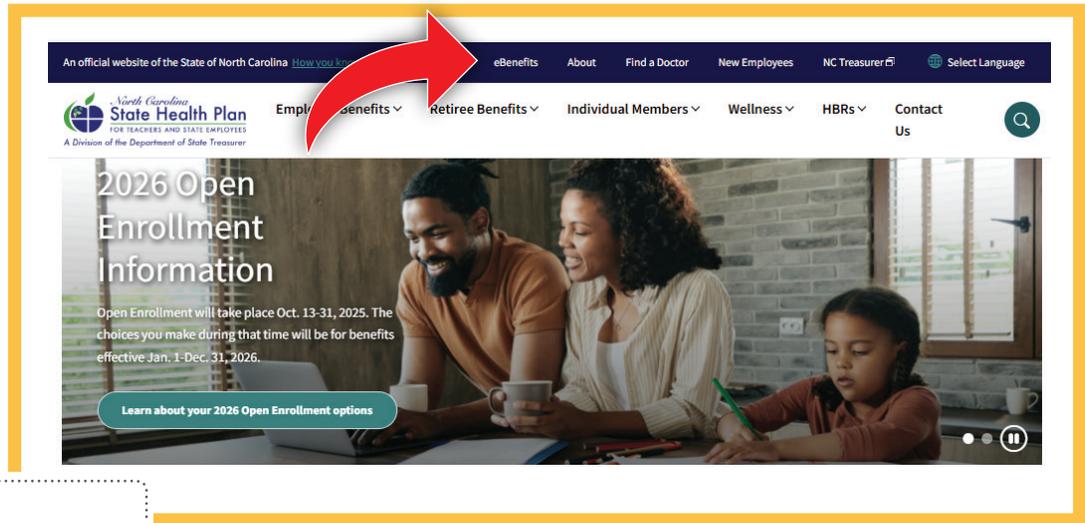# Enrollment Instructions for New Employees

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.

2

SELECT
Appropriate
Enrollment System

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

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.

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

Your Account

Change your username, password and secret questions.

Username

Current username

OCT3333

Edit

Password

New password *

Confirm new password *

Save   Cancel

Your Password must contain 8-15 characters, at least 1 number, and at least 1 upper case and 1 lower case letter. Your password cannot contains more than 2 of the same characters in a row or your Login ID.

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 Begin Enrollment

New Employee How to Enroll Video

This video will walk you through how to enroll in your State Health Plan benefits in eBenefits as a new employee.

Get started >

Welcome back
Monday, October 13 at 9:42 AM EDT

18
DAYS LEFT TO ELECT BENEFITS
Begin enrollment

3
TO DO ITEMS
View to do list

Begin enrollment   View your profile   Update login information

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

5

ADD Dependent(s) to your profile
CLICK Next

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.

To add a dependent, click "Create dependent profile"

Name	Relationship	Date of Birth	Gender	Actions

Create dependent profile

Next   Previous

Add dependent(s), if applicable.
Click Next.

6

SELECT Begin Enrollment

Current Benefits

You have incomplete benefits. Please check the steps below to make sure you have completed all the steps in the enrollment process.

⚠ Important Notice:

Your benefits

1. Choose your Medical coverage

Begin enrollment   Decline coverage

Complete all steps in the enrollment process.

7

CHOOSE
Your Medical Plan
Option CLICK Next

Screenshot content:

Choose your Medical plan.
Please review your options and choose the plan that best meets your needs.

👥 **Who do you want to cover on this plan?**   Add Dependent

ACTION REQUIRED: Open Enrollment October 13 - October 31, 2025

PPO / FSA

Standard PPO $268.00
                                                                              Monthly Cost

Benefit Year Deductible	$1,500 Individual/$4,500 Family
Office Visit Copay	$0 Copay for CPP Provider selected as PCP/$30 Copay for Non CPP Provider/$45 for any other PCP visit
Preventive Services	$0 Copay
Specialist Visit Copay	$47 Copay for CPP Specialist Provider/$94 for any other Specialist visit
Emergency Room Copay	$337 Copay, then 30% after deductible
Inpatient Hospital Copay	$337 Copay, then 30% after deductible

Select plan   Plan details

PPO / FSA

Plus PPO $355.00
                                                                              Monthly Cost

Benefit Year Deductible	$1,250 Individual/$3,750 Family
Office Visit Copay	$0 Copay for CPP Provider selected as PCP/$10 Copay for Non CPP Provider/$25 for any other PCP visit
Preventive Services	$0 Copay
Specialist Visit Copay	$40 Copay for CPP Specialist Provider/$80 for any other Specialist visit
Emergency Room Copay	$300 Copay, then 20% after deductible
Inpatient Hospital Copay	$300 Copay, then 20% after deductible

Select plan   Plan details

Decline coverage   I would like to decline Medical coverage.

Next   Previous   Cancel

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.

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

Screenshot content:

Medical
Search from the list of providers to enter your PCP (Primary Care Provider) information.

| | Search | PCP Name |

💡 PCP Copay Reduction Reminder

Next   Previous   Cancel

9

CHOOSE
Effective Date
CLICK Next

Screenshot content:

✅ PROFILE – ⚫ BENEFITS – ⚪ CONFIRM

Medical

Employer Premium Contribution - When would you like your benefits to become effective?

Effective Date *
◉ 11/01/2025
☐ 12/01/2025

Next   Previous   Cancel

10

Medical
Plus PPO

Offered By: Aetna
Effective Date: 01/01/2026
You Pay: $355.00 per month
Persons Covered: Brian Vick, Olson Andreas Vick, Anders Salo Vick

Medicare
No policy on record

No medicare policy information on record

Primary Care Provider ✏ Edit
Show details ⌄

[Edit coverage] [Edit plan] [Plan details]

[Save] [Cancel]

Cost Summary
This is a summary of your OE benefit elections.

Hide all

Benefit Elections (1 items) ⓘ ⌄

Monthly
Medical $355.00

You Pay ⓘ

Monthly Total ⓘ $355.00

REVIEW
Medical Summary
CLICK Save

11

☐ I have reviewed the information above

[Complete Enrollment]   [Return home]

REVIEW
all benefit elections,
then CLICK
Complete Enrollment

12

✔ **Congratulations, ▮▮▮▮ You have successfully completed your enrollment process.**
Please review and print your Confirmation Statement for your records.

PRINT
Confirmation
Statement

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

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

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