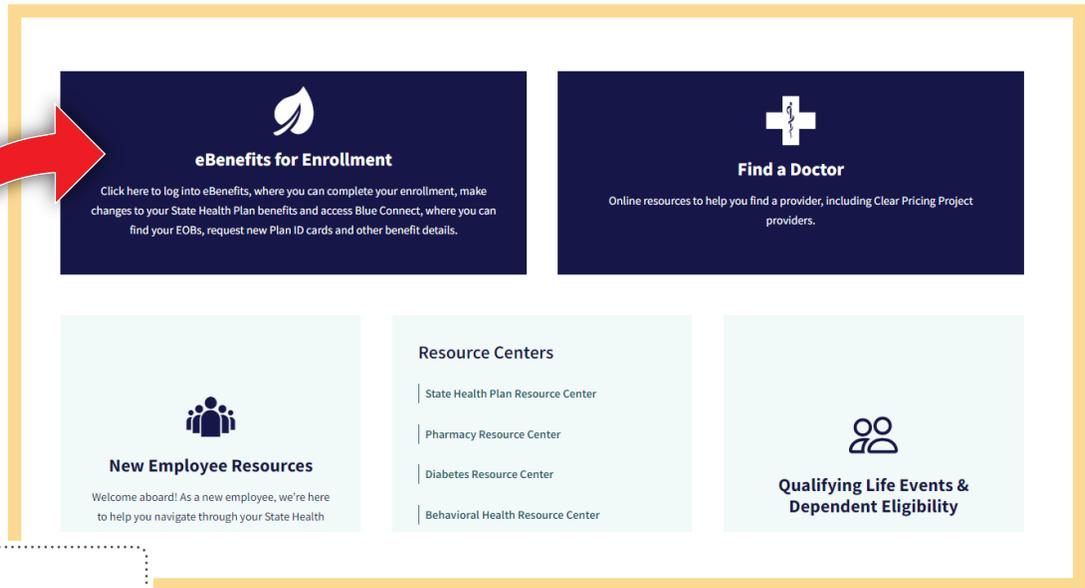


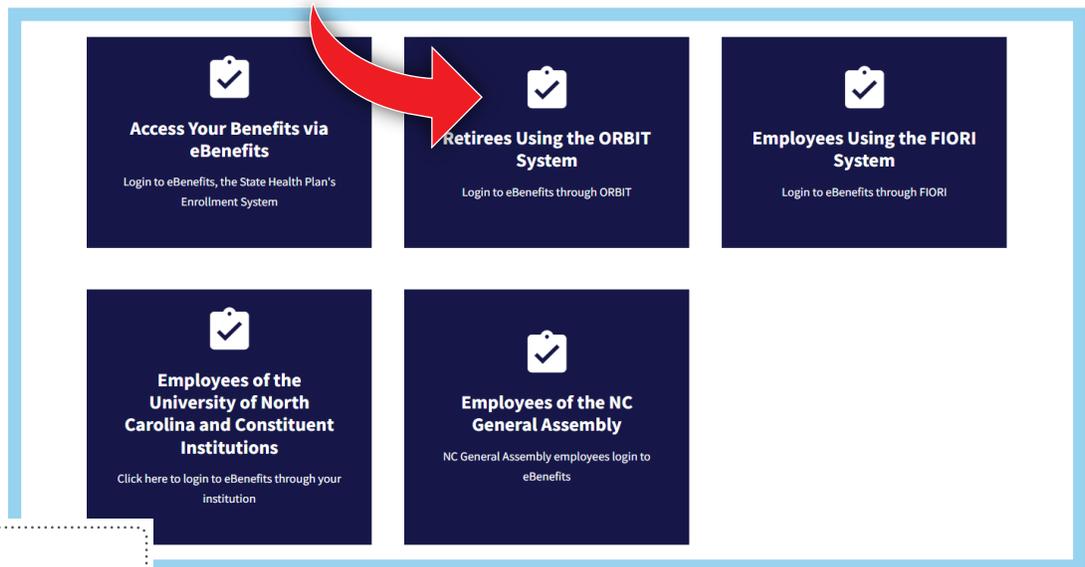
How to Complete 2025 Open Enrollment Online (Non-Medicare Retirees)



1

GO TO
www.SHPNC.org
CLICK ON eBenefits

Go to the State Health Plan's website **www.SHPNC.org** and click eBenefits.



2

SELECT
Retirees Using the
ORBIT System

3

ENTER Username and Password
CLICK Log in

Enter your ORBIT Username and Password, then click Log in.



If you can't remember your username and password, follow the steps to reset your username or password.

4

SELECT State Health Plan eBenefits

Once logged in to your ORBIT account, select the State Health Plan eBenefits menu item on the left side of the screen or in the green box.

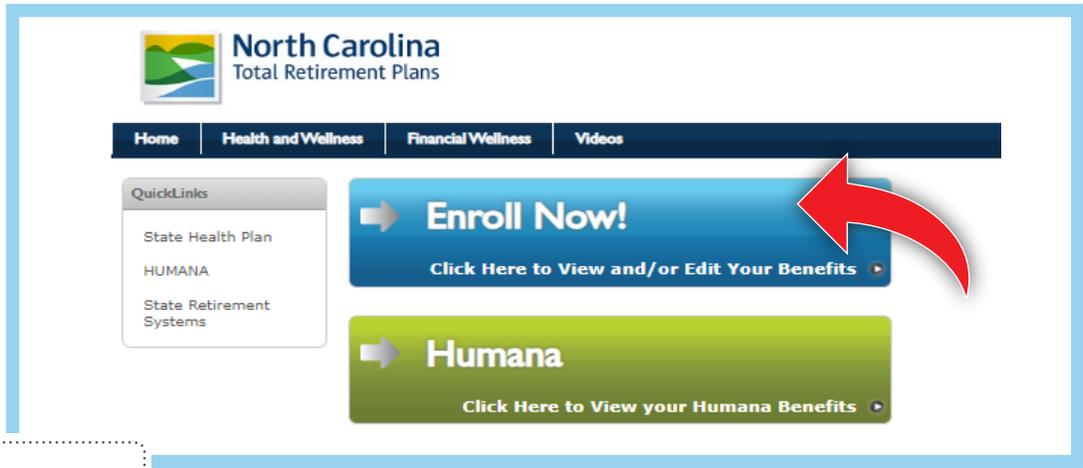
5

AGREE TO Terms and Conditions

You will be asked to agree to the Terms and Conditions. Please be sure to turn off your pop-up blocker or accept pop-ups from this website. You will not be able to continue until this has been completed.

6

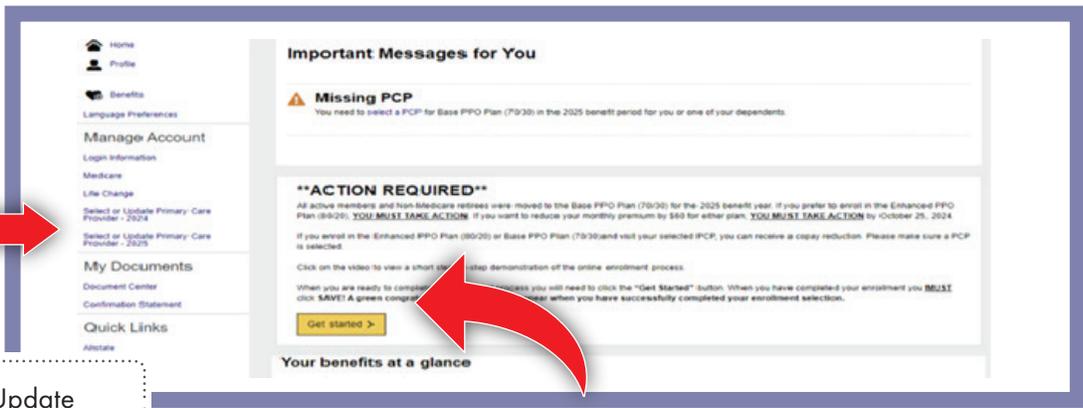
SELECT
Enroll Now



Select Enroll Now to begin the enrollment process.

7

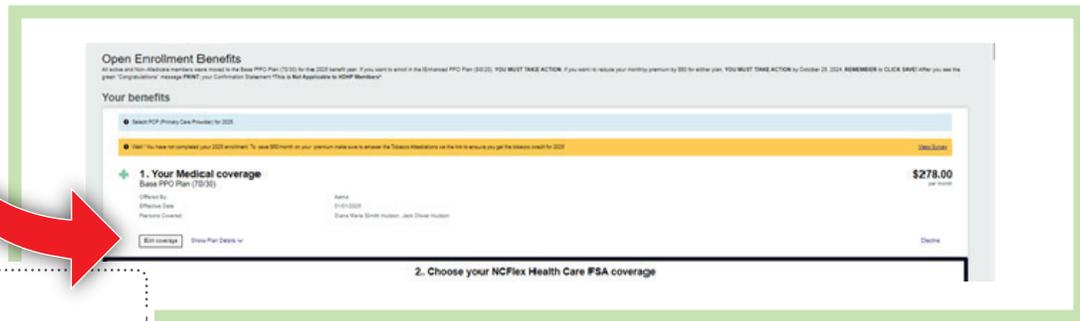
SELECT Update
Primary Care Provider
CLICK Get Started



Under "Manage Account" select or update your Primary Care Provider. Click Get Started.

8

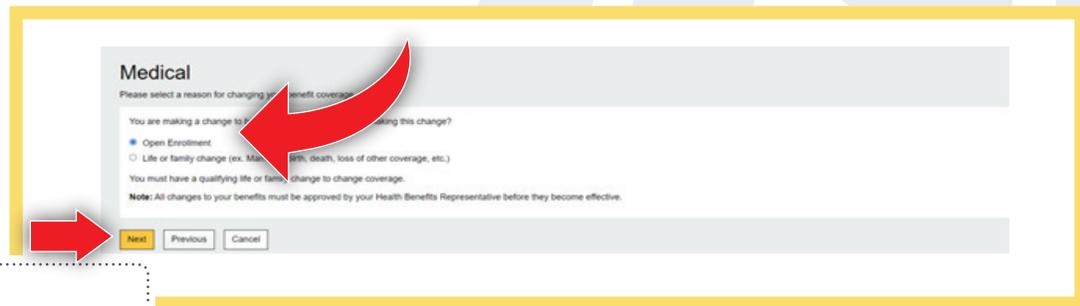
CLICK
Edit Coverage



2. Choose your NCFlex Health Care FSA coverage

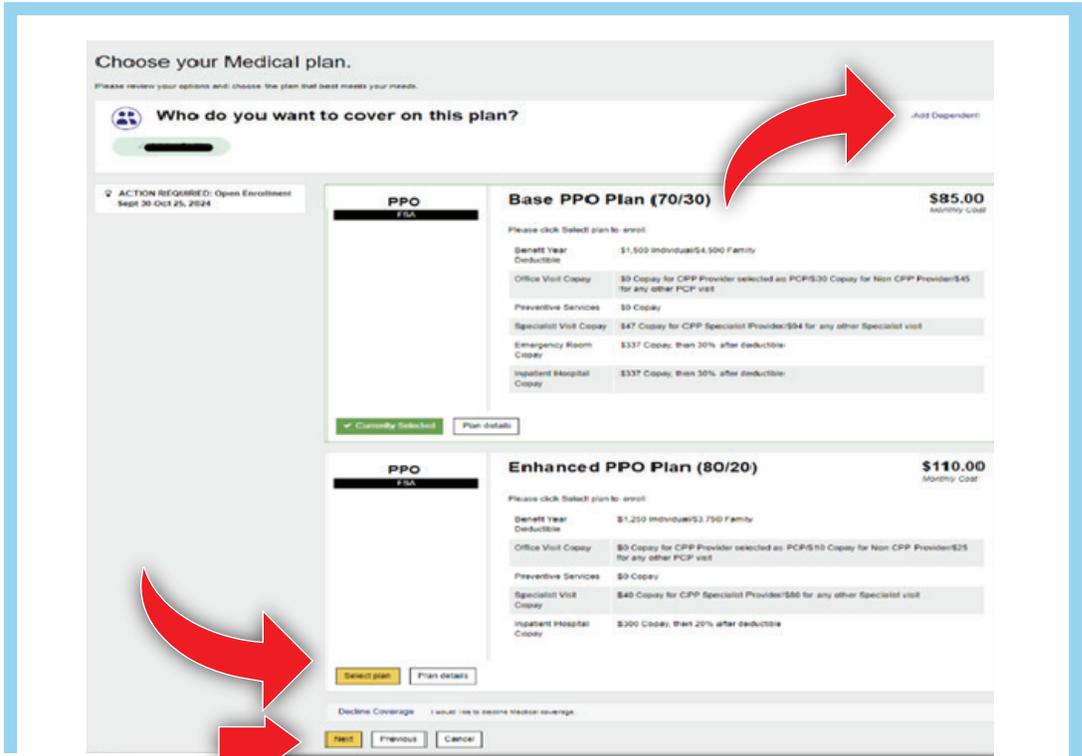
9

SELECT
Open Enrollment
CLICK Next



Note: All changes to your benefits must be approved by your Health Benefits Representative before they become effective.

10

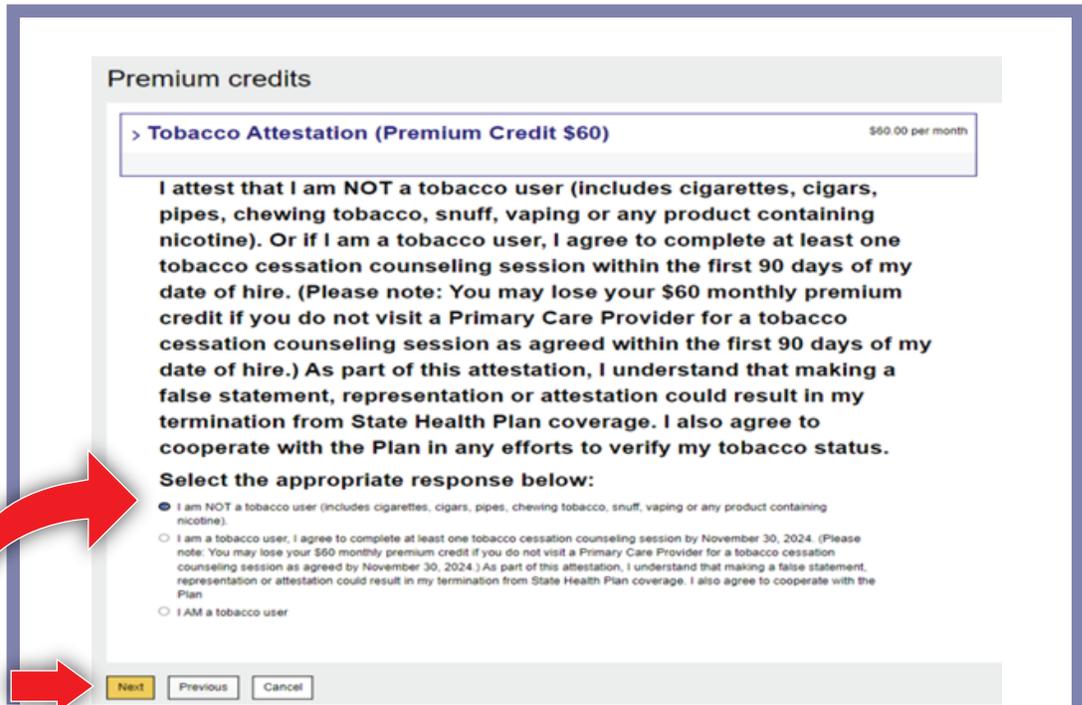


SELECT Plan Option
 ADD Dependent(s)
 (if applicable)
 CLICK Next

Choose a plan option and click Select Plan. If you need to add a dependent(s), click Add Dependent, follow the instructions.

All Non-Medicare members have been moved to the Base PPO Plan (70/30). If you want to select the Enhanced PPO Plan (80/20), scroll down and click Select Plan.

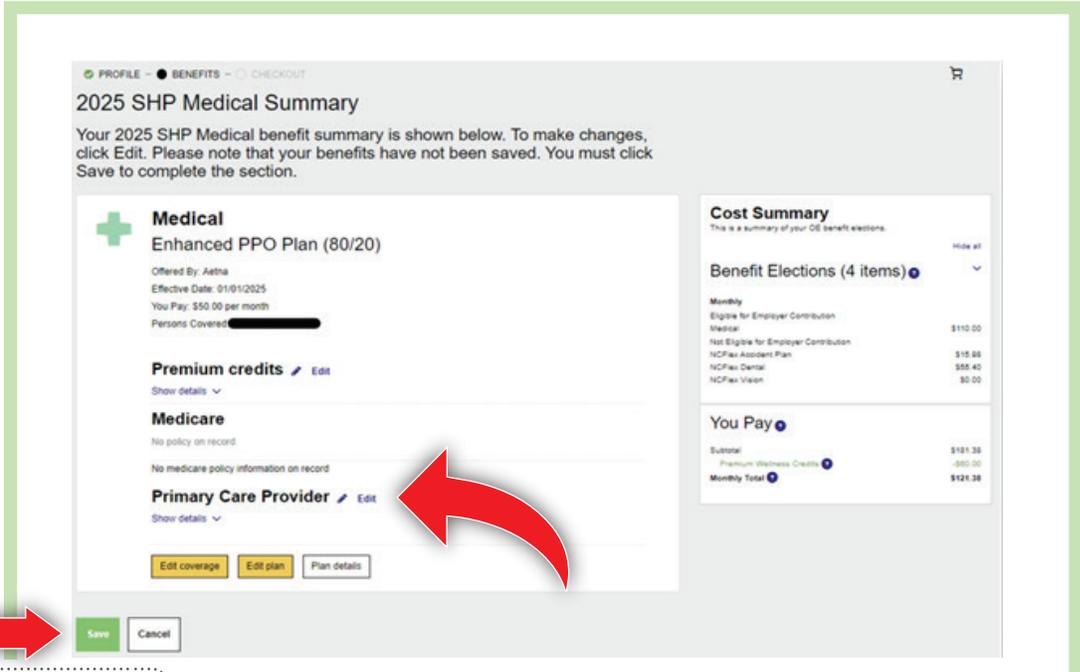
11



SELECT Your Response
 CLICK Next

Select your response. This is necessary to reduce your premium in the Enhanced PPO Plan (80/20) only.

The Base PPO Plan (70/30) remains premium-free for eligible retirees.

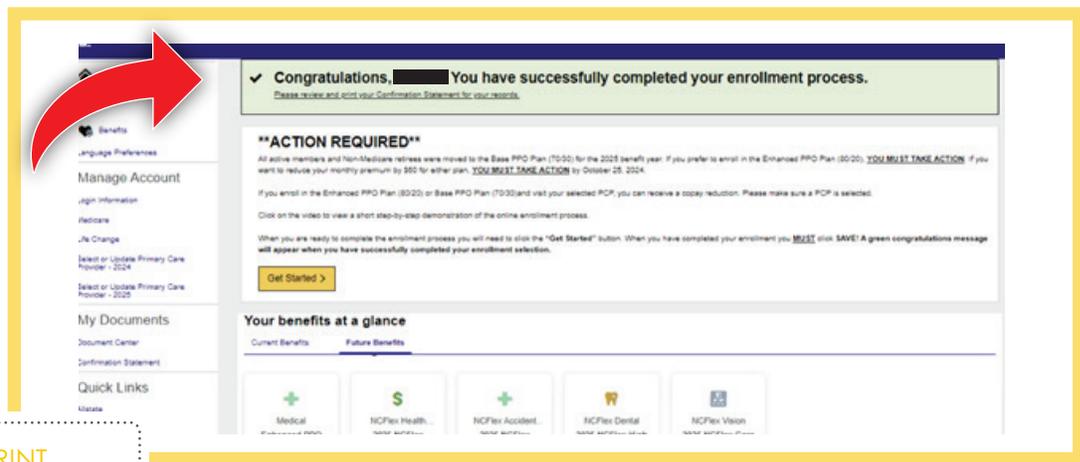


12

SELECT
Primary Care
Provider (PCP)
CLICK Save

All members will need to re-select their PCP. Your 2024 selection will not carry forward. This is the PCP that appears on your ID Card and when you visit that PCP, you can receive a copay reduction. Confirm your elections, then click Save.

Visit www.shpnc.org/Cpp to find out more about the savings you can receive by selecting a Clear Pricing Project PCP.



13

PRINT
Confirmation
Statement

Congratulations! You have successfully completed your enrollment. Click on "Confirmation Statement" to access a printable version of your benefits.