.

**2** For help, go to  
<http://help.mybeacon.nc.gov/beaconhelp>  
and download the Benefits Enrollment Job Aid guide for assistance.

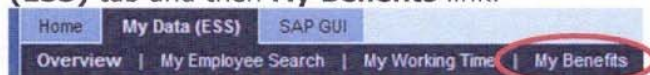
The step-by-step guide will walk you through the process in more detail.

**3** To add dependents, select the **My Data (ESS)** tab and then the **My Personal Data** link.



**Note:** Dependents must be added first before selecting benefits.

**4** To start enrollment, select **My Data (ESS)** tab and then **My Benefits** link.



**5** Under the **Adjustment Reason Enrollments** heading, one of the following links may be available:  
[New Hire](#), [NC Flex Annl](#), [Hlth Ins Annl Enroll](#), [Marriage](#), [Divorce](#), [Health Ins for Baby](#), [Add Foster/Step Child](#), [Newly Eligible](#), [Enroll Family](#), [Drop Family](#), [FSA Dep Changes](#),

**5** (Continued)

My Benefits



**My Benefits**

Adjustment Reason Enrollments

[New Hire](#)

Adjust your benefit selections during the period: 11/19/2007 - 12/19/2007

Click on the link available for you to start your enrollment.

When you experience a **life-changing event**, such as marriage, divorce, birth of a child, or a spouse's job changes, you must notify your Agency HR representative with proof of the event. The Agency HR Representative will activate the link in ESS so you can make your necessary benefit changes.

**Note:** You are not automatically enrolled in a medical plan; you must select a plan during the enrollment process.

**6** A list of your eligible State-wide benefits plans will display. To view additional benefit plan information, click on [Show GeneralLinksView](#) link.

Use the [Add Plan](#) [Edit Plan](#) [Remove Plan](#) button to make your benefits selection(s).

**Note:** Your selections are not saved until you click the [Save](#) button and have received the confirmation statement stating: **Your plan selections have been saved.** If necessary, use the benefits enrollment guide from Step 2 to assist your enrollment.

**7** Complete any forms that may be needed to finish your enrollment. Forms are available on the **My Benefits** page under the **My State Health Plan** heading or from your Agency Human Resource Department.

**My State Health Plan**

State Health Plan Forms - Submit to BEST Shared Services

### BEST SHARED SERVICES CONTACT INFORMATION

Phone: Raleigh Area: 919.707.0707; Statewide: 866-NCBEST4U (866-622-3784); Fax: 919.855.6861  
E-mail: [BEST@ncosc.net](mailto:BEST@ncosc.net); Hours of Operation: 7 a.m. - 7 p.m., Monday - Friday  
Postal Mail: 1425 Mail Service Center, Raleigh, NC 27699-1425