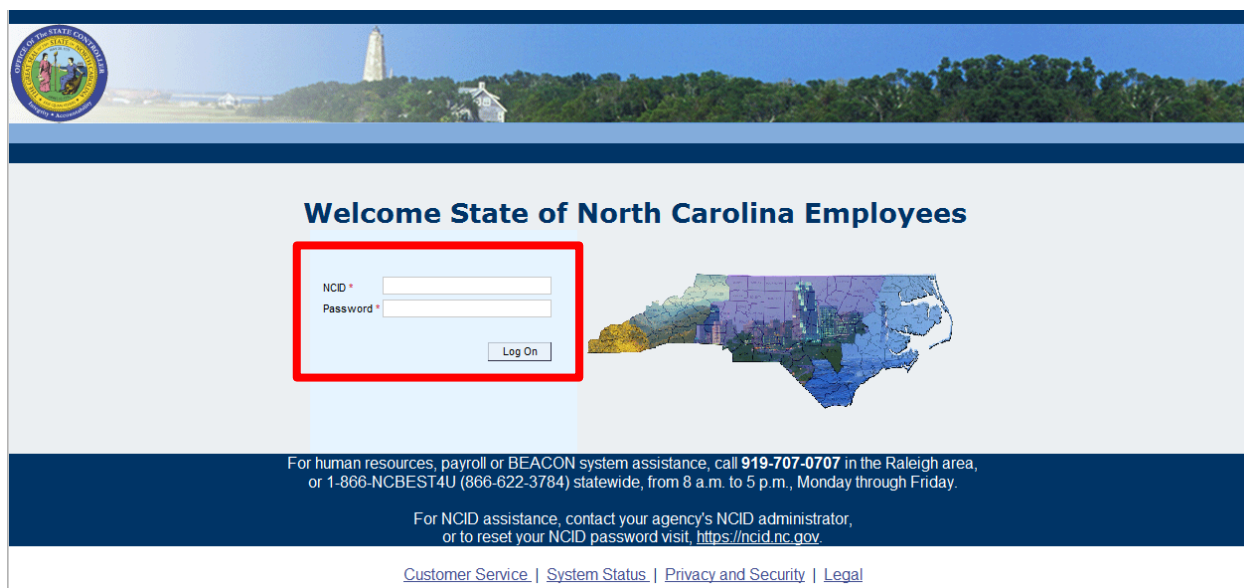


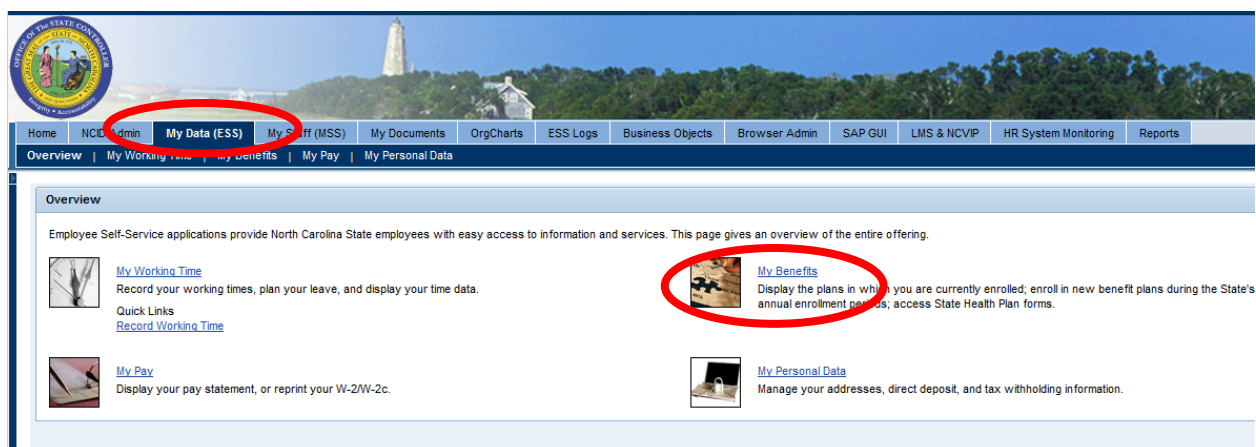
## Logging into eEnroll

BEACON employees will still access the Benefitfocus enrollment system through the BEACON portal using their NCID & password:



The image shows the BEACON portal login page. At the top left is the BEACON logo. The header features a scenic image of the North Carolina State Capitol building. Below the header, the text "Welcome State of North Carolina Employees" is displayed. A red rectangular box highlights the login fields: "NCID \*" and "Password \*", each with a corresponding text input field, and a "Log On" button below them. To the right of the login fields is a map of North Carolina. Below the map, contact information for human resources, payroll, and BEACON system assistance is provided, along with a link for NCID assistance: <https://ncid.nc.gov>. At the bottom, there are links for "Customer Service", "System Status", "Privacy and Security", and "Legal".

Select **My Data (ESS)** -> **My Benefits**:




The image shows the BEACON portal navigation and overview page. The top navigation bar includes links for "Home", "NCID Admin", "My Data (ESS)", "My Staff (MSS)", "My Documents", "OrgCharts", "ESS Logs", "Business Objects", "Browser Admin", "SAP GUI", "LMS & NCVIP", "HR System Monitoring", and "Reports". The "My Data (ESS)" link is circled in red. Below the navigation bar, the "Overview" section is displayed. It contains a description of Employee Self-Service applications and a list of quick links. The "My Benefits" link is circled in red. Other links include "My Working Time", "Record Working Time", "My Pay", and "My Personal Data".

## Logging into eEnroll

Select **NC State Health Plan** link:

**My Benefits**



**My Benefits**  
[NC State Health Plan](#)


Select the link above to access the State's eEnroll system. Once there, click "Enroll Now." Beacon employees will need to register in eEnroll as a first time user.

To make changes to your NCFlex benefits, please open a ticket with BEST Shared Services (or see your agency HBR for assistance). The number to BEST Shared Services Center is 1-919-707-0707 or 1-866-622-3784.

If you have trouble logging in to eEnroll, please call the Eligibility and Enrollment Support Center at 1-855-859-0966.

If you need an ID card, or are being told by a provider, or pharmacy that your coverage is not active, please call 1-855-859-0966 for immediate assistance.

This logs into the State Health Plan website. Select **Enroll Now**.




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






Like Us on Facebook | Stay Connected | Contact Us | 855-859-0966

Search this site...


About the State Health Plan | Plans for Active Employees | Plans for Retirees | Health and Wellness NC HealthSmart | Health Benefit Representatives

Annual Enrollment is just around the corner!  
Learn more about changes and your options for 2016.  
[See What's New](#)



 [Enroll Now](#) |  [Find a Doctor](#) |  [My Personal Health Portal](#) |  [Rate Calculator](#) |  [Member Login](#)

Select **Login to e-Enroll** to access the Benefitfocus eEnroll system:



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

Like Us on Facebook | Stay Connected | Contact Us | 855-859-0966

Search this site...

About the State Health Plan | Plans for Active Employees | Plans for Retirees | Health and Wellness NC HealthSmart | Health Benefit Representatives

Home > **Enroll Now**

[Enroll Now](#)  
[Member Login](#)  
[My Personal Health Portal](#)  
[Rate Calculator](#)  
[Find a Doctor](#)  
[Contact Us](#)


**State Health Plan for Teachers and State Employees**  
**Enroll Now**

To enroll or make changes to your State Health Plan benefits, members will use the eEnroll system.  
If you have NCFlex benefits, you will use the eEnroll system to make any changes to those benefits as well.

[Login to e-Enroll](#)

**For retirees using the ORBIT system**  
[Login to e-Enroll through ORBIT](#)

Please note: The ORBIT website will be unavailable from 4:00 p.m. on Friday, September 11 through Sunday, September 13 for routine maintenance. Members will be able to access ORBIT again at 8:00 a.m. on Monday, September 14. We apologize for any inconvenience this may cause.



## Logging into eEnroll

Select **BEACON**:

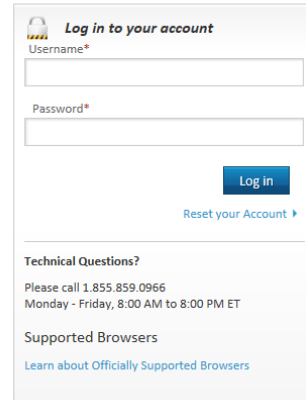


Welcome to the North Carolina State Health Plan's eEnroll system!

If you are part of one of the groups below, please click the appropriate link.  
If not, please login using your eEnroll username and password to the right.

State Retirement System (ORBIT)  
UNC Chapel Hill and UNC General Admission  
UNC Asheville  
**eEnroll University**  
**BEACON (Click here if your agency uses BEACON)**  
Northeast Academy  
Kipp Durham  
Excelsior Classical Academy  
Pioneer Springs Community School  
Veritas Community School  
Town of Matthews

eEnroll is used to enroll in your State Health Plan and NCFlex benefits.



**Log in to your account**

Username\*

Password\*

**Log in**

[Reset your Account](#)

**Technical Questions?**

Please call 1.855.859.0966  
Monday - Friday, 8:00 AM to 8:00 PM ET

**Supported Browsers**

[Learn about Officially Supported Browsers](#)

Upon accessing the eEnroll system, employees will need to register as a first time user, by creating a username and password. Select **Create an Account**:

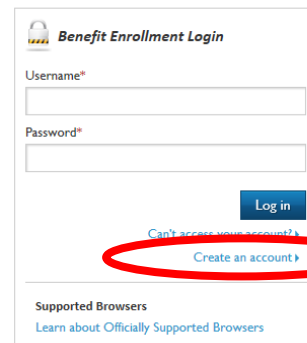


### Welcome!

For your benefits the first time as well as make any changes thereafter. Now, instead of calling Customer Service, you can access your benefit information from the comfort of your own home any time of the day or night. With eEnroll, your benefit information is at your fingertips.

**Need help using the application?**

Call toll free: 855-859-0966  
Monday through Friday, 8:00 a.m. to 5:00 p.m. ET



**Benefit Enrollment Login**

Username\*

Password\*

**Log in**

[Can't access your account?](#)

**Create an account**

**Supported Browsers**

[Learn about Officially Supported Browsers](#)

## Logging into eEnroll

Enter **Last Name, Date of Birth, & last 4 digits of SSN**. Then click in the box to indicate **'I'm not a robot'** and click **Next**:

Create your account

Provide your identifying information

Last Name \*

Date of Birth \* (mm/dd/yyyy)

Last four digits of Social Security Number \*

Security check

☐ I'm not a robot

Next Cancel

Employees will be directed to **Create a username & Password & click Save**:

Register Your Account

Create your New Account by Providing the Information Requested Below

Name

Date of Birth

Zip Code

Social Security Number

Email Address

Mobile Number

\* Username

\* Create Password

\* Confirm Password

\* Secret Question 1

\* Secret Answer 1

\* Secret Question 2

\* Secret Answer 2

\* Secret Question 3

\* Secret Answer 3

Username:

- Username must be between 6 and 50 alphanumeric characters

Password:

- Must contain at least one number
- Must contain at least one upper case and one lower case letter
- Cannot contain more than two of the same characters consecutively
- Cannot be the same as the Username or SSN

Cancel Save

## Logging into eEnroll

Click the box for Statement of Understanding & click Next:



### Statement of Understanding and Authorization

The Statement of Understanding and Authorization provided below only applies to the North Carolina State Health Plan for Teachers and State Employees (Plan). Important Legal Notices appear at the end of this Statement.

#### STATEMENT OF UNDERSTANDING AND AUTHORIZATION

I understand the benefits for which I (we) will be eligible are those described in the Plan's Benefit Booklet(s) and changes provided for therein. I certify that all statements made herein and on all sections of this application are complete and true to the best of my knowledge. I understand that the Plan may void or terminate this coverage or deny claims for coverage if incorrect information has been given on this application. If fraudulent misstatements were made, the Plan may take legal action at any time with regard to your health plan coverage.

#### IMPORTANT LEGAL NOTICES

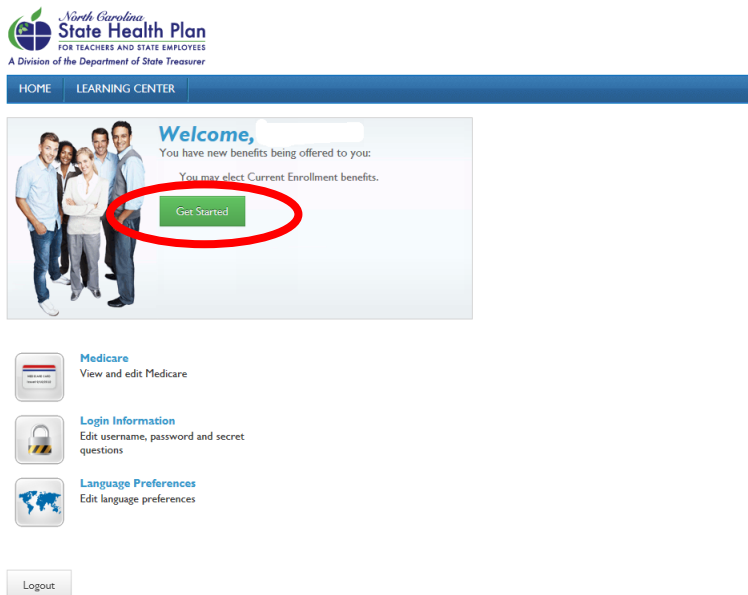
**Important Notice of Special Enrollment** If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance (including Medicaid or Children's Health Insurance Program (CHIP) or group health plan coverage, you may be able to enroll yourself and the dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing towards your or your dependents' other coverage). However, you must request enrollment within 30 days after you or your dependents' other coverage ends (other than Medicaid or CHIP) or if the employer stops contributing towards your or your dependents' other coverage and within 60 days after the loss of Medicaid or CHIP eligibility. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption or foster care, except when adding a dependent child will not change your coverage type or premiums that are owed. For questions or to obtain more information, contact a Customer Service representative at: 855-859-0966.

☐ By checking the box, I certify that I agree to the above Statement of Understanding and Authorization and have read the Legal Notices.

Next

## Logging into eEnroll

Select **Get Started**.



This will take the employee into the Benefitfocus system to add dependents into the system, view benefit plans and/or create a Qualifying Life Event.

### IMPORTANT REMINDERS:

- **ONLY** the health plan will show in the Benefitfocus system.
- **Current 2015 NC Flex enrollments will NOT initially be listed in the Benefitfocus system, but can be verified from the BEACON/SAP system.**
- **NC Flex plans will show as “Section Incomplete”. Employees should NOT attempt to enroll in the Flex plans. Employees can contact their Agency HBR to verify their enrollments through BEACON. For any discrepancies, employees should have their Agency HBR submit a ticket to BEST for correction.**
- **New Hires will not be able to access the system until the BEACON personnel action has been processed in BEACON/SAP by the Agency AND the employee demographic data has been manually entered into the Benefitfocus system by BEST. This will include any employees hired or processed during the blackout period. Additionally, there may be a delay in demographic data being transferred back into the Benefitfocus system due to the manual data entry process.**
- Employees that have trouble logging in can contact the Eligibility and Enrollment Support Center at 1-855-859-0966.

## Logging into eEnroll

### Adding Dependents:

- Once logged into the Benefitfocus system, employees will have the option to add dependents into the system by clicking the 'Add Dependents' icon.
- By clicking 'Next', the employee can forward through to view the health plan.



1 Profile — 2 Shop for benefits — 3 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](#)

© 2015 Benefitfocus.com Inc., All Rights Reserved  
[Ask a Question](#) | [Terms of Use](#) | [Privacy Statement](#)

Questions? Please call 855-859-0966  
Monday through Friday, 8:00 a.m. to 5:00 p.m. ET

When adding dependent data, employees will be required to complete all fields with an asterisk (\*) & click 'Save'.

[Logout](#)

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

1 Profile — 2 Shop for benefits — 3 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**

First Name \*  Middle Name  Last Name \*

Suffix  Preferred Name

Date of Birth \*

Gender \*  
☐ Male ☐ Female

Race (Optional)  Booklet language

SSN

Relationship \*

Email

**Address**  
☒ Use Subscriber Address

[Save](#) [Save & Add Another](#) [Cancel](#)

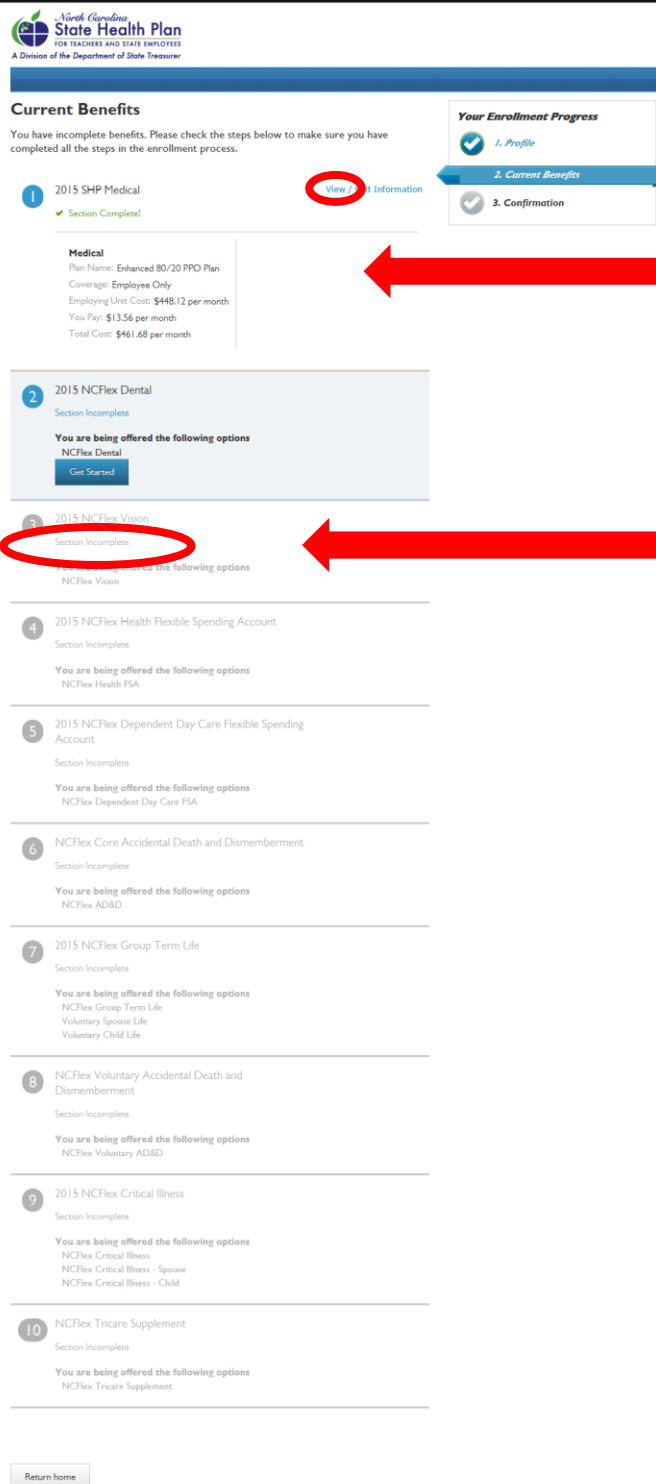
© 2015 Benefitfocus.com Inc., All Rights Reserved  
[Ask a Question](#) | [Terms of Use](#) | [Privacy Statement](#)

Questions? Please call 855-859-0966  
Monday through Friday, 8:00 a.m. to 5:00 p.m. ET



## Logging into eEnroll

### Viewing Benefit Plans:



The screenshot shows the 'Viewing Benefit Plans' page. At the top, there's a 'Logout' link. Below the header, the 'Current Benefits' section states: 'You have incomplete benefits. Please check the steps below to make sure you have completed all the steps in the enrollment process.' A 'view / edit information' link is circled in red. To the right, the 'Your Enrollment Progress' bar shows three steps: 1. Profile (completed), 2. Current Benefits (active), and 3. Confirmation (pending). Below this, a list of benefit plans is shown, each with a status and a 'Get Started' button. The first plan, '2015 SHP Medical', is marked 'Section Complete!'. The subsequent plans (2-10) are marked 'Section Incomplete'. A red arrow points from the 'view / edit information' link to the first plan. Another red arrow points from the '2015 NC Flex Vision' plan (which is circled in red) to the right. At the bottom, there is a 'Return home' button.

Only the Health Plan will show in the benefits screens. **Select View** to review your plan and any wellness credits. PCP selections can be revised by selecting the View option and **selecting Edit** in the next screen:

Primary Care Provider:  
[Edit](#)

Current 2015 NC Flex enrollments will NOT initially be listed in the Benefitfocus system, but will show as "Section Incomplete".

**Employees should NOT attempt to enroll in the Flex plans.** Employees can contact their Agency HBR to verify their enrollments through BEACON.

**NOTE: Since NC Flex plans are not listed, employees will NOT be able to complete Step 3. Confirmation:**



### 3. Confirmation

This will NOT affect the health plan that is listed.

**For any plan discrepancies,** employees should have their Agency HBR submit a ticket to BEST for correction.



## Logging into eEnroll

### **Assistance:**

- **Employees that have trouble logging in can contact the Eligibility and Enrollment Support Center at 1-855-859-0966.**
- **New Hires** will not be able to access the system until the BEACON personnel action has been processed in BEACON/SAP by the Agency AND the employee demographic data has been manually entered into the Benefitfocus system by BEST. This may result in a delay in new hires being able to access and enroll in the system.
- **Enrollment Discrepancies:**
  - Only health insurance enrollments will show in the Benefitfocus system.
  - Current 2015 NC Flex enrollment data will NOT initially be listed in the Benefitfocus system. Current NC Flex enrollment data can be verified in the BEACON/SAP system by the Agency HBR or by printing a Benefits Confirmation statement.
  - BEST will be running reports to compare and verify enrollment data between systems.
  - There will be a transition adjustment period from Sept. 15-Oct 14 for employees to verify and confirm enrollment data.
  - For any enrollment plan discrepancies (State Health Plan or NC Flex Plans), employees should contact their Agency HBR and have the HBR submit a ticket to BEST Shared Services. BEST will research, review and notify the Agency HBR of any updates or revisions that can be made.
  - PCP Selection: If an employee's or dependent's PCP is incorrect or not showing, the employee will need to reselect the PCPs in the Benefitfocus system. Most employees added after 6/1/15 will need to reselect the PCP; this is to ensure the employee receives the copay credit. It should not affect the yearly wellness credit.