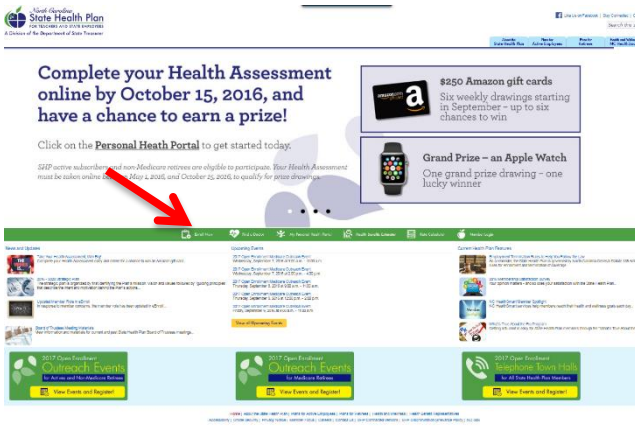
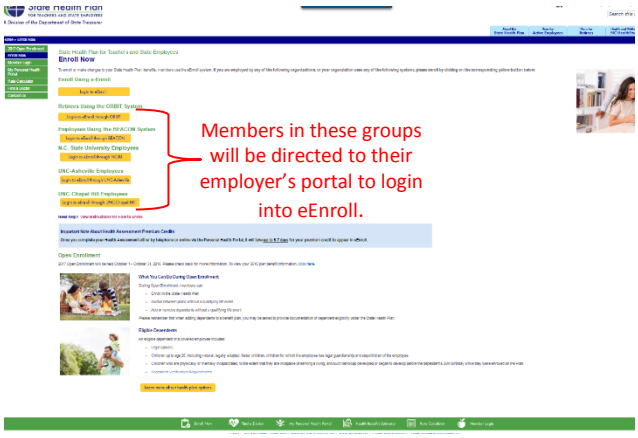
Step-by-Step Enrollment Instructions for a New Employee

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

1. Once your Health Benefits Representative has created a personal record for you in the eEnroll system, go to the State Health Plan's website at www.shpnc.org and click **Enroll Now** located on the green bar.

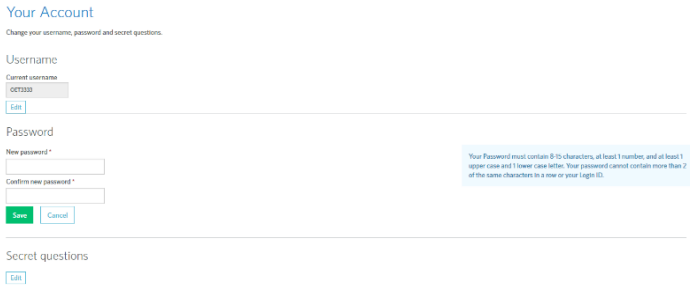


2. If you are employed by any of the organizations in the yellow buttons, click one to enroll. If not, click **Login to eEnroll**.

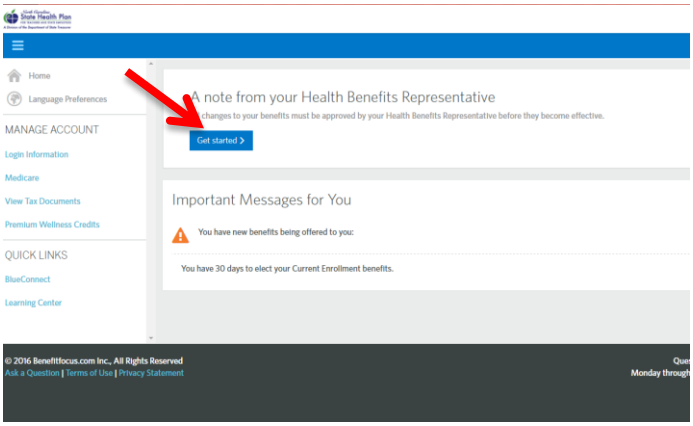


Enter your Username and Password. Login ID: Your first name, the first initial of your last name and the last 4 digits of your Social Security number. Initial Password: Your Social Security number without spaces or dashes. Example for employee John Doe with SSN 111-22-3333: Login ID is JohnD3333 and Password is 111223333. If you have transferred from another agency and already had an account in eEnroll, please check with your HBR to verify your login information.

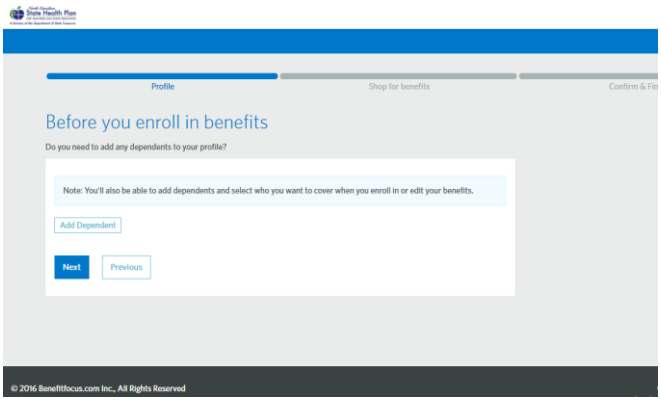
3. You will be prompted to change your password as soon as you log in. After you select **Save**, you will also be asked to select your secret questions and answers. Select **Save** again and **Next**. The next page will be a STATEMENT OF UNDERSTANDING & AUTHORIZATION. Make sure you check the box and select **Next**.



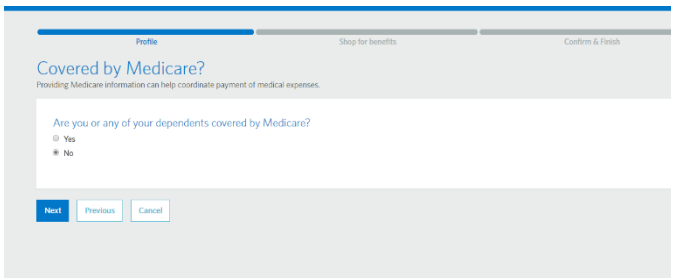
4. Click **Get Started.**



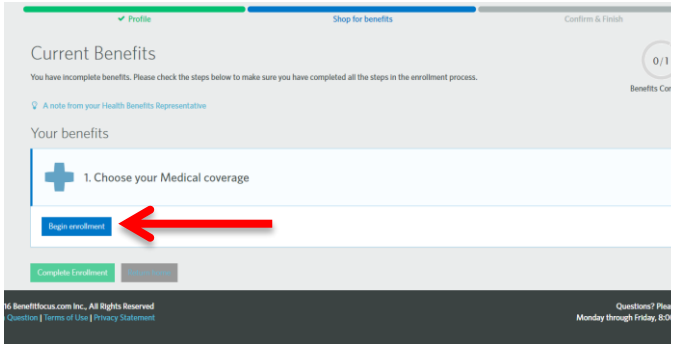
5. You will be asked if you want to list any dependents. Select **ADD DEPENDENT** and follow the instructions on the screen to add a dependent, or select Next if no Dependent.



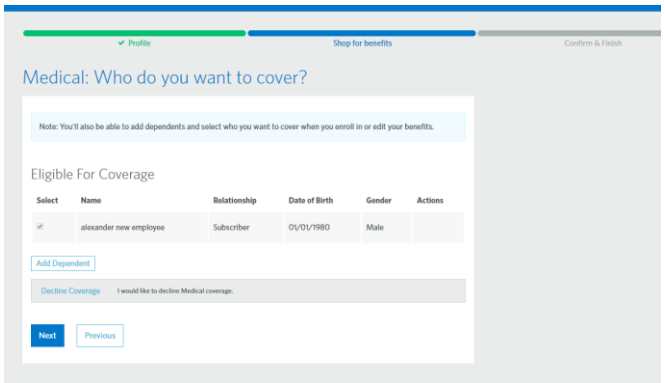
6. After you either add dependents or move ahead, you will be asked if you or any dependents are covered by Medicare. If yes, follow the instructions on the screen to add the Medicare information. If no, because no one has Medicare, click **Next**.



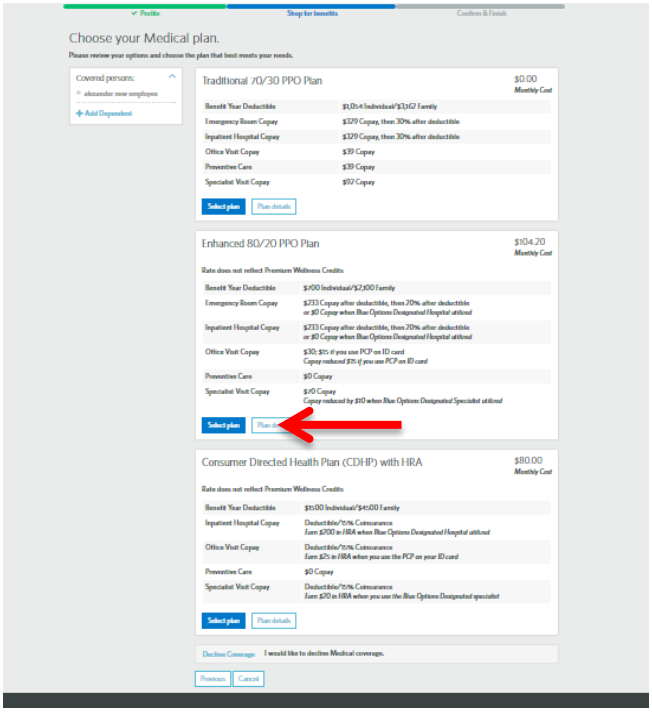
7. Click **Begin Enrollment**.



8. Select the dependents you want to cover.

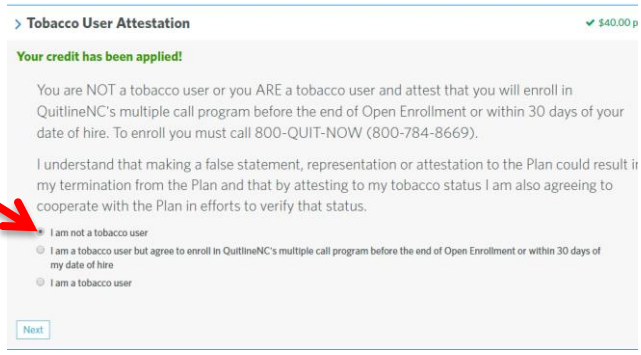


9. Choose a health plan option and click **Select Plan**.

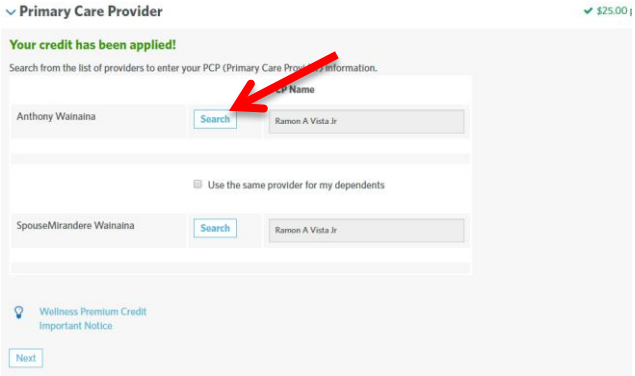


Please note: If you select the 80/20 Plan or CDHP, the next screen will display three premium wellness activities to complete. If you select the 70/30 plan, only the Tobacco Attestation will display.

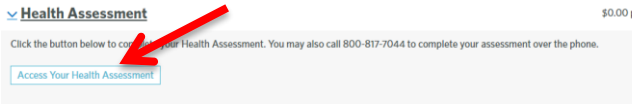
10. Click **Tobacco User Attestation** and select the appropriate answer. Then click **Next**.



11. Click **Search** to select a PCP and follow the instructions to add your PCP. Then click **Next**.

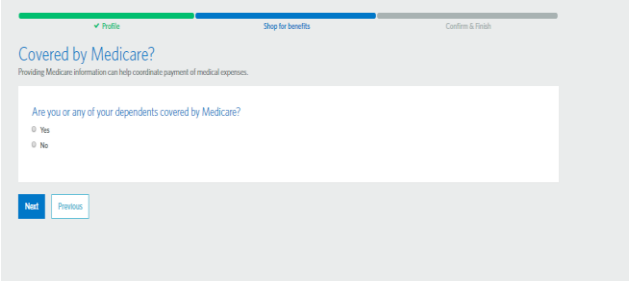


12. Complete your **Health Assessment**. The Personal Health Portal will open in its own window.

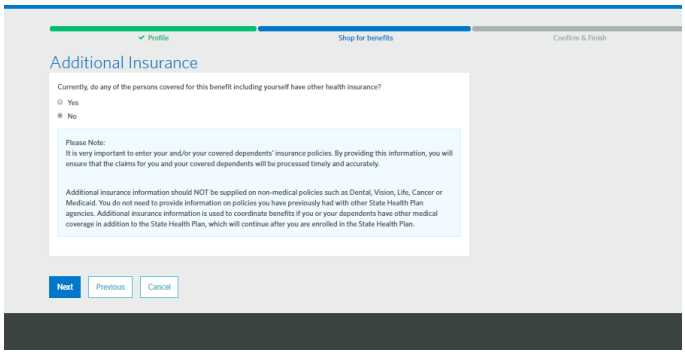


Once you have completed your Health Assessment, "X" out of the browser to return to eEnroll.

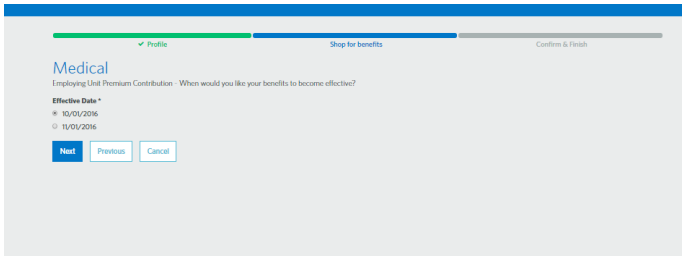
13. You will be asked again if you or any dependents are covered by Medicare.



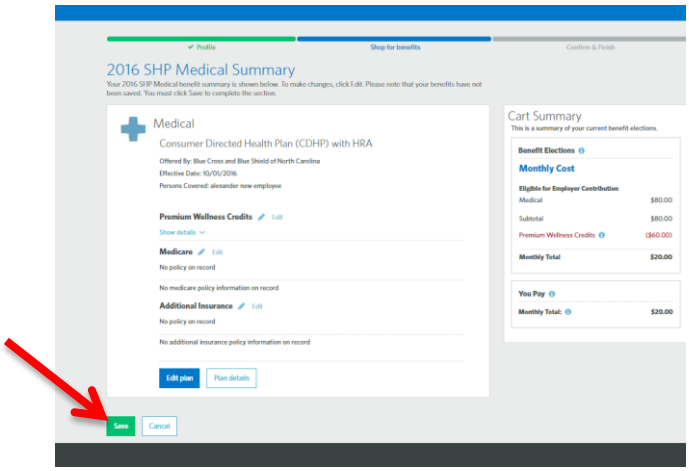
14. You will be asked if you or any dependents are covered by additional insurance. If yes, follow the instructions on the screen. If no, select **No**. Then click **Next**.



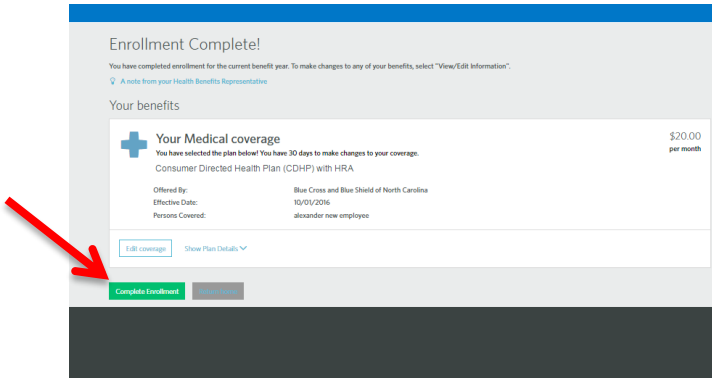
15. Select your effective date. Then click **Next**.



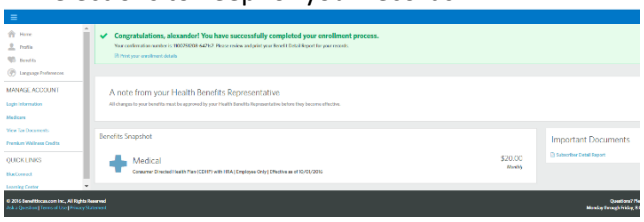
16. Review your elections and make any edits necessary. Then click **Save**. If you do not click **Save** your information will not be saved if you log out.



17. Then, click **Complete Enrollment** to complete your enrollment.



18. Click **Subscriber Detailed Report** under Important Documents for a printable version of your elections to keep for your records.



19. **Need Assistance?**

Please call the Eligibility and Enrollment Support Center 855-859-0966.