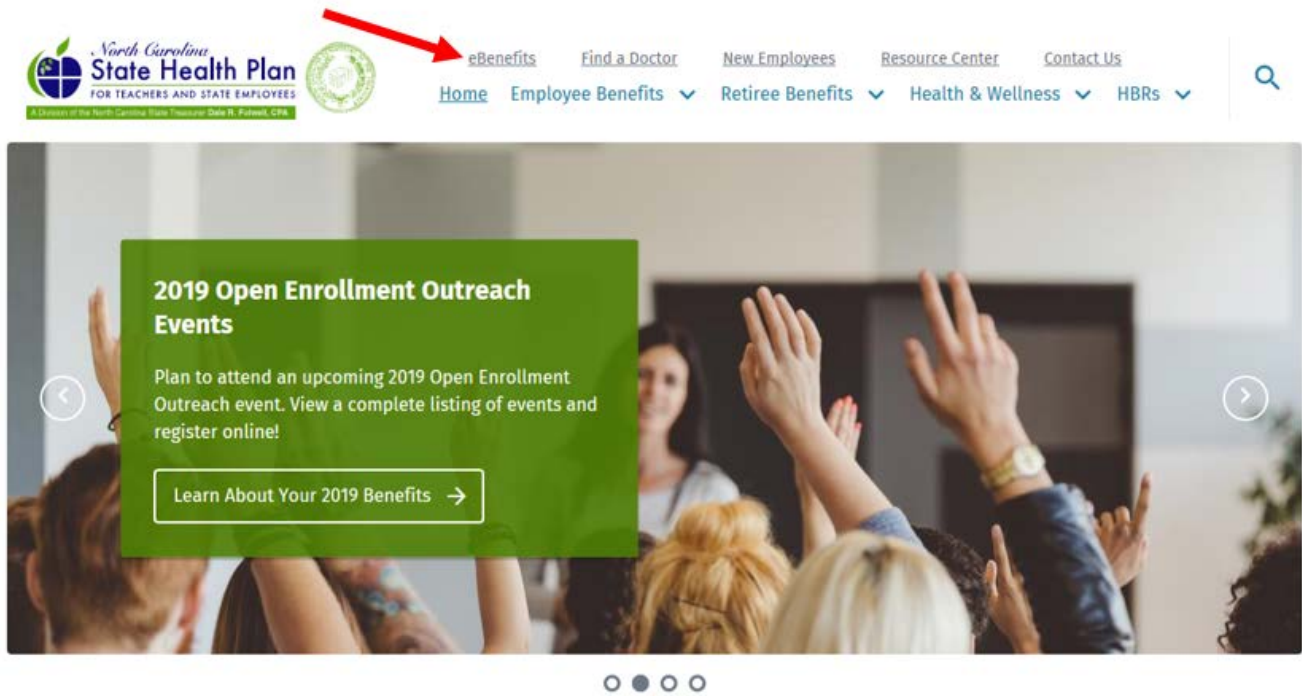
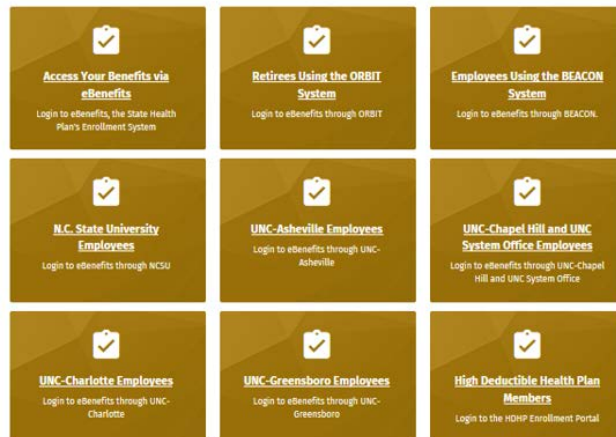


## How to Complete Open Enrollment Online via eBenefits (Active Members)

- Go to the State Health Plan's website at [www.shpnc.org](http://www.shpnc.org) and click **eBenefits** located at the top of the page.

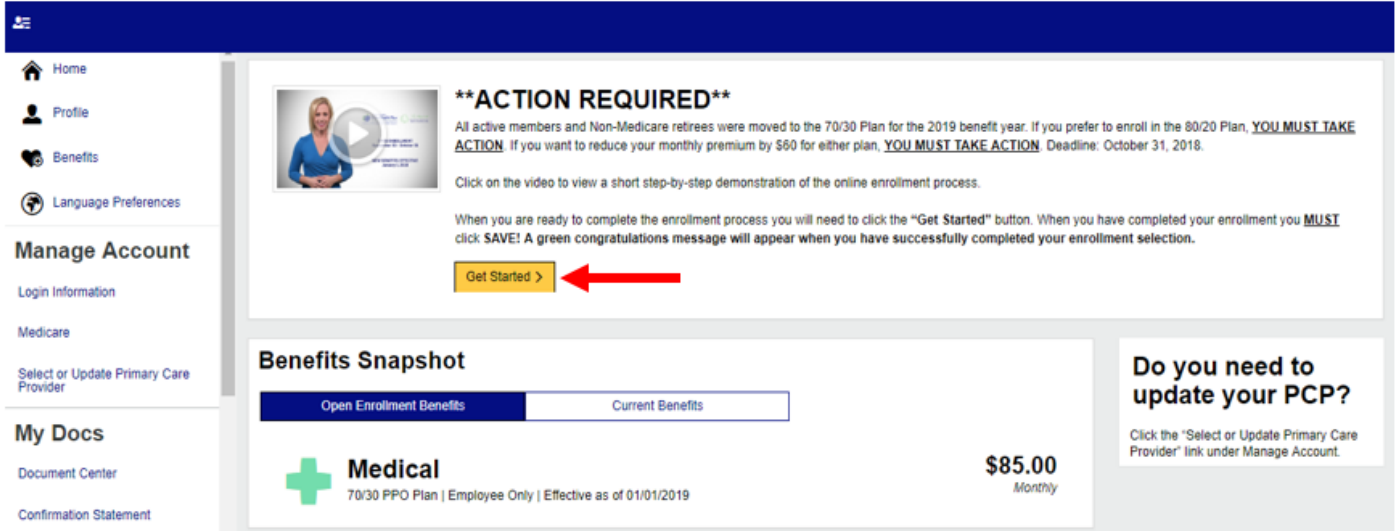


- Select the appropriate gold box to access eBenefits. Then follow the instructions and login.



You will be directed to your employer's portal to login into eBenefits.

3. To begin your enrollment, click **Get Started**.



**\*\*ACTION REQUIRED\*\***

All active members and Non-Medicare retirees were moved to the 70/30 Plan for the 2019 benefit year. If you prefer to enroll in the 80/20 Plan, **YOU MUST TAKE ACTION**. If you want to reduce your monthly premium by \$60 for either plan, **YOU MUST TAKE ACTION**. Deadline: October 31, 2018.

Click on the video to view a short step-by-step demonstration of the online enrollment process.

When you are ready to complete the enrollment process you will need to click the "Get Started" button. When you have completed your enrollment you **MUST** click **SAVE!** A green congratulations message will appear when you have successfully completed your enrollment selection.

**Get Started >**

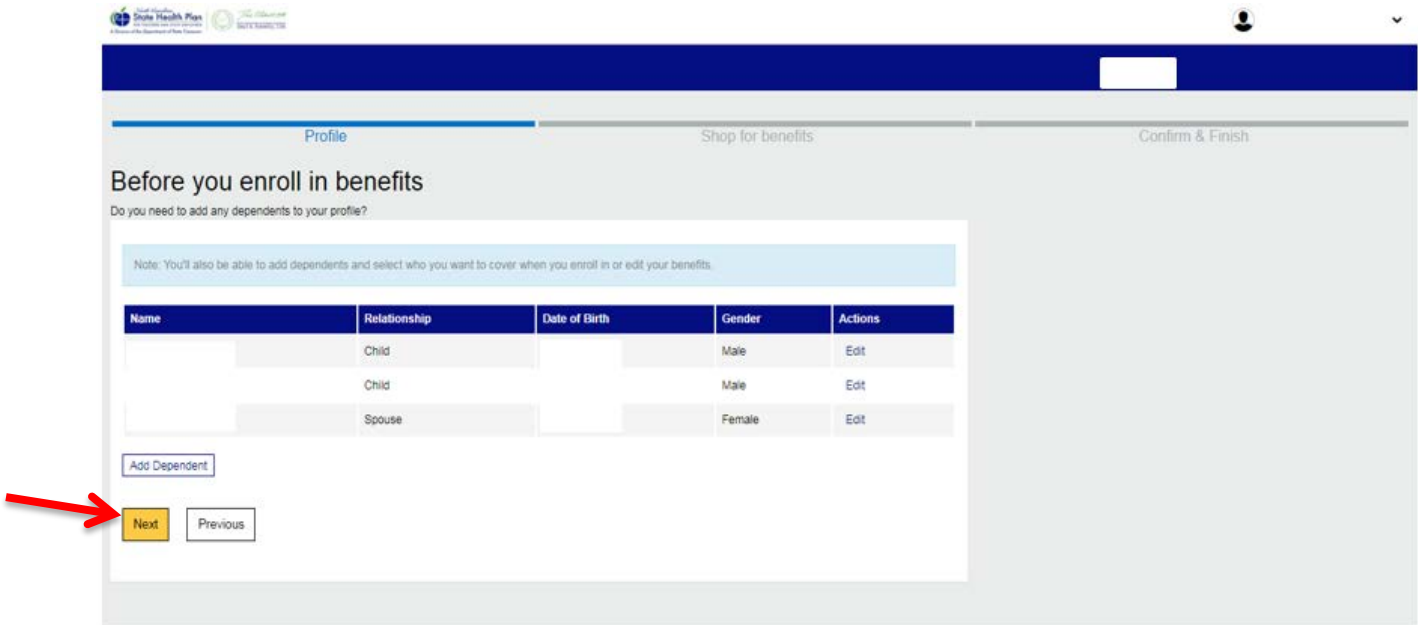
**Benefits Snapshot**

Open Enrollment Benefits | Current Benefits

**Medical** \$85.00 Monthly  
 70/30 PPO Plan | Employee Only | Effective as of 01/01/2019

**Do you need to update your PCP?**  
 Click the "Select or Update Primary Care Provider" link under Manage Account.

4. If applicable, make changes to your dependents and then click **Next**.



Profile | Shop for benefits | Confirm & Finish

**Before you enroll in benefits**

Do you need to add any dependents to your profile?

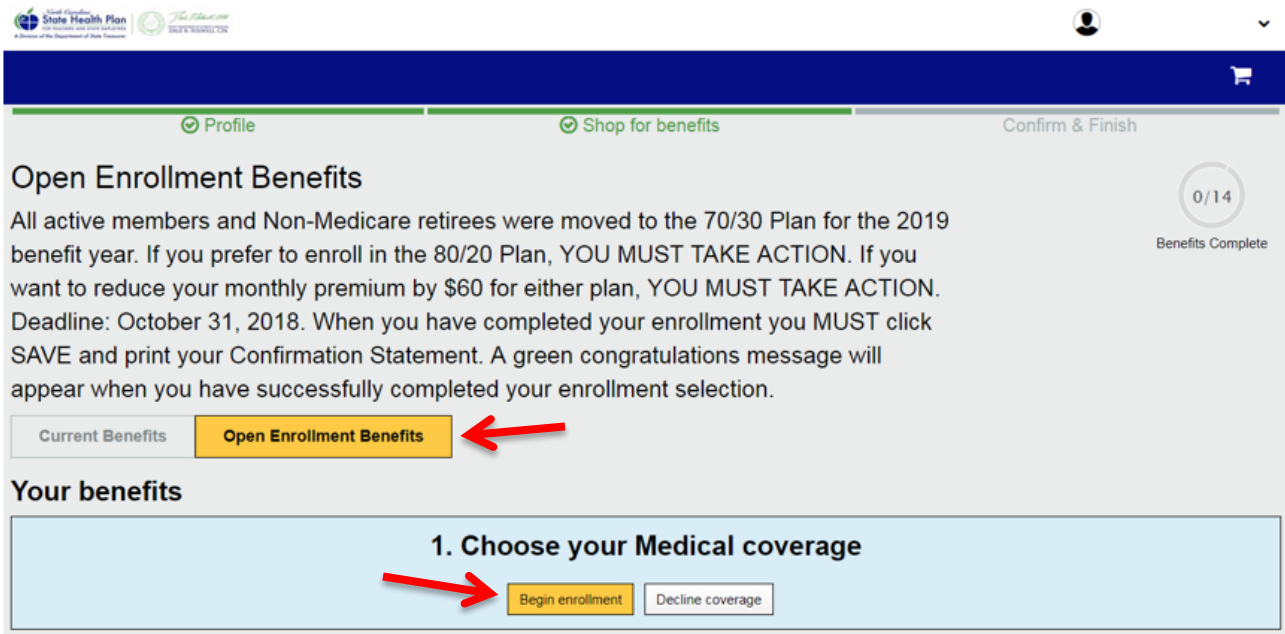
Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

Name	Relationship	Date of Birth	Gender	Actions
	Child		Male	Edit
	Child		Male	Edit
	Spouse		Female	Edit

Add Dependent

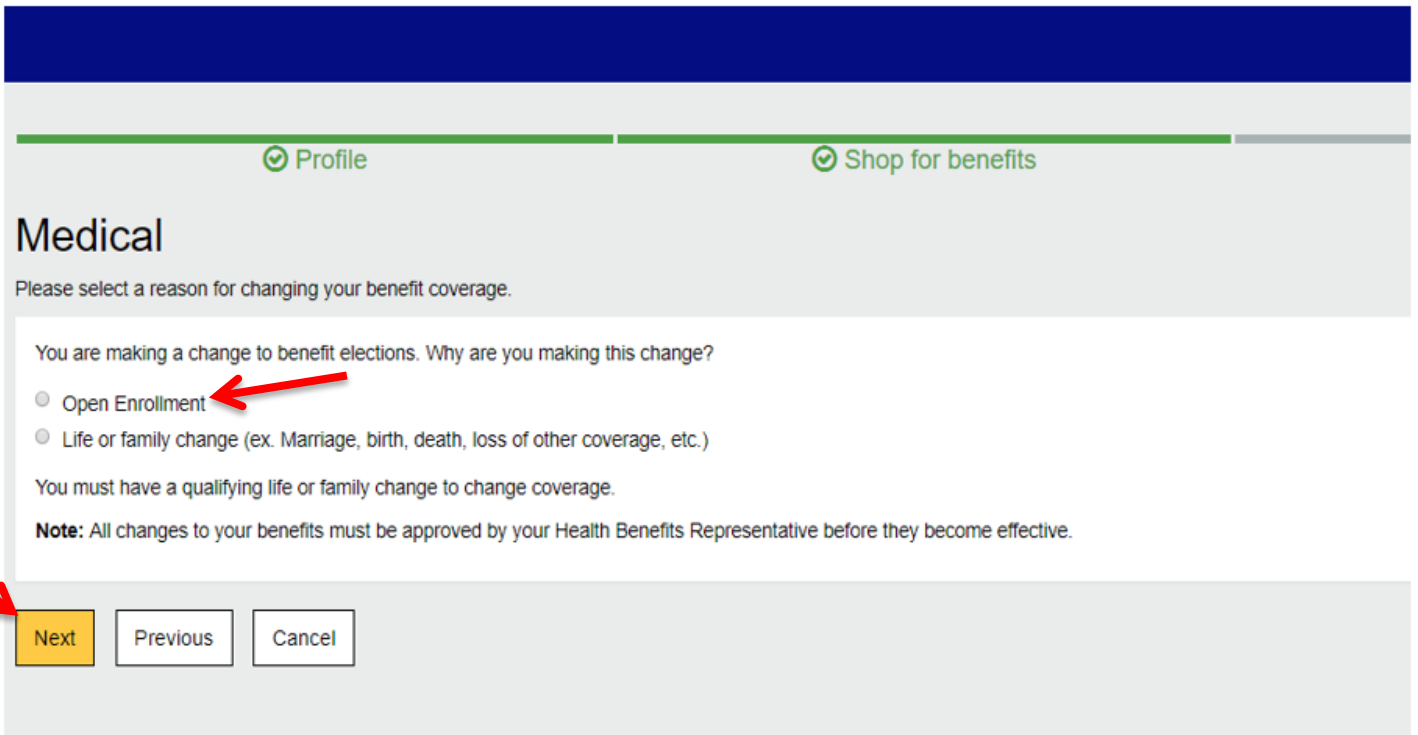
**Next** Previous

5. Read the Open Enrollment message and make sure you are on the **Open Enrollment Benefits** tab. Click **Begin Open Enrollment**.



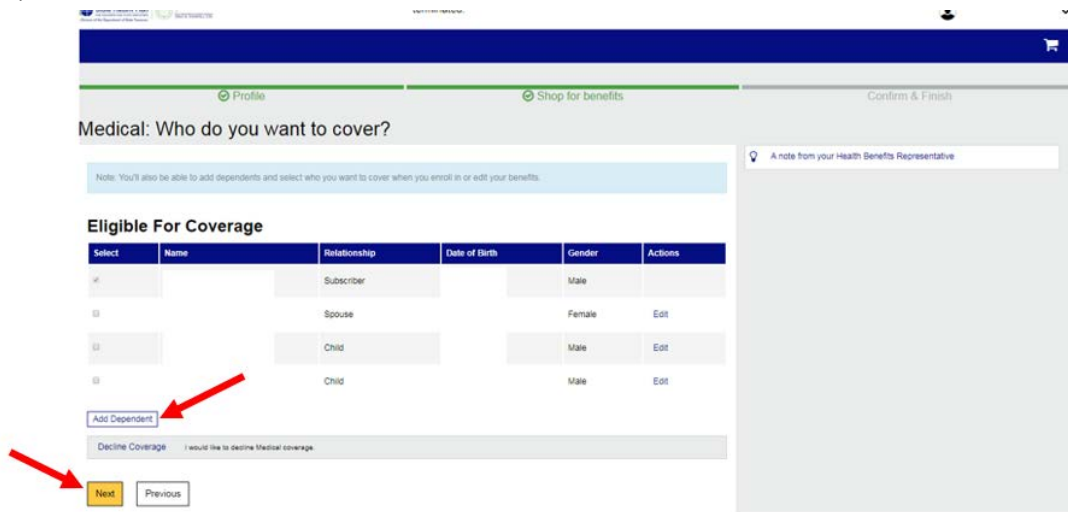
The screenshot shows the 'Open Enrollment Benefits' page. At the top, there are three tabs: 'Profile', 'Shop for benefits', and 'Confirm & Finish'. Below the tabs, the page title is 'Open Enrollment Benefits'. A progress indicator shows '0/14 Benefits Complete'. The main text reads: 'All active members and Non-Medicare retirees were moved to the 70/30 Plan for the 2019 benefit year. If you prefer to enroll in the 80/20 Plan, YOU MUST TAKE ACTION. If you want to reduce your monthly premium by \$60 for either plan, YOU MUST TAKE ACTION. Deadline: October 31, 2018. When you have completed your enrollment you MUST click SAVE and print your Confirmation Statement. A green congratulations message will appear when you have successfully completed your enrollment selection.' Below the text are two buttons: 'Current Benefits' and 'Open Enrollment Benefits'. A red arrow points to the 'Open Enrollment Benefits' button. Underneath, the section 'Your benefits' contains a blue box with the heading '1. Choose your Medical coverage'. Inside this box are two buttons: 'Begin enrollment' and 'Decline coverage'. A red arrow points to the 'Begin enrollment' button.

6. Select **Open Enrollment** as your reason for changing your benefit coverage. Then, click **Next** to continue.



The screenshot shows the 'Medical' selection page. At the top, there are two tabs: 'Profile' and 'Shop for benefits'. The page title is 'Medical'. The text reads: 'Please select a reason for changing your benefit coverage.' Below this is a question: 'You are making a change to benefit elections. Why are you making this change?'. There are two radio button options: 'Open Enrollment' and 'Life or family change (ex. Marriage, birth, death, loss of other coverage, etc.)'. A red arrow points to the 'Open Enrollment' radio button. Below the options is the text: 'You must have a qualifying life or family change to change coverage.' and a note: 'Note: All changes to your benefits must be approved by your Health Benefits Representative before they become effective.' At the bottom, there are three buttons: 'Next', 'Previous', and 'Cancel'. A red arrow points to the 'Next' button.

- If you need to add a dependent, click **Add Dependent** and follow the instructions. Select who you want to cover. Then, click **Next** to continue.



Medical: Who do you want to cover?

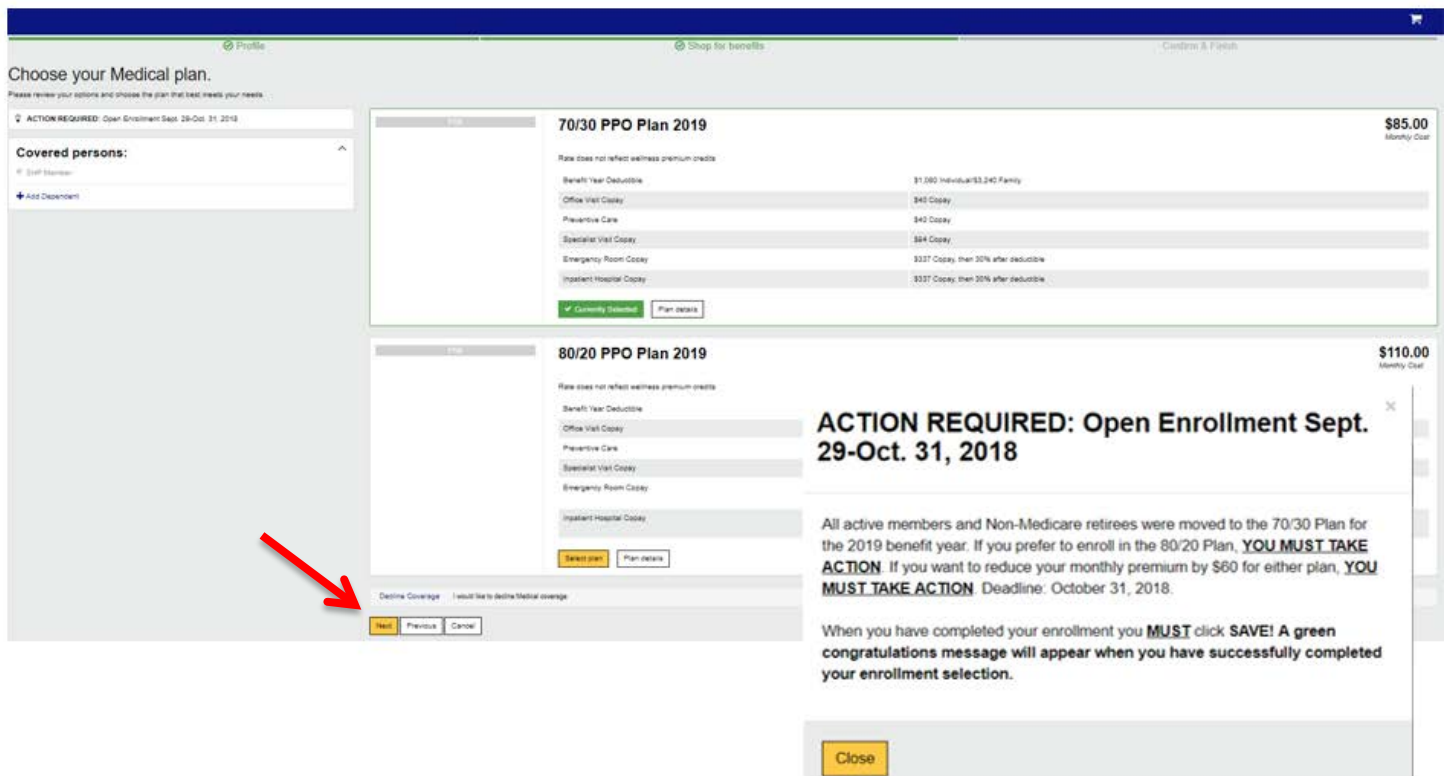
Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

**Eligible For Coverage**

Select	Name	Relationship	Date of Birth	Gender	Actions
<input checked="" type="radio"/>		Subscriber		Male	
<input type="radio"/>		Spouse		Female	Edit
<input type="radio"/>		Child		Male	Edit
<input type="radio"/>		Child		Male	Edit

Decline Coverage I would like to decline Medical coverage.

- Make your plan selection. Please note: All active members have been moved to the 70/30 Plan, which is currently selected. If you want to select the 80/20 Plan, click **Select Plan** by that option. Then click **Next** to continue.



Choose your Medical plan.

**70/30 PPO Plan 2019** \$85.00 Monthly Cost

Rate does not reflect wellness premium credits

Benefit Year Deductible	\$1,000 Individual/\$3,240 Family
Office Visit Copay	\$40 Copay
Preventive Care	\$40 Copay
Specialist Visit Copay	\$84 Copay
Emergency Room Copay	\$337 Copay, then 30% after deductible
Inpatient Hospital Copay	\$337 Copay, then 30% after deductible

Currently Selected

**80/20 PPO Plan 2019** \$110.00 Monthly Cost

Rate does not reflect wellness premium credits

Benefit Year Deductible	
Office Visit Copay	
Preventive Care	
Specialist Visit Copay	
Emergency Room Copay	
Inpatient Hospital Copay	

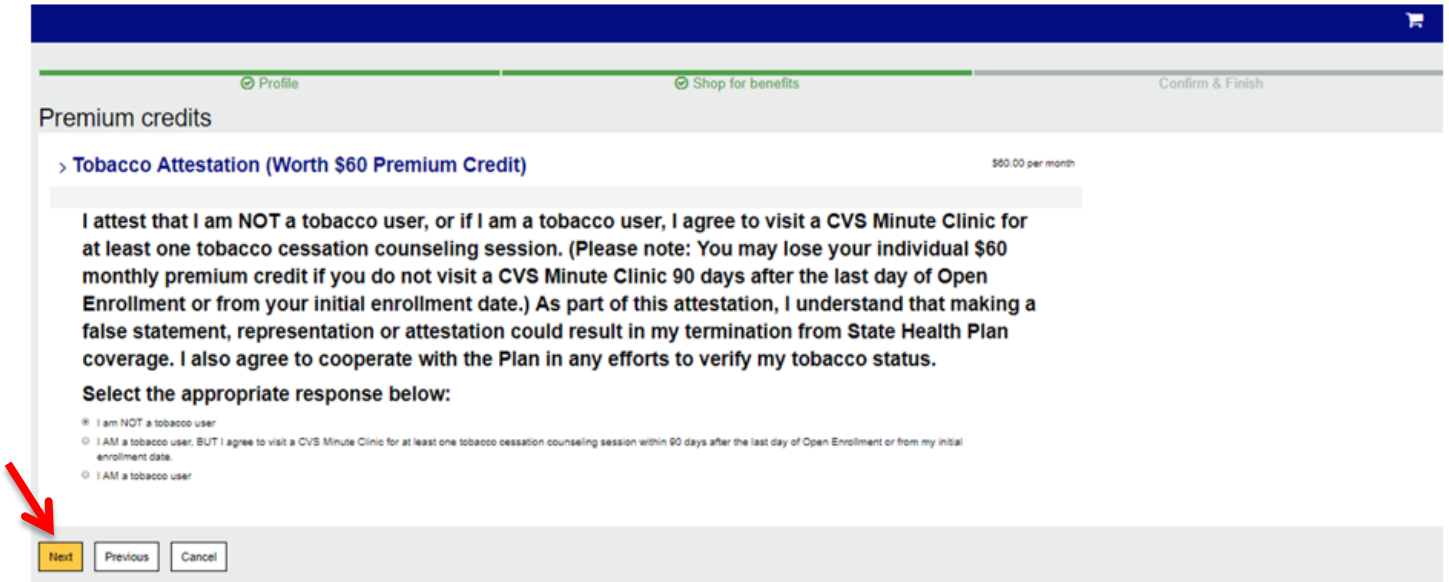
Decline Coverage I would like to decline Medical coverage.

**ACTION REQUIRED: Open Enrollment Sept. 29-Oct. 31, 2018**

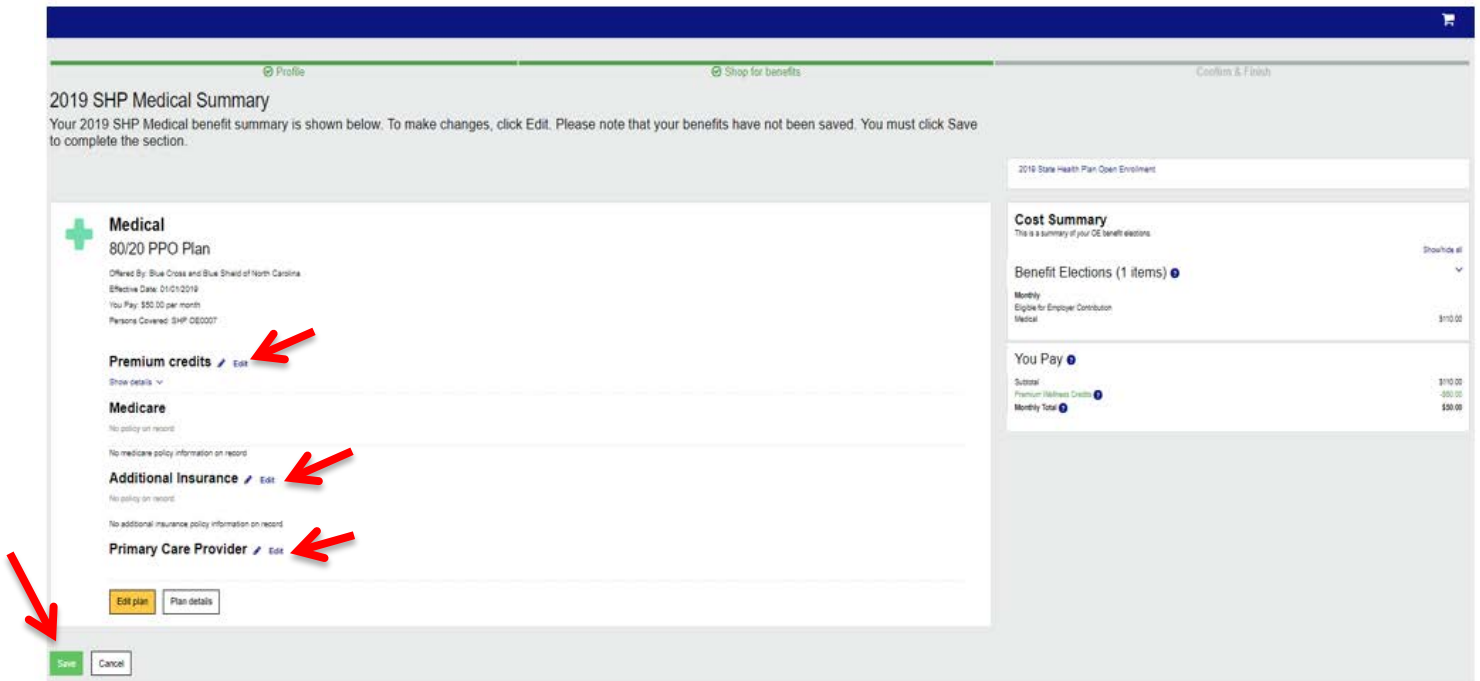
All active members and Non-Medicare retirees were moved to the 70/30 Plan for the 2019 benefit year. If you prefer to enroll in the 80/20 Plan, **YOU MUST TAKE ACTION**. If you want to reduce your monthly premium by \$60 for either plan, **YOU MUST TAKE ACTION**. Deadline: October 31, 2018.

When you have completed your enrollment you **MUST** click **SAVE!** A green congratulations message will appear when you have successfully completed your enrollment selection.

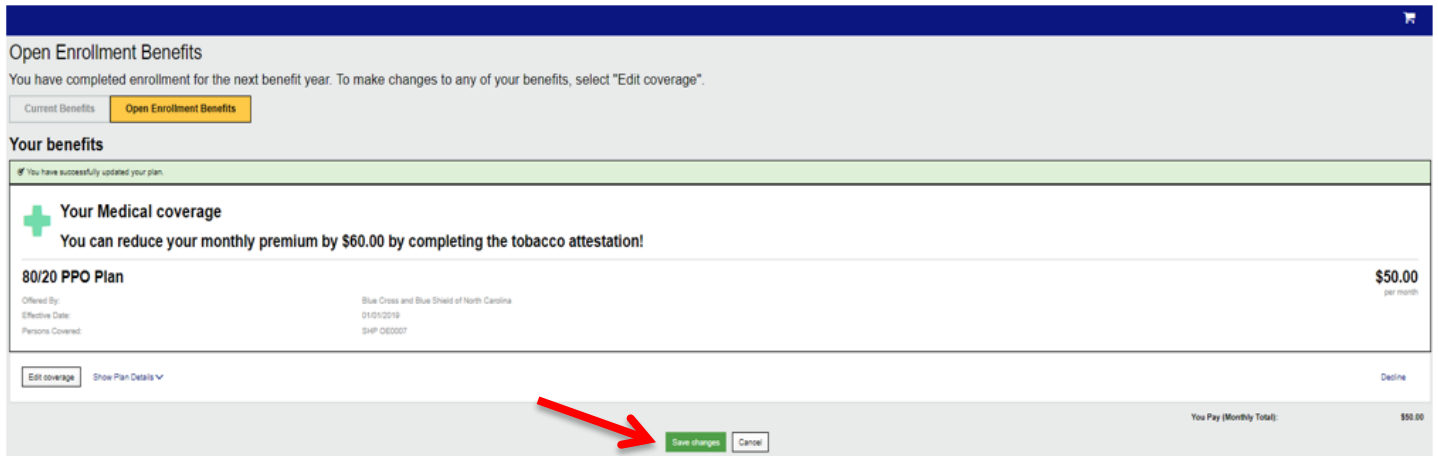
9. Note the updated Tobacco Attestation language. Select the appropriate answer and then click **Next**.



10. Review your elections, including the Cost Summary. Click **Edit** to change your tobacco attestation response, to update additional insurance, or to change your primary care provider. If no edits are required, click **Save**. If you do not click **Save**, your choices will not be saved.



11. Click **Save Changes** to confirm your elections.



Open Enrollment Benefits

You have completed enrollment for the next benefit year. To make changes to any of your benefits, select "Edit coverage".

Current Benefits **Open Enrollment Benefits**

**Your benefits**

*If you have successfully updated your plan.*

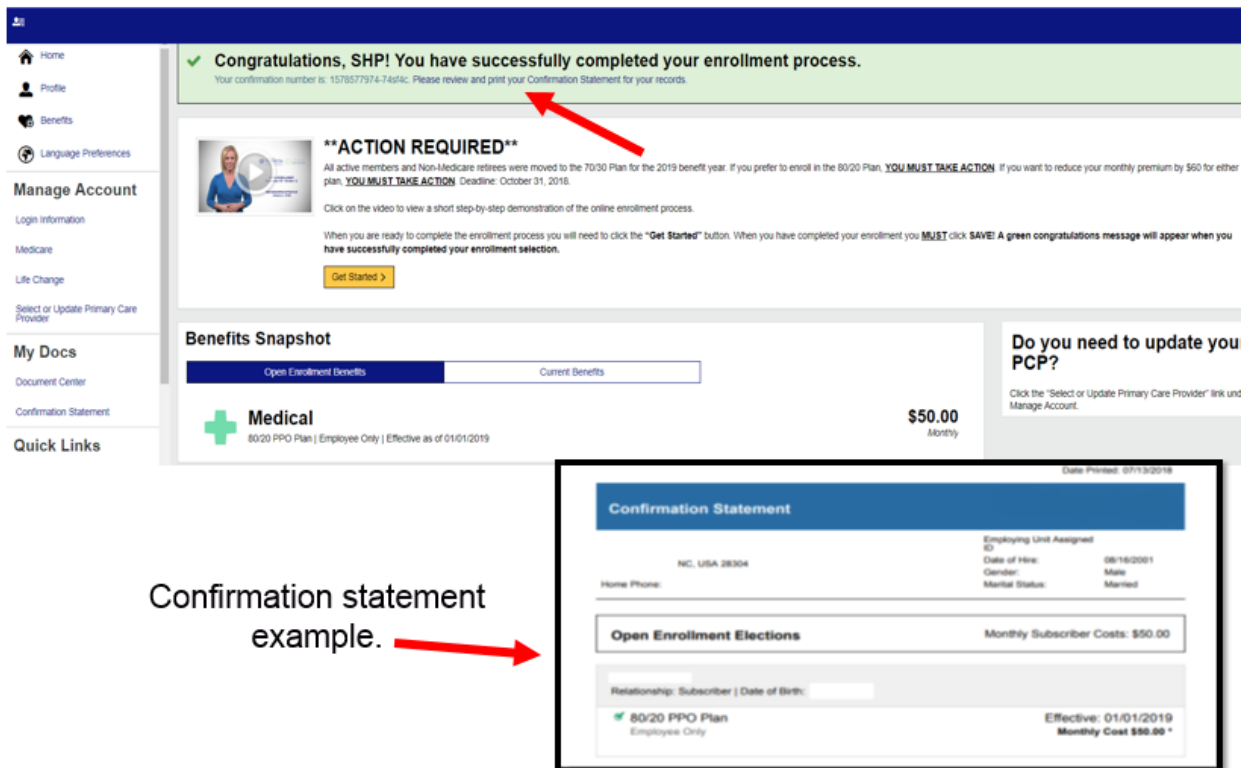
**Your Medical coverage**  
You can reduce your monthly premium by \$60.00 by completing the tobacco attestation!

**80/20 PPO Plan** \$50.00 per month

Offered By: Blue Cross and Blue Shield of North Carolina  
 Effective Date: 01/01/2019  
 Persons Covered: SHP DE0007

You Pay (Monthly Total): \$50.00

12. A green congratulations message will appear once you have successfully completed your enrollment. Click on the **"Confirmation Statement"** to access a printable version of all your benefits for your records.



Home Profile Benefits Language Preferences

**Manage Account**

Login Information  
 Medicare  
 Life Change  
 Select or Update Primary Care Provider

**My Docs**

Document Center  
 Confirmation Statement  
 Quick Links

**Confirmation Statement**

NC, USA 28304  
 Home Phone: \_\_\_\_\_  
 Relationship: Subscriber | Date of Birth: \_\_\_\_\_

Employing Unit Assigned ID: \_\_\_\_\_  
 Date of Hire: 09/16/2001  
 Gender: Male  
 Marital Status: Married

**Open Enrollment Elections** Monthly Subscriber Costs: \$50.00

<input checked="" type="checkbox"/> <b>80/20 PPO Plan</b> Employee Only	Effective: 01/01/2019 Monthly Cost \$50.00 *
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Date Printed: 07/13/2019

**Confirmation statement example.**

**Unable to Log In or Need Assistance?**

Select the Reset Your Account link to reset your password or call the Eligibility and Enrollment Support Center at 855-859-0966. During Open Enrollment the Support Center is offering extended hours: Monday-Friday, 8 a.m.-10 p.m., and Saturdays, 8 a.m.-12 p.m.