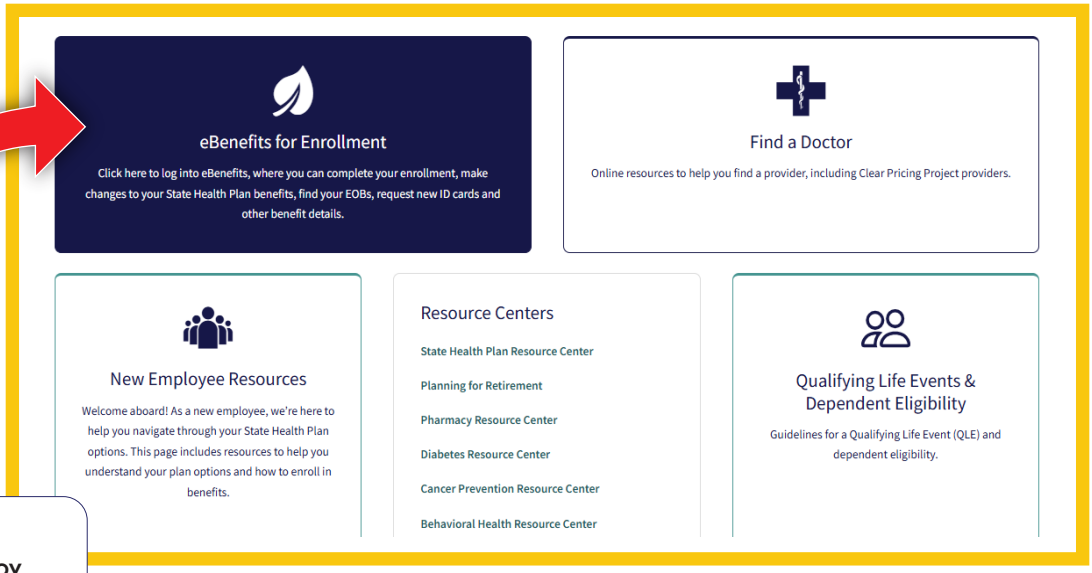
North Carolina State Health Plan
FOR TEACHERS AND STATE EMPLOYEES
A Division of the Department of State Treasurer

2027 Open Enrollment

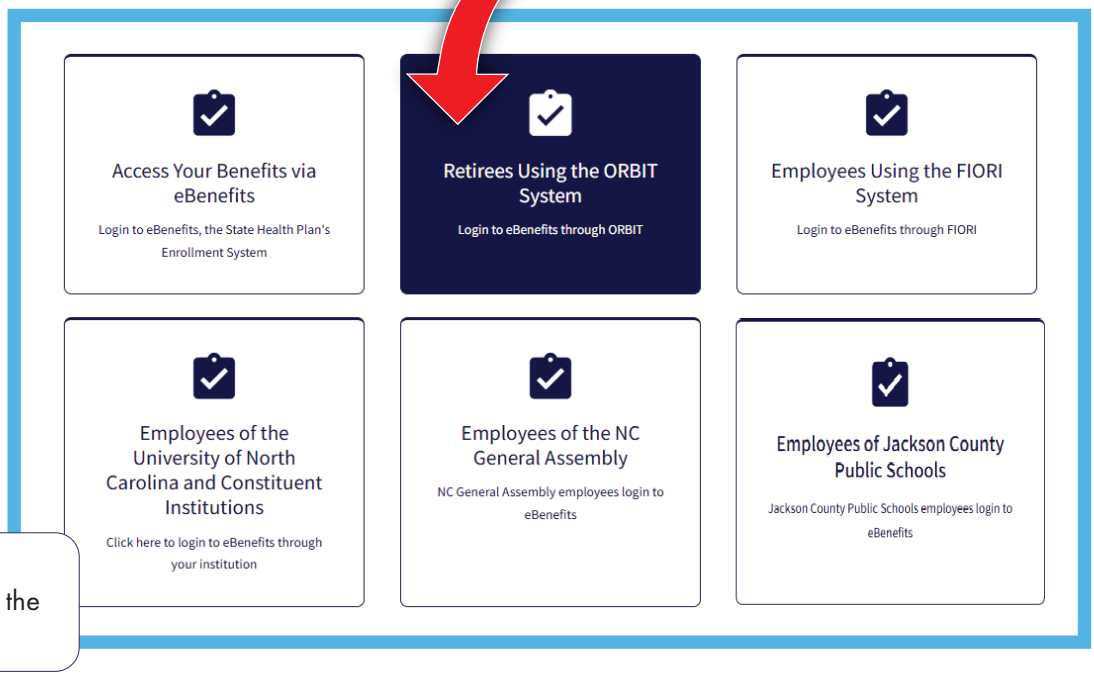
HOW TO COMPLETE ENROLLMENT ONLINE

(Non-Medicare Retirees)



1 GO TO www.SHPNC.gov CLICK ON eBenefits

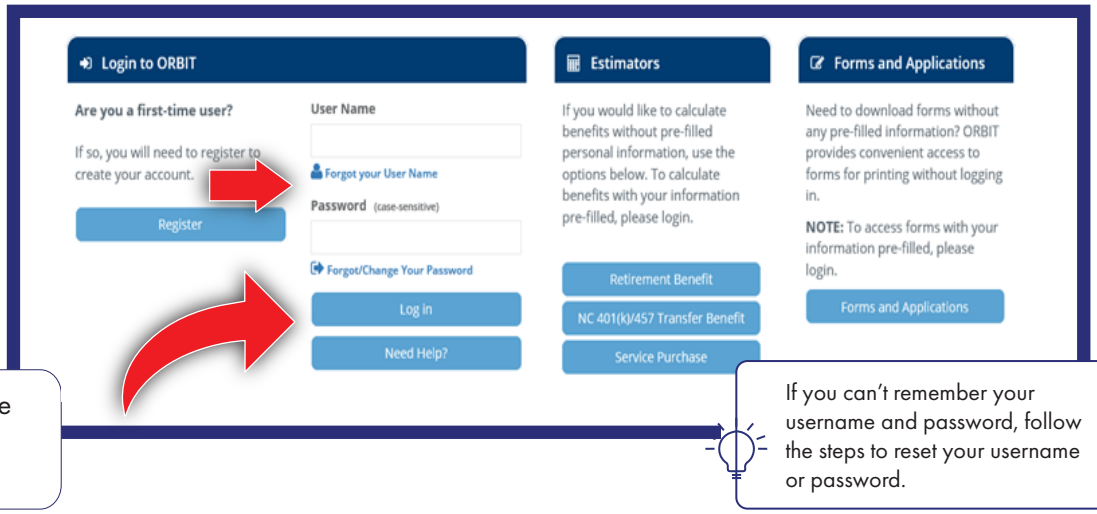
Go to the State Health Plan's website **www.SHPNC.gov** and click eBenefits.



2 SELECT Retirees Using the ORBIT System

3

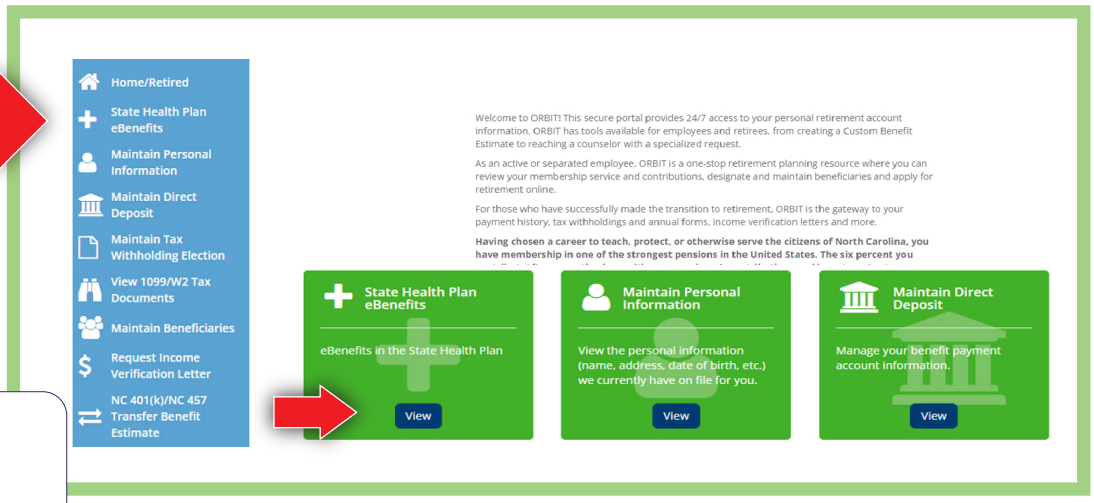
ENTER Username and Password
CLICK Log in



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

4

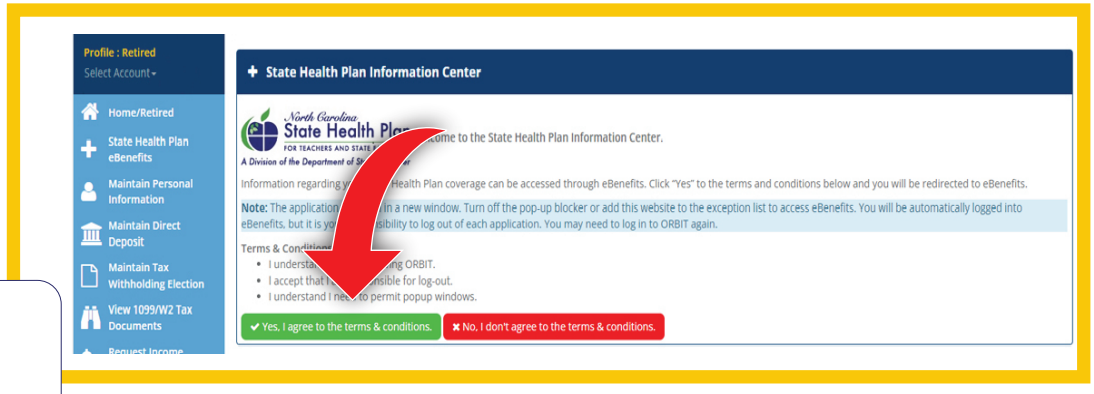
SELECT
State Health Plan eBenefits



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.

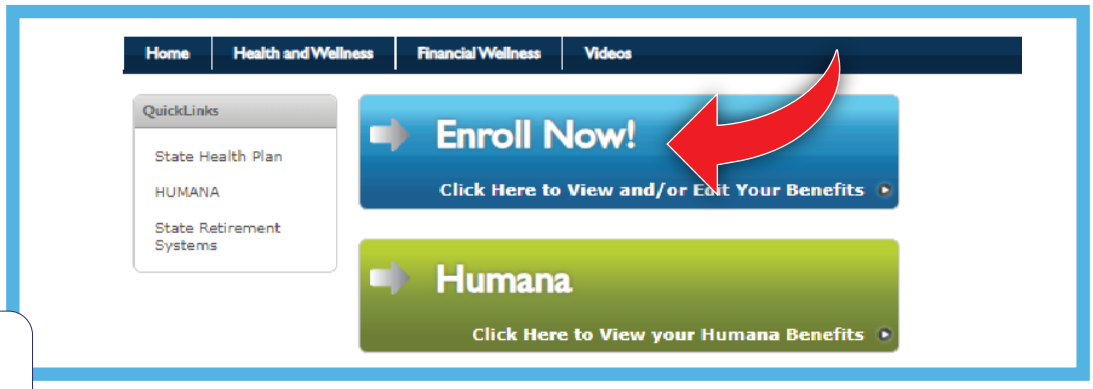
5

AGREE TO
Terms and Conditions



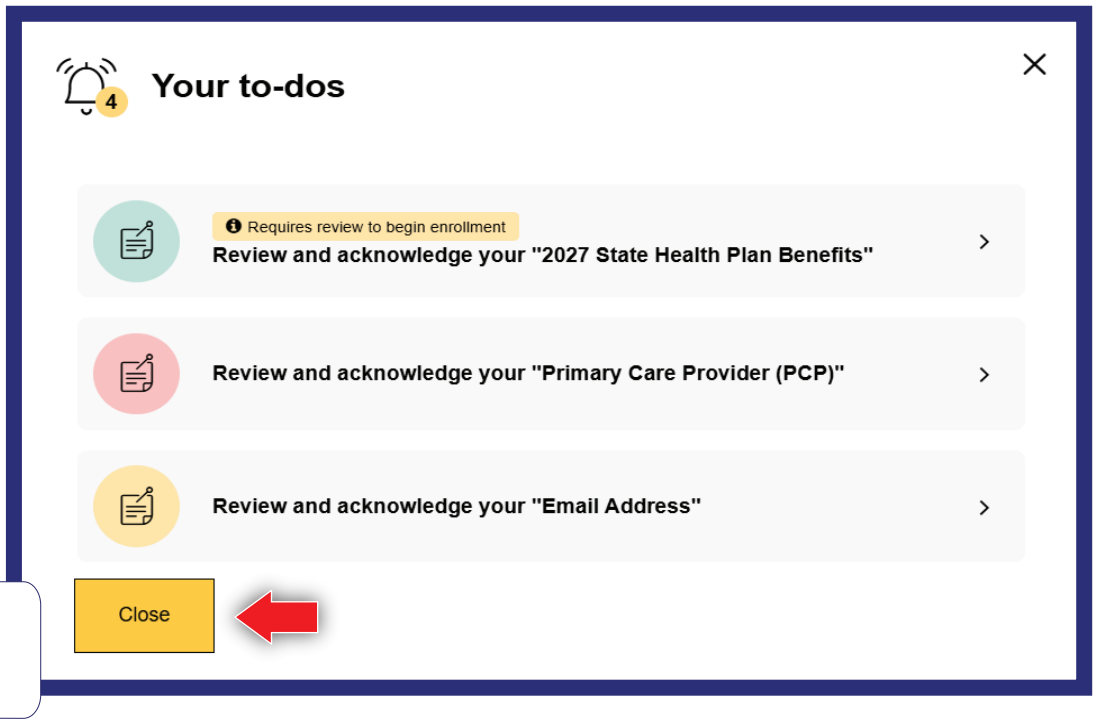
You will be asked to agree to the Terms and Conditions. Please be sure to turn off your pop-up blocker or accept pop-ups from this website. You will not be able to continue until this has been completed.

6 SELECT Enroll Now

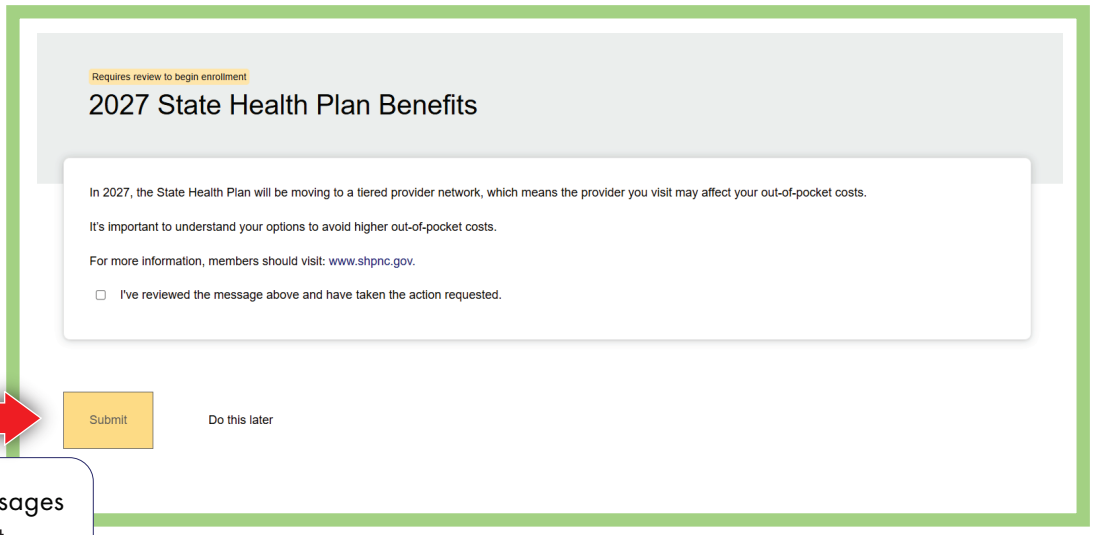


Select Enroll Now to begin the enrollment process.

7 REVIEW Your To-Dos CLICK Close

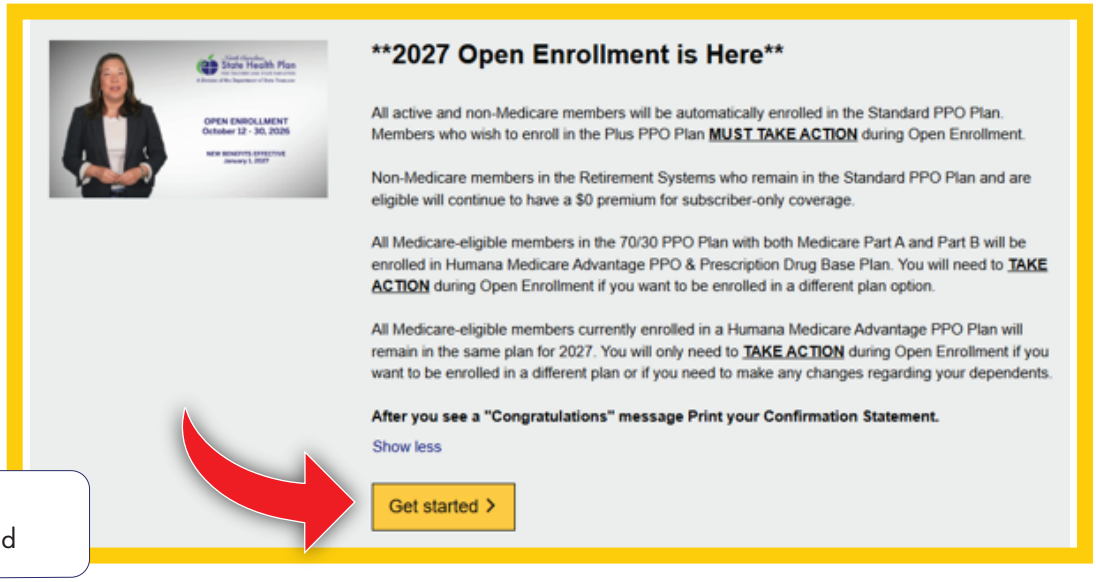


8 REVIEW Messages CLICK Submit



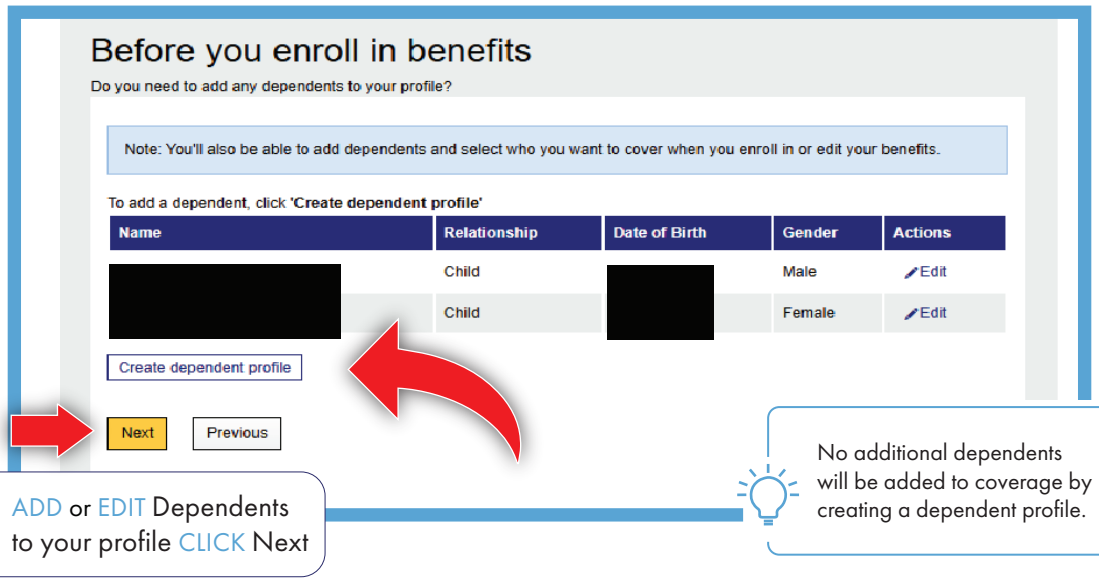
9

CLICK
Get Started



10

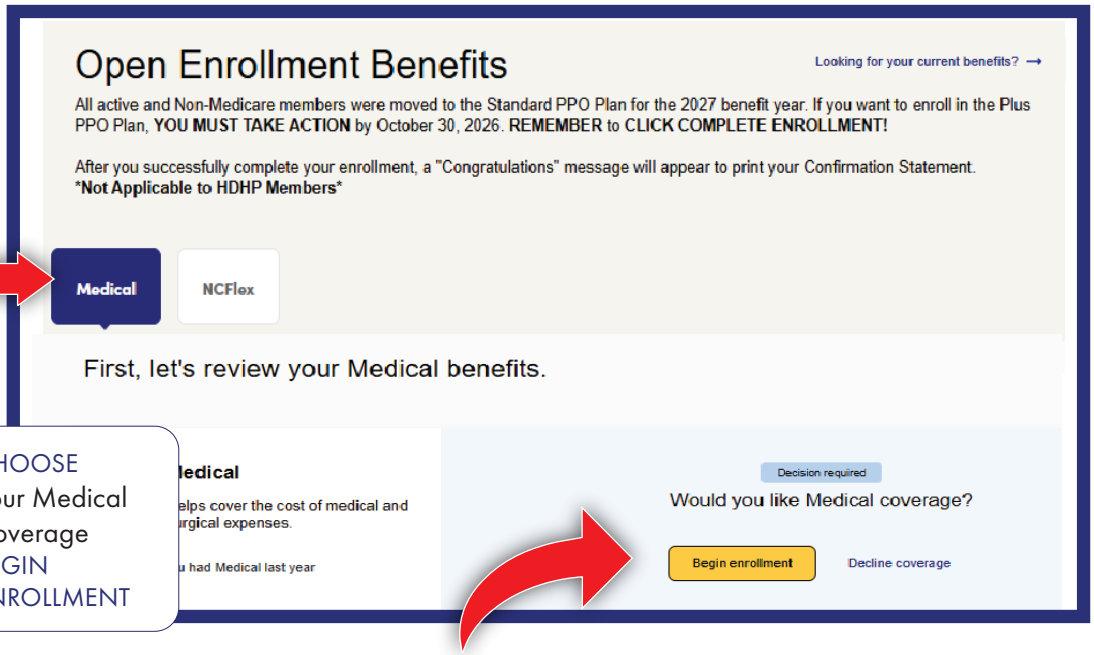
ADD or EDIT Dependents to your profile CLICK Next

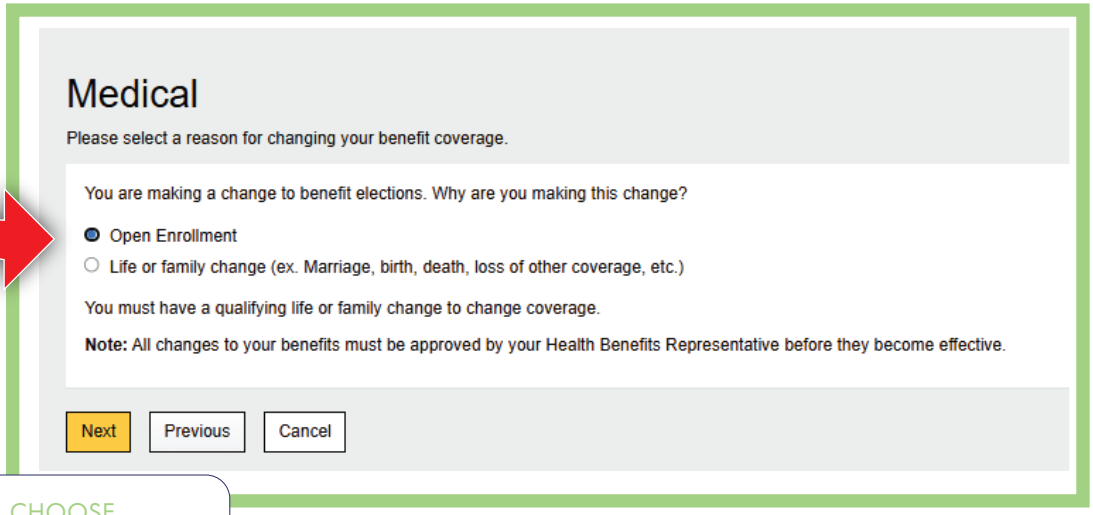


No additional dependents will be added to coverage by creating a dependent profile.

11

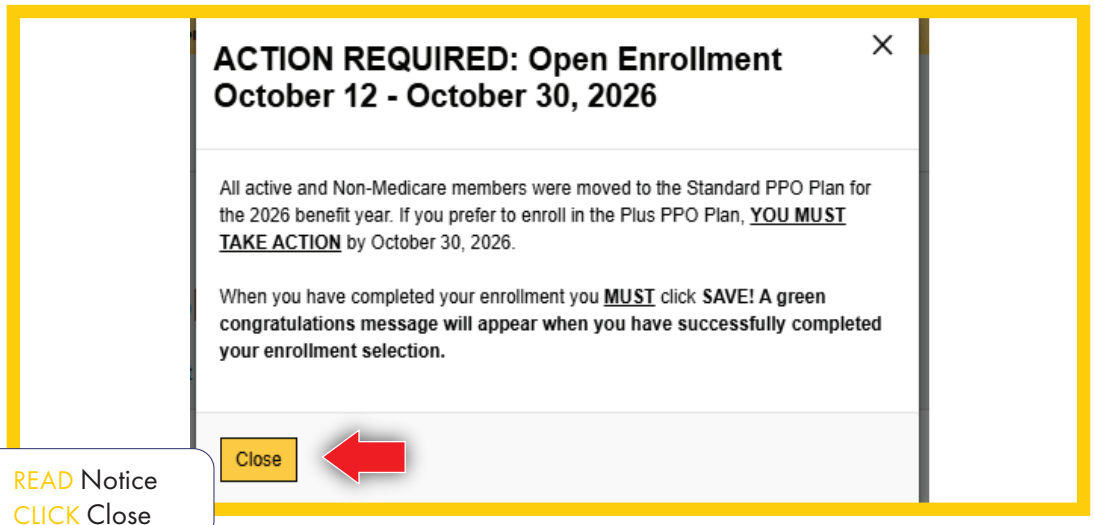
CHOOSE
Your Medical Coverage
BEGIN ENROLLMENT





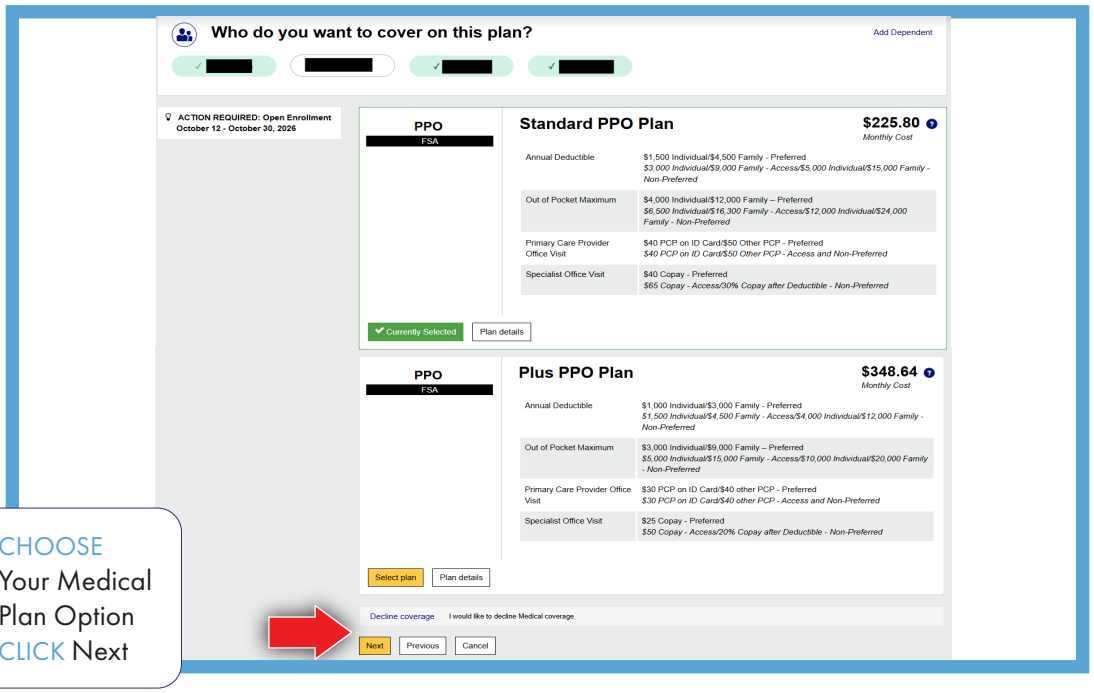
12

CHOOSE
Open Enrollment



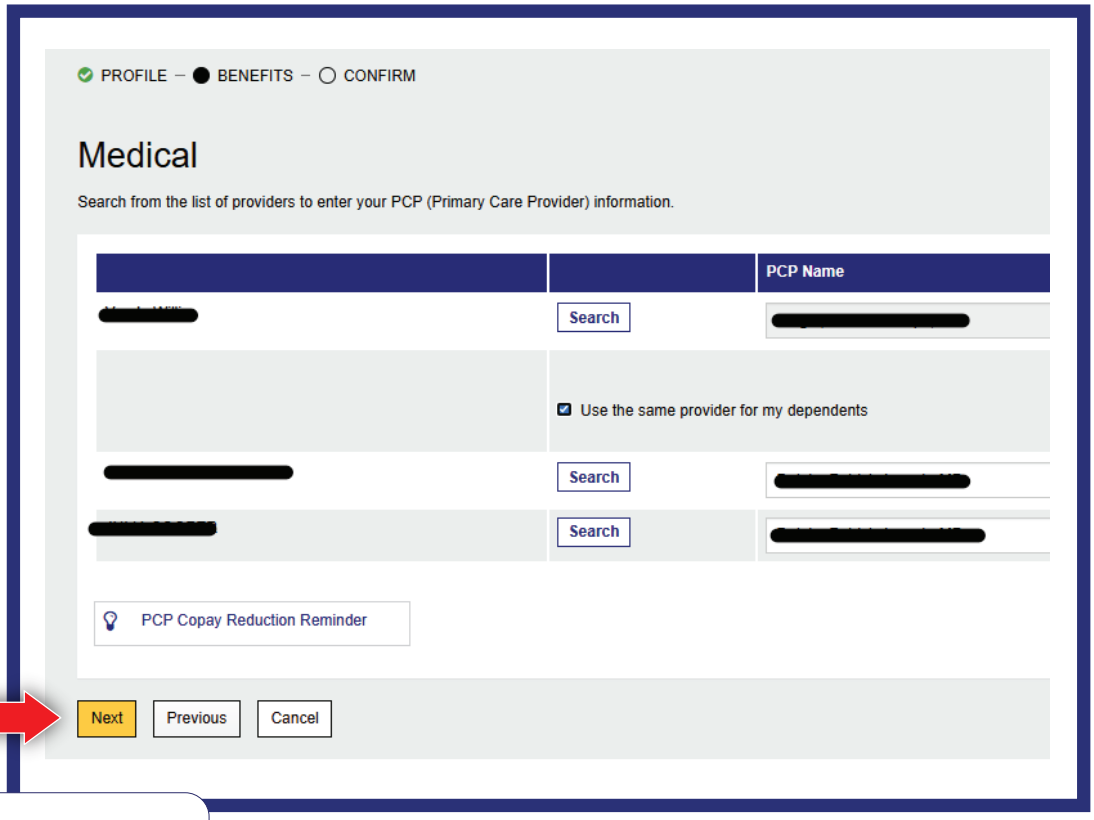
13

READ Notice
CLICK Close



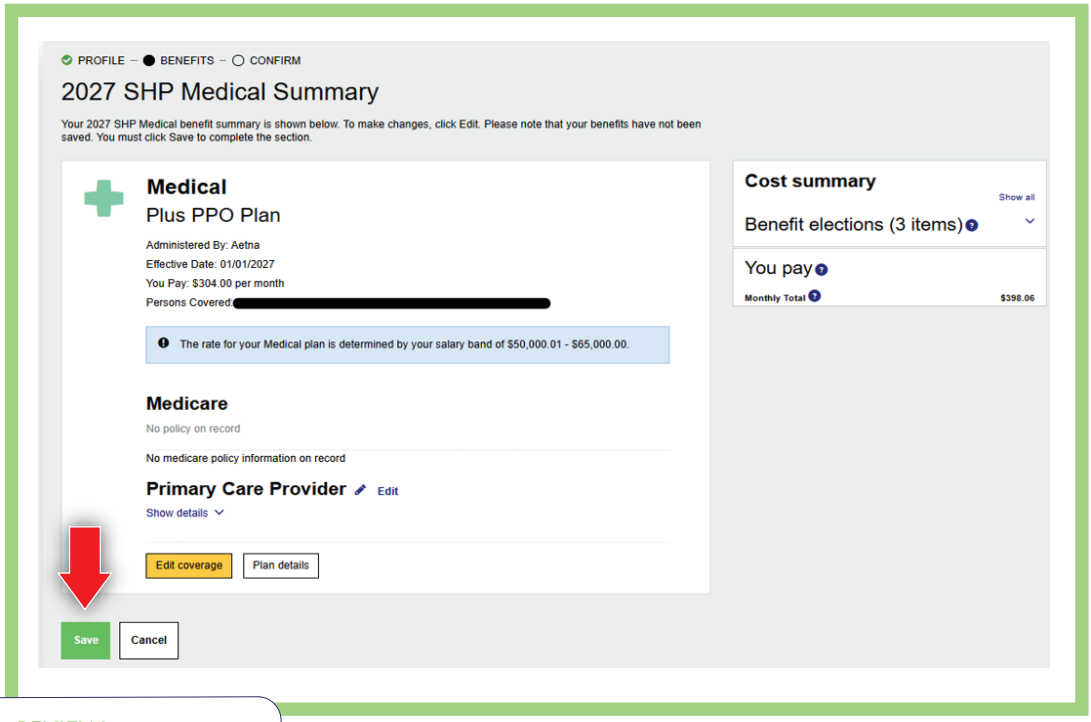
14

CHOOSE
Your Medical
Plan Option
CLICK Next



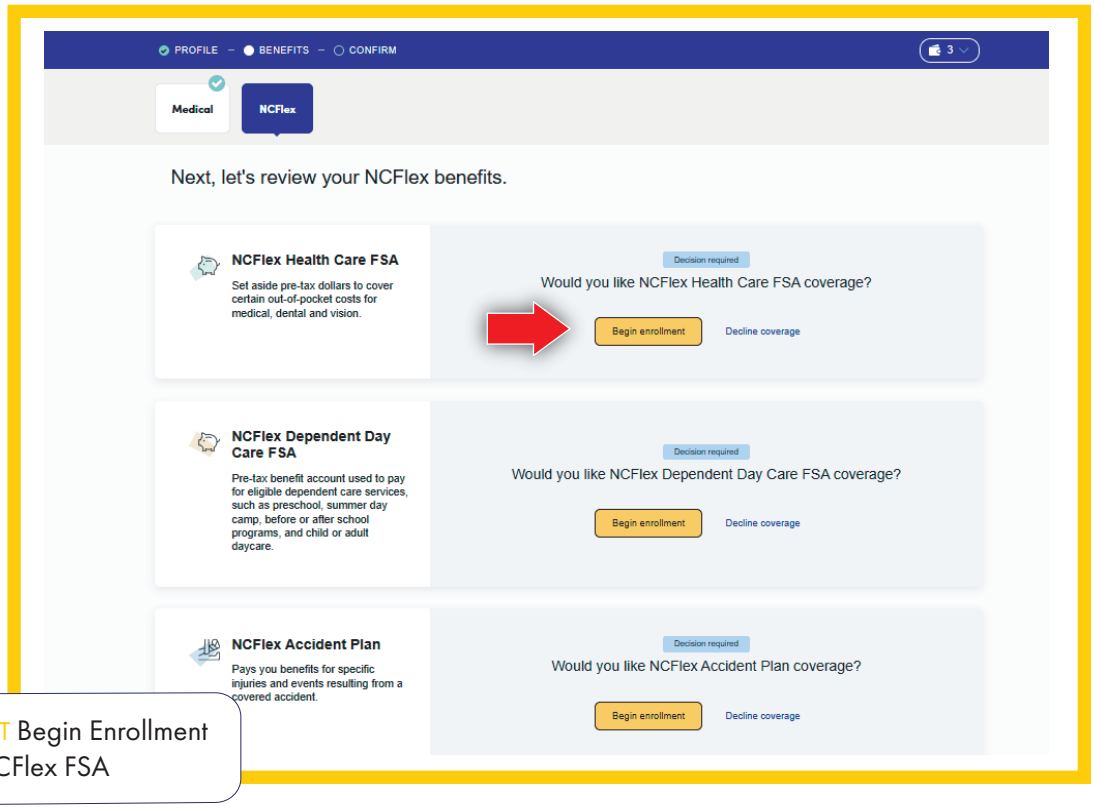
15

SELECT Your PCP
CLICK Next



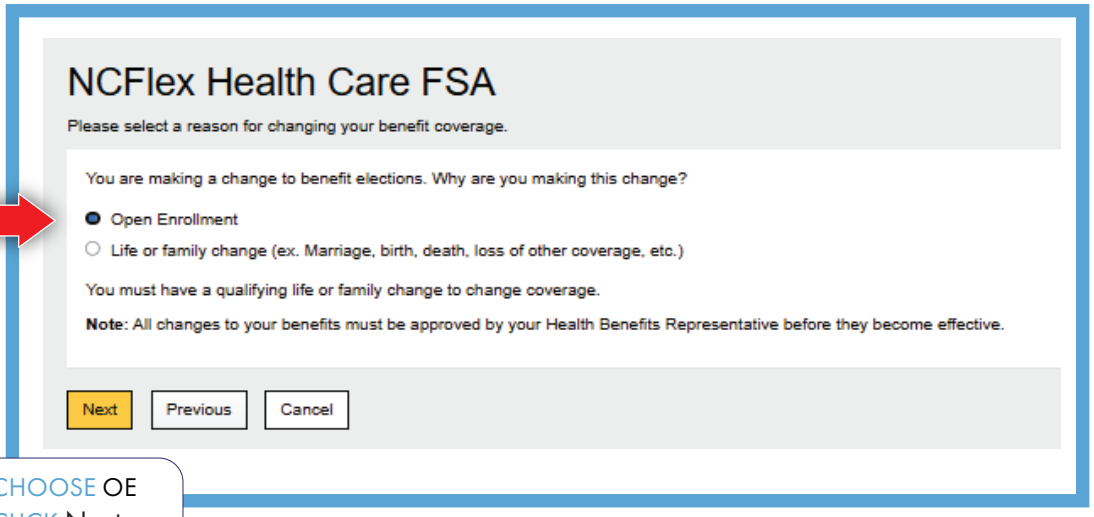
16

REVIEW
Medical Summary
CLICK Save



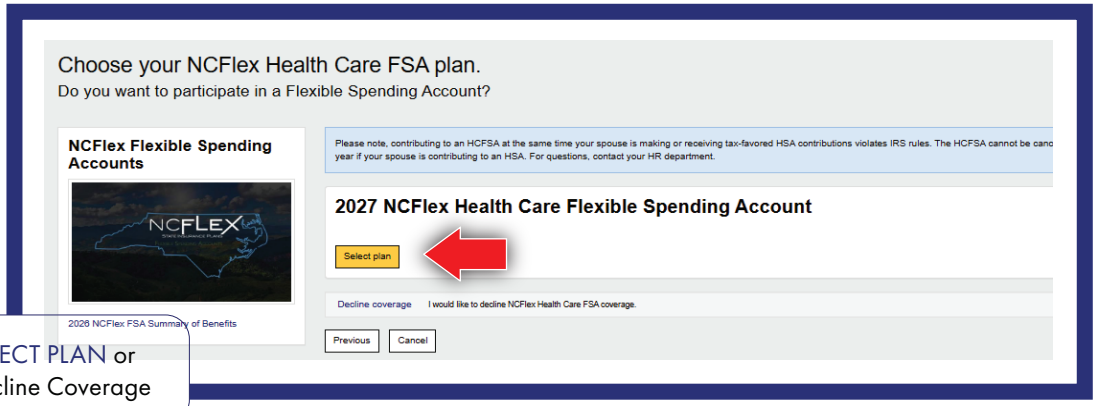
17

SELECT Begin Enrollment for NCFlex FSA



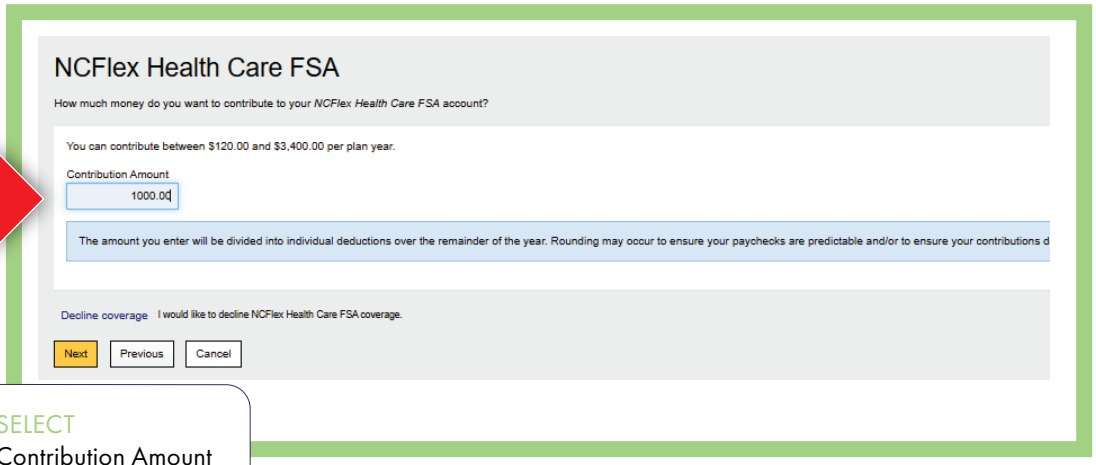
18

CHOOSE OE
CLICK Next



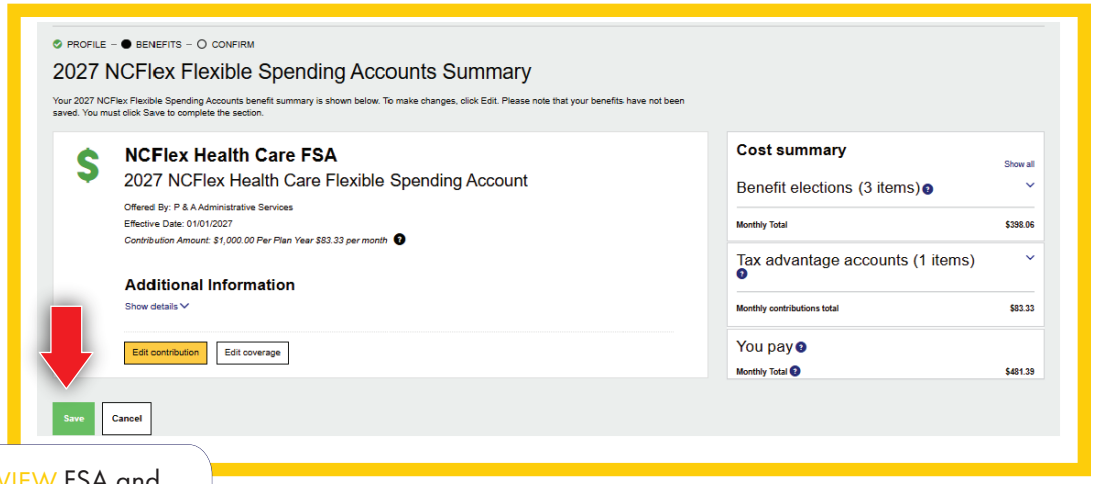
19

SELECT PLAN or
Decline Coverage



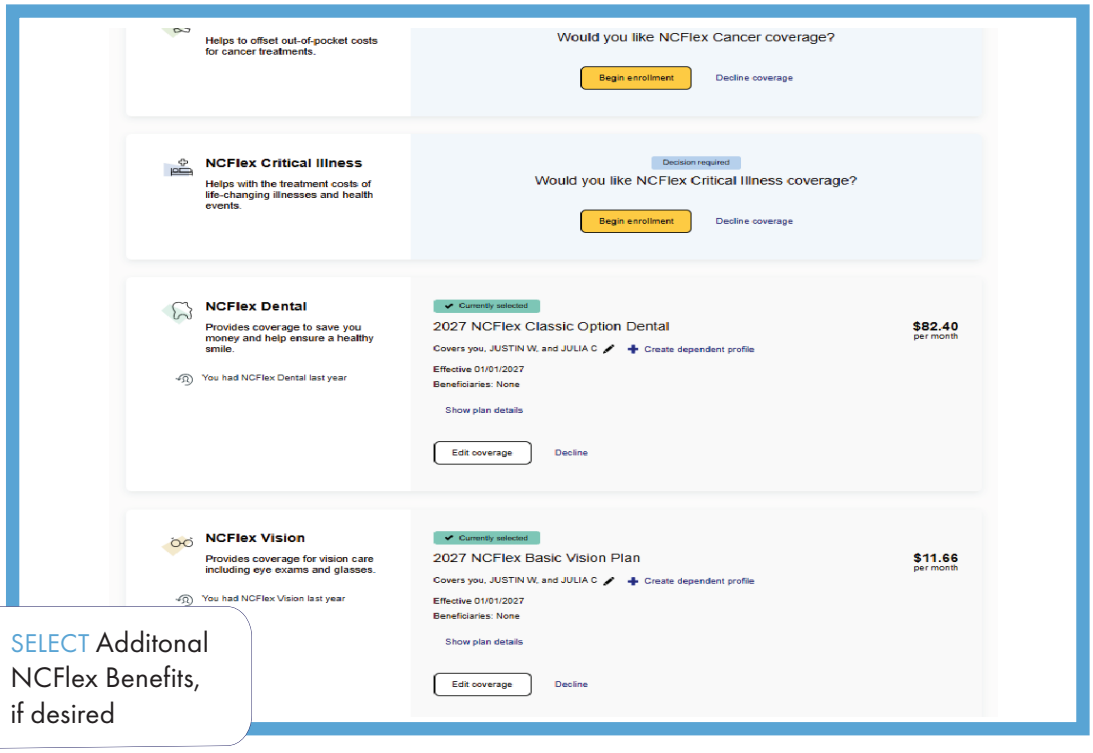
20

SELECT
Contribution Amount



21

REVIEW FSA and
DCFSA Summary
CLICK Save

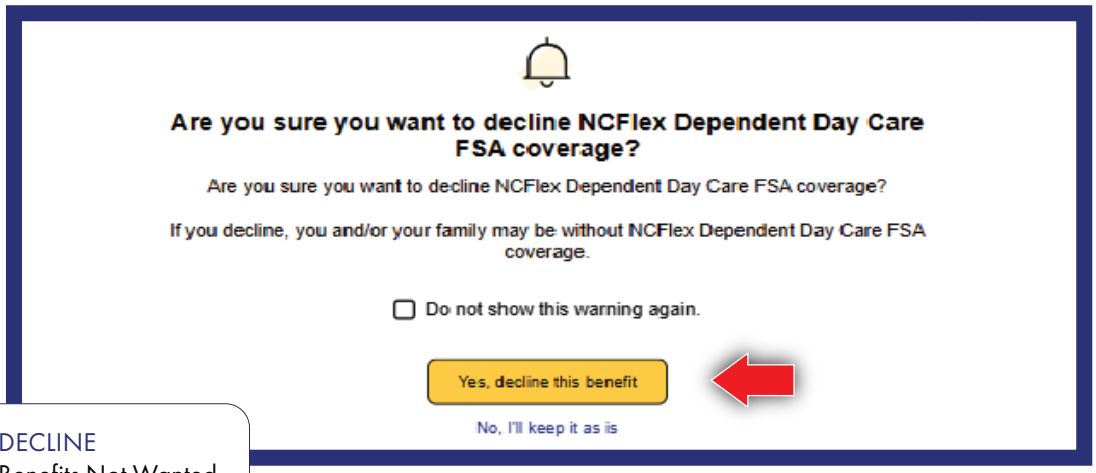


22

SELECT Additonal
NCFlex Benefits,
if desired

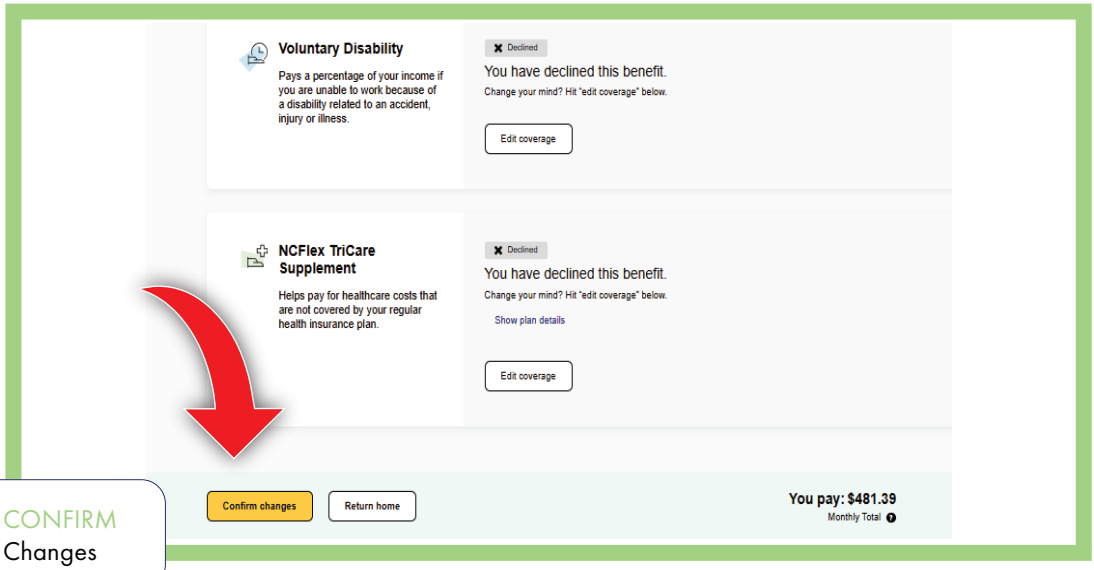
23

DECLINE
Benefits Not Wanted



24

CONFIRM
Changes



25

PRINT
Confirmation
Statement

