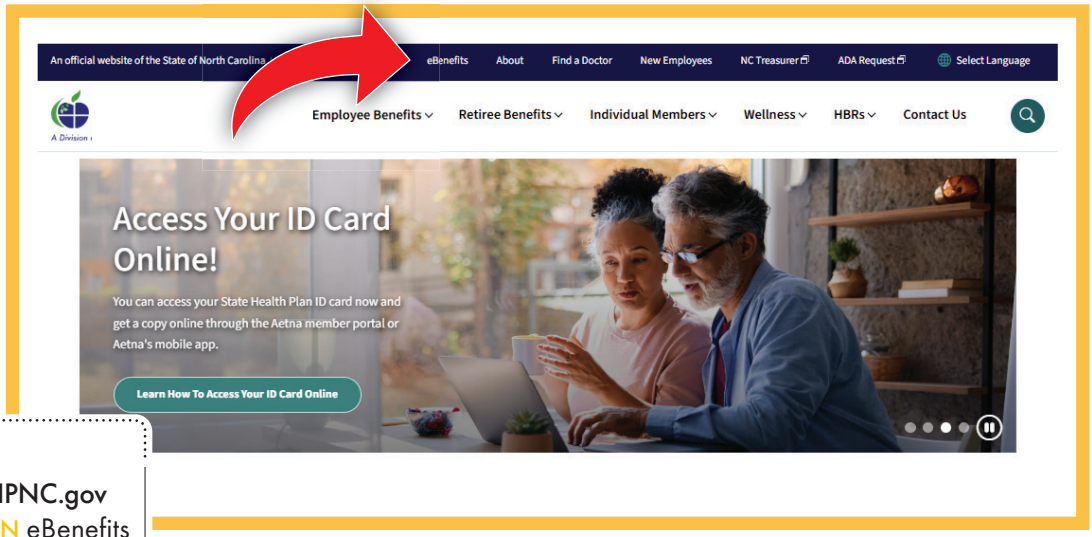
North Carolina State Health Plan
FOR TEACHERS AND STATE EMPLOYEES
A Division of the Department of State Treasurer

Enrollment Instructions for New Employees



1 GO TO www.SHPNC.gov CLICK ON eBenefits

Once your Health Benefits Representative (HBR) has created a personal record for you, go to the State Health Plan's website **www.SHPNC.gov** and click eBenefits.

You MUST enroll in your benefits within the first **30 days** of your employment.



2 SELECT Approl Enrollment System

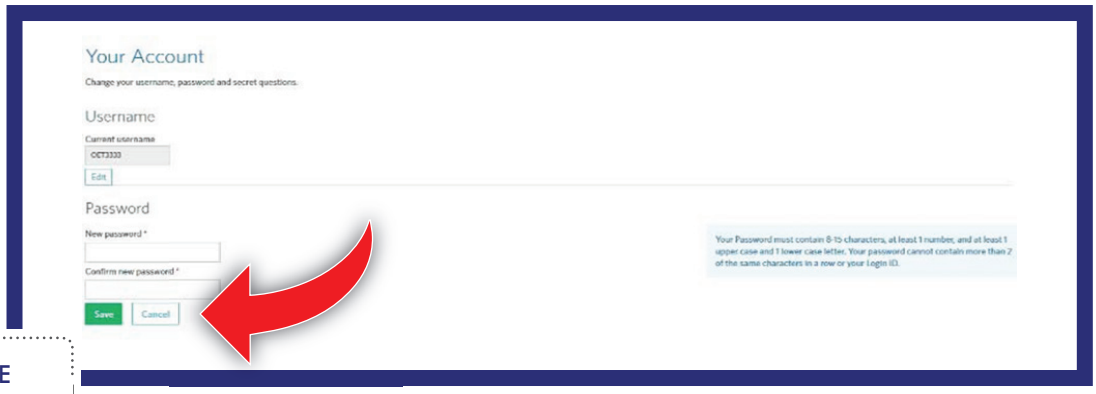
eBenefits is the Plan's online enrollment system and gateway to all your benefit information. If you are employed by any of the organizations in the boxes, click to enroll. If not, click Access your Benefits via eBenefits.

You will also have access to the **Aetna Member Portal** (medical claims) and **CVS Caremark**, your pharmacy portal.

Enter your Username and Password.
Login ID: Your first name, first initial of your last name and 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.

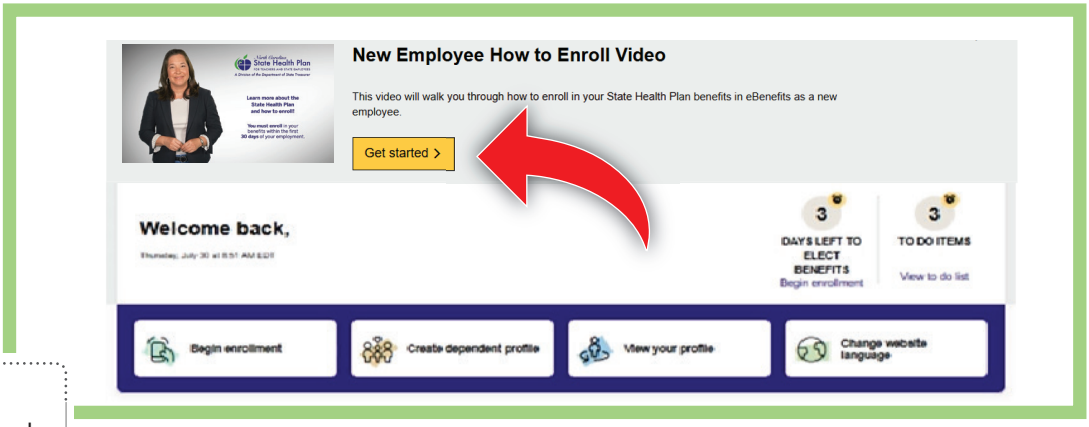
Note: If you transferred from another agency and already had an account in eBenefits, please check with your HBR to verify your login information.



3

CHANGE Password
CLICK Save

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. Click Save again.



4

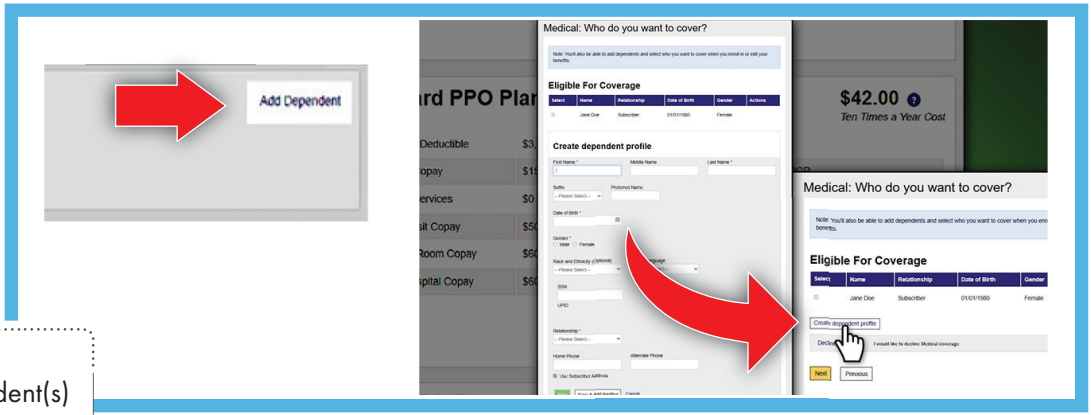
SELECT
Get Started

When you arrive at the Member Home Page, you will be able to begin your enrollment. Follow the prompts.



5

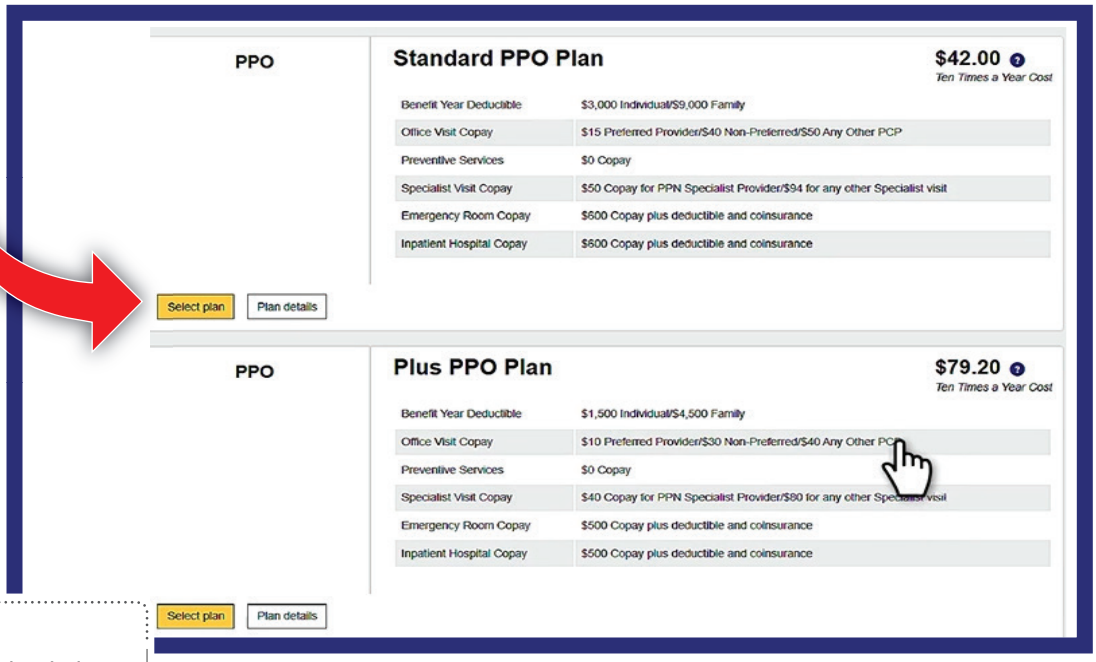
SELECT
Begin Enrollment



6

ADD
Dependent(s)
to your profile
CLICK Next

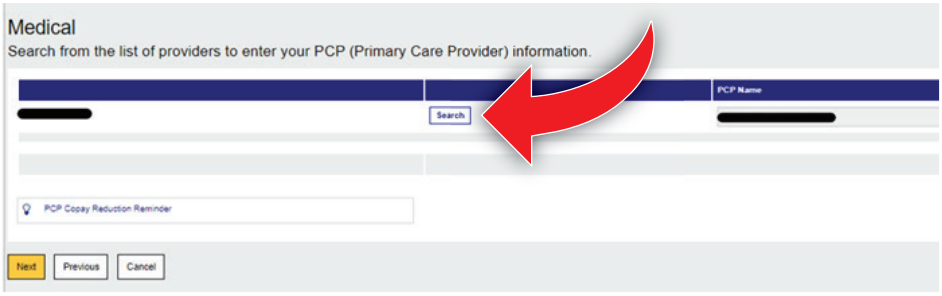
Add dependent(s), if applicable. Follow the prompts to create a dependent profile for each of your dependents. Click Next.



7

SELECT
Your Medical Plan Option CLICK Close

Select the medical plan you'd like to enroll in. If you have covered dependent(s), you'll receive a message reminding you to upload supporting documents after you complete enrollment. Click Close.

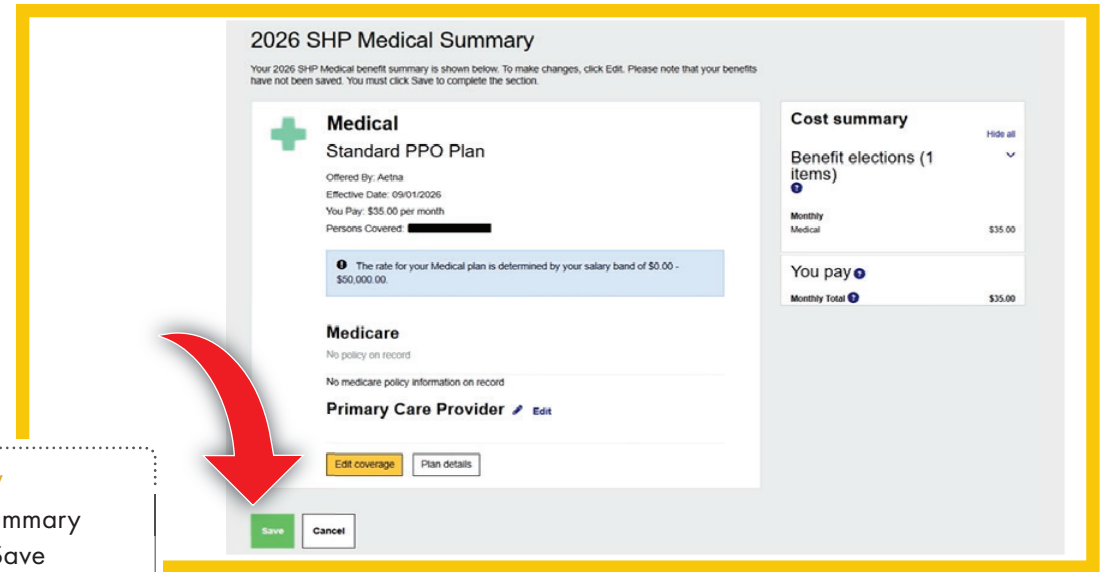


8

SELECT
Primary Care Provider (PCP)

You can select a PCP to appear on your ID card. When you visit that PCP, you can receive a copay reduction. Click Next.

Visit **www.shpnc.gov** to learn more about copay reductions for office visits.

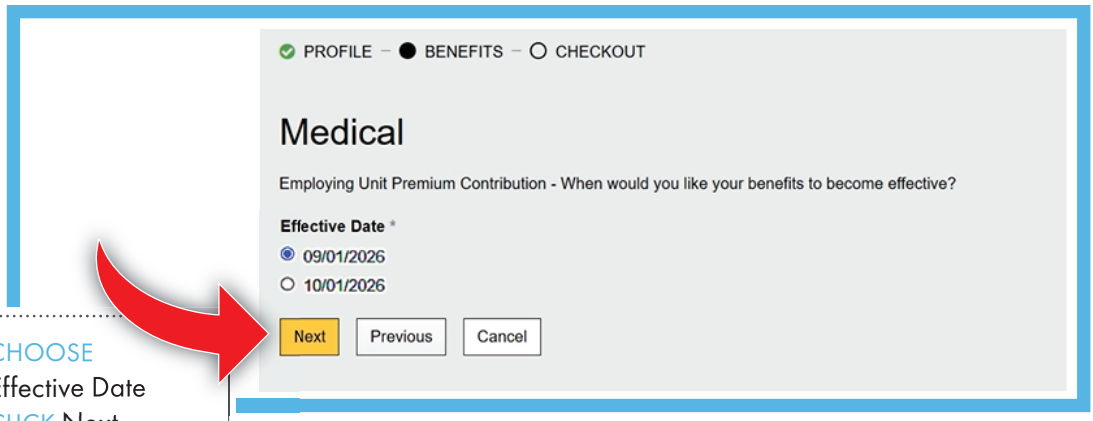


9

REVIEW
Cost Summary
CLICK Save

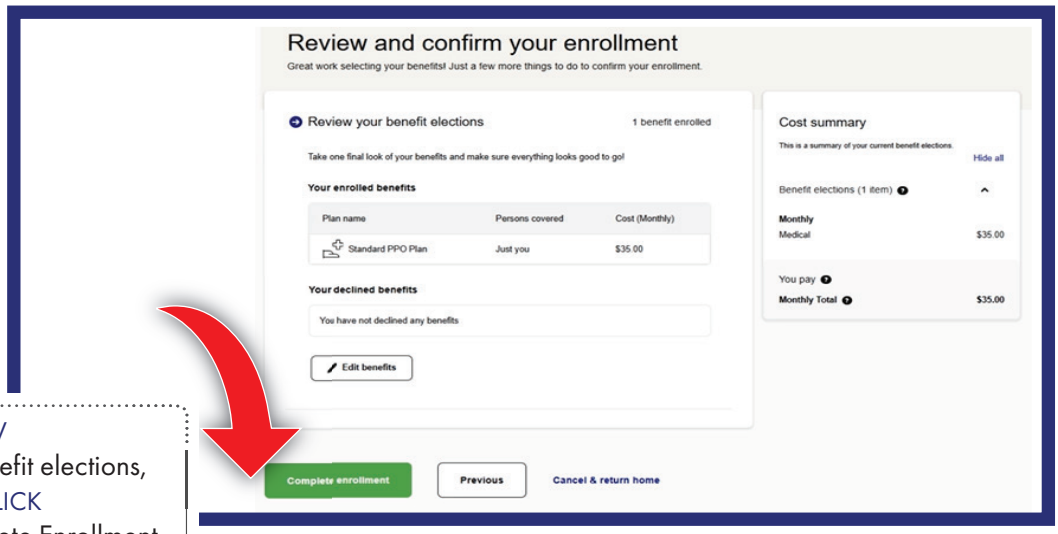
10

CHOOSE
Effective Date
CLICK Next



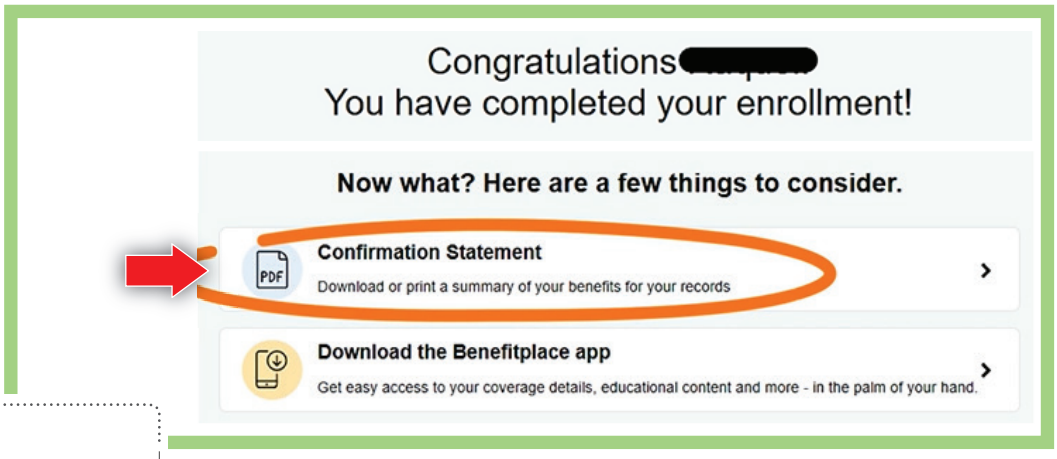
11

REVIEW
all benefit elections,
then CLICK
Complete Enrollment



12

PRINT
Confirmation
Statement



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

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NEED ASSISTANCE?
Call the Eligibility and Enrollment Support Center
855-859-0966 | Monday-Friday, 8 a.m.-5 p.m.