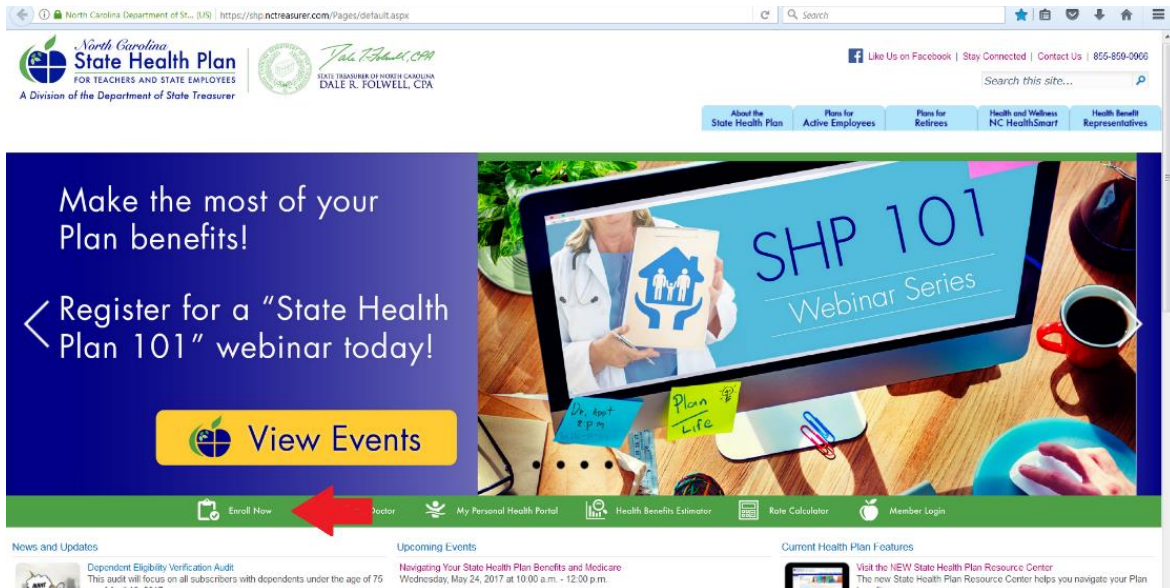
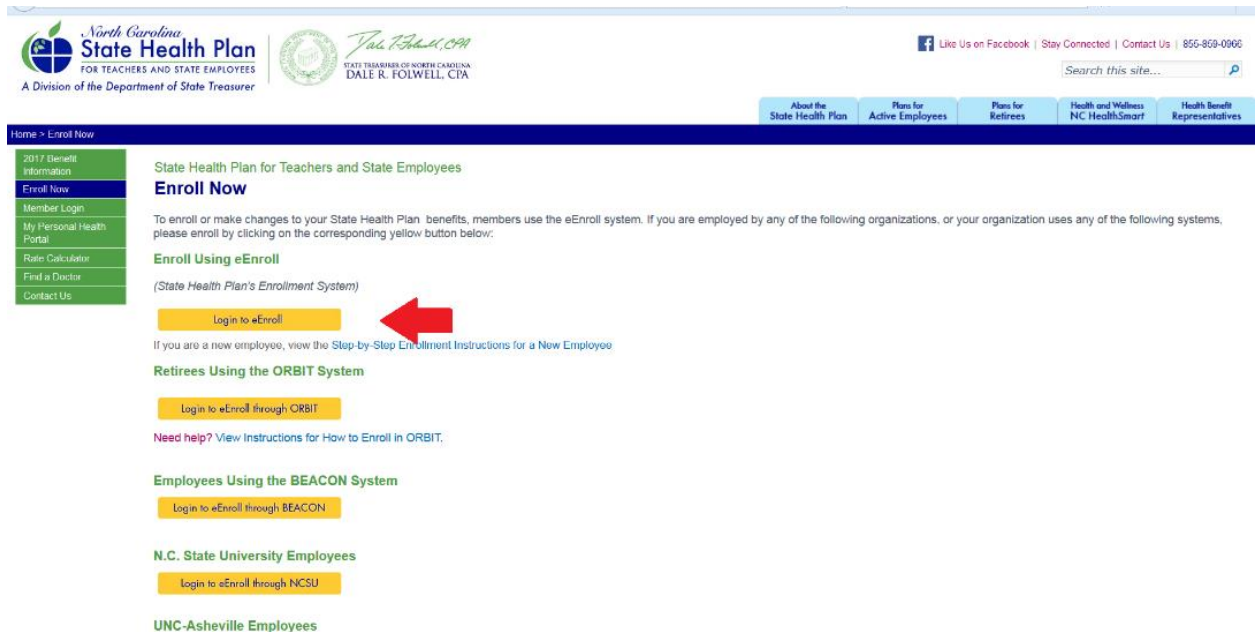


How to Upload Required Dependent Documents in eEnroll

1. Go to the State Health Plan website at www.shpnc.org and select **Enroll Now**.



2. Select the appropriate yellow box to log into eEnroll. Please note: If you access eEnroll through another system, such as ORBIT, you will need to follow the appropriate instructions provided by your group to log into eEnroll.



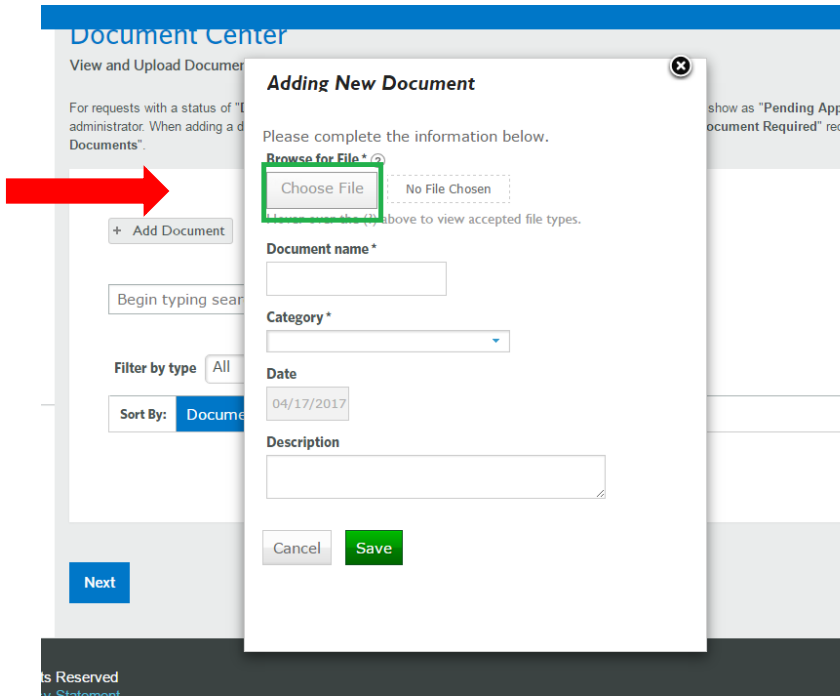
3. If your group/agency has an HR InTouch site, you will need to click on the **Enroll Now** link to the right.
4. Once you are in eEnroll, click the **My Documents** on the left hand side, or the **My Document Center** in blue

The screenshot shows the user interface of the State Health Plan. On the left, a navigation sidebar includes links for Home, Profile, Benefits, Dependents, and Language Preferences. Below these are sections for 'MANAGE ACCOUNT' (Login Information, My Documents, Medicare, View Tax Documents, Life Change) and 'QUICK LINKS' (CVS Caremark, BlueConnect, Learning Center). The main content area features a 'Get Started' button for editing benefits, a 'Dependent Verification Document Request' with a link to 'My Document Center', and a 'Benefits Snapshot' table. The table lists a 'Medical' plan with a monthly cost of \$723.76. An 'Important Documents' section on the right contains links for 'Summary Confirmation Statement' and 'Confirmation Statement'.

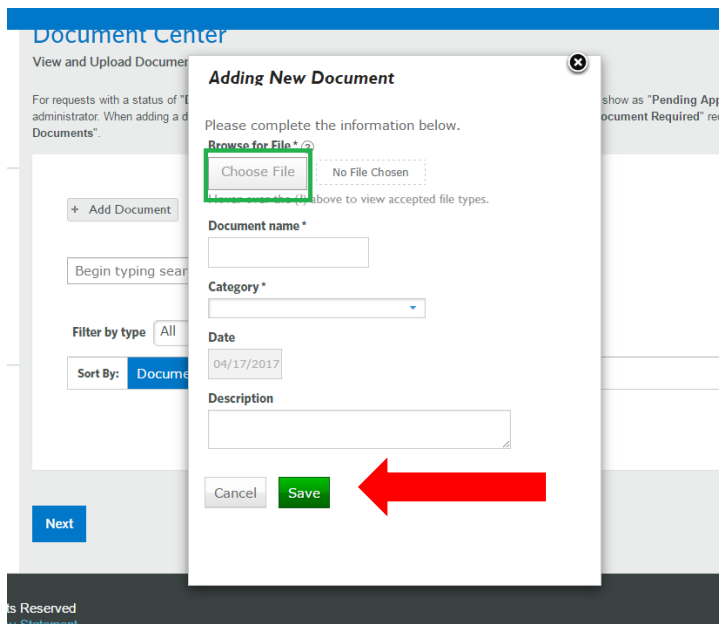
5. Select Upload a Document

The screenshot displays a document management interface. At the top, there are sorting options: 'Sort By: Document Name', 'Date Created', and 'Date Uploaded'. Below this is a document entry for 'TEST CHILD' with a status of 'Document is awaiting upload'. The entry includes a warning icon, the text 'Benefits will not be effective until a verification document has been received and approved by your administrator.', a calendar icon with the date '04/19/2017', and a user icon for 'DOE, JANE'. At the bottom, a 'Document Required' warning is followed by two buttons: 'Upload a Document' and 'Associate an Existing Document'. A red arrow points to the 'Upload a Document' button.

6. Select the file you need by clicking on Choose File * accepted file formats are .jpg, .jpeg, .gif, .png, .pdf, .doc, .docx, xls and .xlsx. You will then be prompted to upload the required documentation within the Document Center.



7. Select **Save**



8. You will get a confirmation at the top of the screen that the document has been uploaded. And the task will now show pending approval.

The screenshot displays the State Health Plan portal interface. At the top, a green notification bar states "The document has been Associated successfully," with a red arrow pointing to it from the right. The main content area shows a document list with the following details:

- Summary: 1 Document Required, 1 Pending Approval, 0 Approved, 0 Denied, 0 Disabled, 0 Expired, 1 All Documents
- Buttons: + Add Document
- Search: Begin typing search query [Search]
- Filters: Filter by type: All; Filter by status: All Requests
- Sort By: Document Name, Date Created, Date Uploaded
- Document Entry:
 - Icon: Word
 - Title: test
 - Content: Dependent Name: [redacted]; Benefits will not be effective until a verification document has been received and approved by your administrator.
 - Metadata: 05/09/2017, 05/31/2017, 1040 Income Tax Return
 - Status: Pending Approval (highlighted with a green box)
 - Actions: Edit, Preview