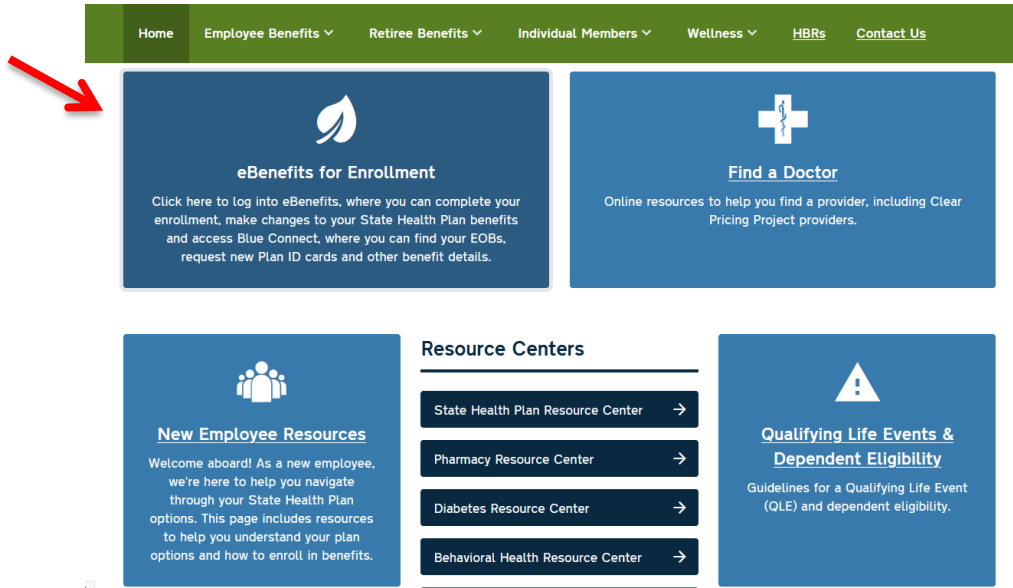


How to Complete 2023 Open Enrollment Online via eBenefits (Active Employees)

- Go to the State Health Plan website at www.shpnc.org. Click **eBenefits** blue box.



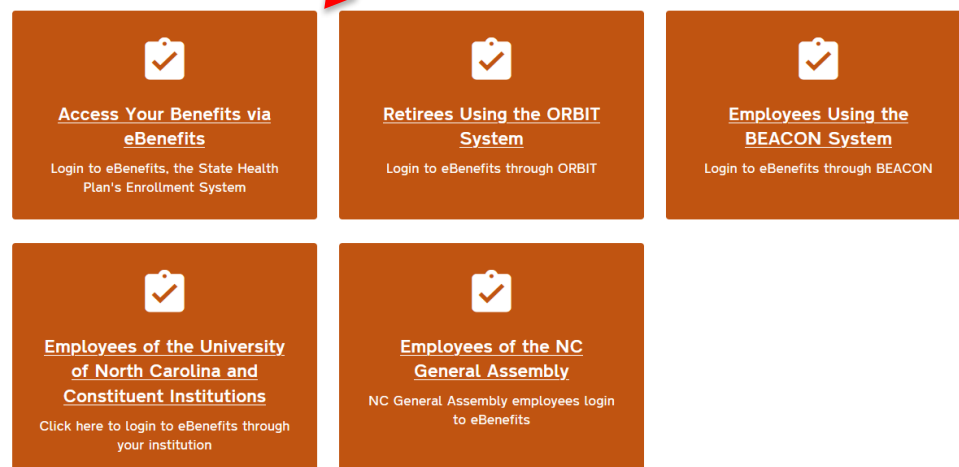
- Select the appropriate box to access eBenefits. Then follow instructions to log in.

To log into eBenefits, click the button below for YOUR enrollment system. If your employer is not listed, select the "eBenefits" button below or contact your HR representative for assistance.

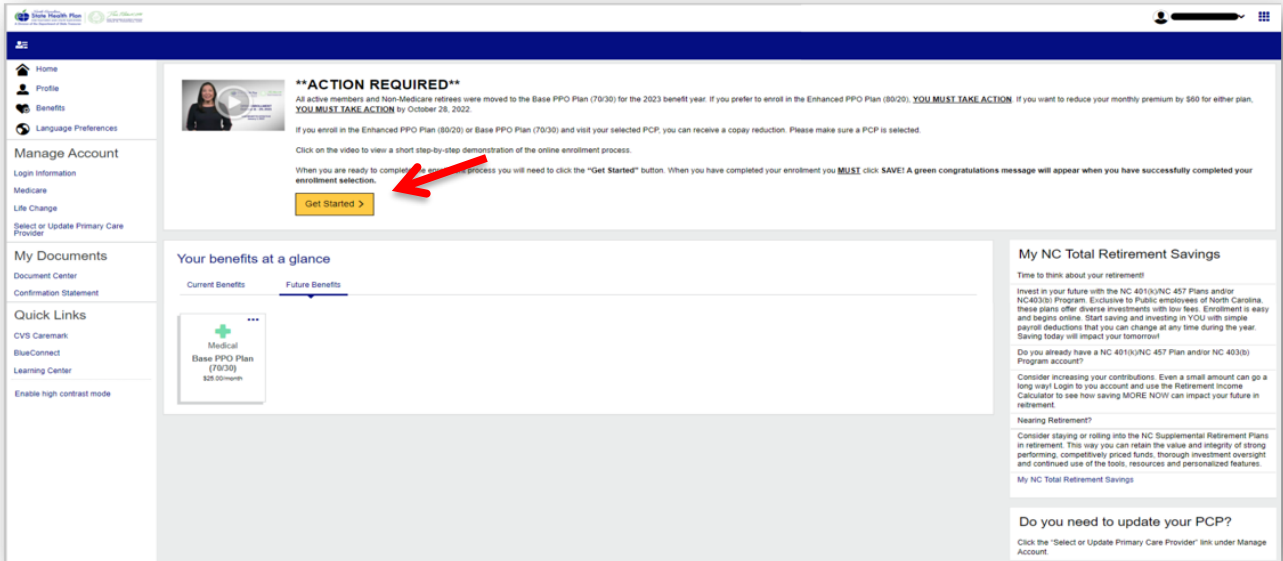
Once you're logged into eBenefits, you can complete your OPEN ENROLLMENT, make changes and access your benefit information through BlueConnect, where you can find your EOBs and order new ID cards.

Important Note Regarding Passwords:

If you are having issues logging into eBenefits, do not continue to attempt to log in or you will lock your account. Instead you have the option to reset your password. Simply click "Reset your account" then "I can't remember my password." From there you will be prompted to a screen that will ask you to enter your username so a passcode can be sent to the email address you have in eBenefits.



3. Then click **Get Started**.

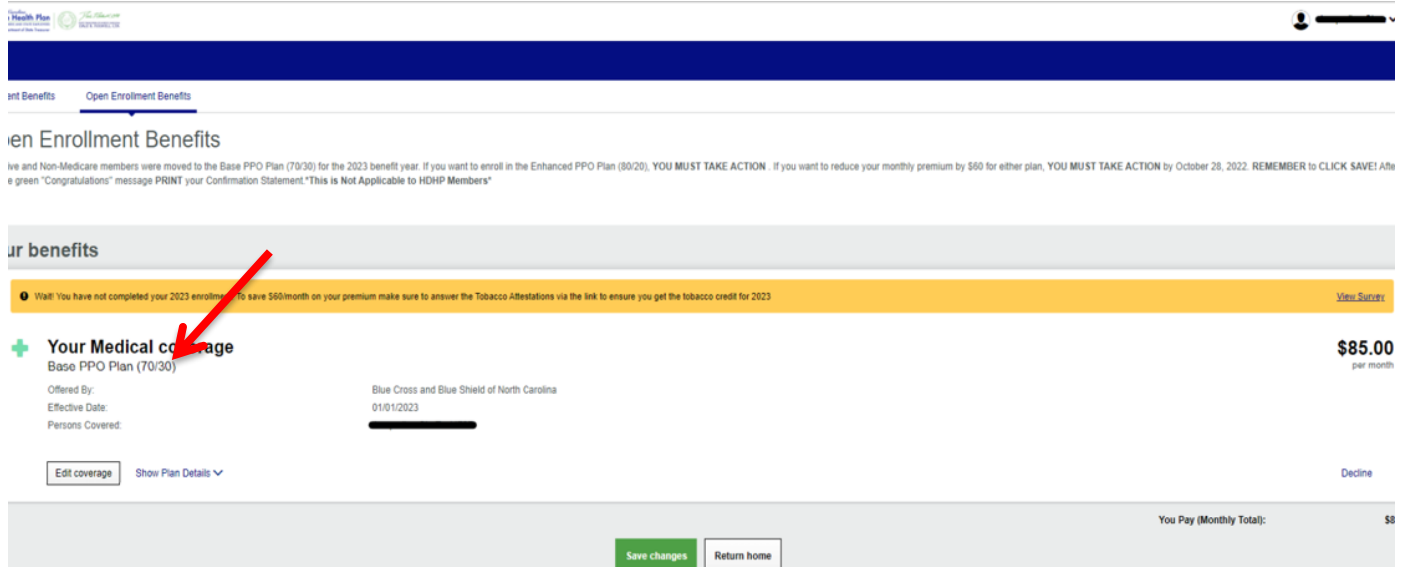


The screenshot shows the North Carolina State Health Plan website. A prominent message states: ****ACTION REQUIRED****. All active members and Non-Medicare retirees were moved to the Base PPO Plan (7030) for the 2023 benefit year. If you prefer to enroll in the Enhanced PPO Plan (8020), **YOU MUST TAKE ACTION** by October 26, 2022. The message continues: If you enroll in the Enhanced PPO Plan (8020) or Base PPO Plan (7030) and visit your selected PCP, you can receive a copay reduction. Please make sure a PCP is selected. 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.

A red arrow points to the **Get Started >** button. Below the message, there is a section titled "Your benefits at a glance" with tabs for "Current Benefits" and "Future Benefits". Under "Current Benefits", a card shows "Medical Base PPO Plan (7030) \$25.00/month".

On the right side of the page, there are sections for "My NC Total Retirement Savings" and "Do you need to update your PCP?". The "My NC Total Retirement Savings" section includes information about the NC 401(k)/NC 457 Plan and the NC 403(b) Program, as well as a link to the Retirement Income Calculator. The "Do you need to update your PCP?" section includes a link to the "Select or Update Primary Care Provider" link under Manage Account.

4. Select **Edit Coverage**.



Health Plan | NC Department of State Treasurer

Open Enrollment Benefits

Active and Non-Medicare members were moved to the Base PPO Plan (70/30) for the 2023 benefit year. If you want to enroll in the Enhanced PPO Plan (80/20), YOU MUST TAKE ACTION. If you want to reduce your monthly premium by \$60 for either plan, YOU MUST TAKE ACTION by October 28, 2022. REMEMBER TO CLICK SAVE! After a green "Congratulations" message PRINT your Confirmation Statement. *This is Not Applicable to HDHP Members*

My benefits

Wait! You have not completed your 2023 enrollment. To save \$60/month on your premium make sure to answer the Tobacco Attestations via the link to ensure you get the tobacco credit for 2023. [View Savings](#)

+ Your Medical coverage **\$85.00**
per month

Base PPO Plan (70/30)

Offered By: Blue Cross and Blue Shield of North Carolina

Effective Date: 01/01/2023

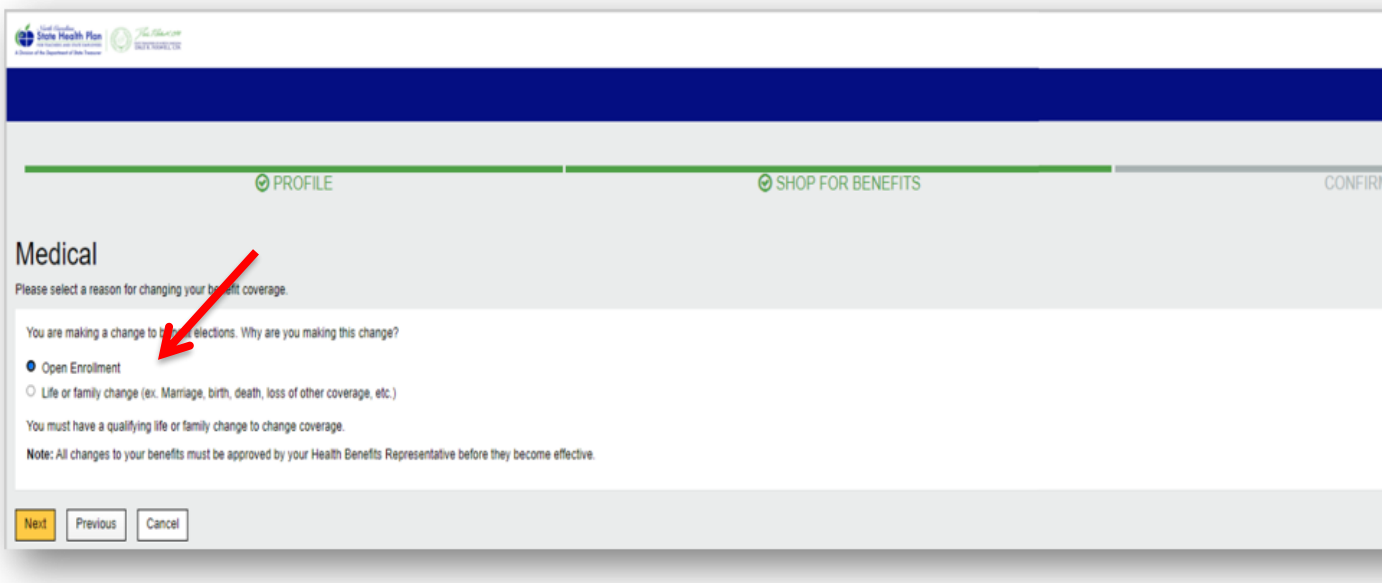
Persons Covered:

[Edit coverage](#) [Show Plan Details](#) [Decline](#)

You Pay (Monthly Total): **\$8**

[Save changes](#) [Return home](#)

5. Click **Open Enrollment** as the reason for your change.



Health Plan | NC Department of State Treasurer

PROFILE | SHOP FOR BENEFITS | CONFIRM

Medical

Please select a reason for changing your benefit coverage.

You are making a change to your elections. Why are you making this change?

☒ Open Enrollment

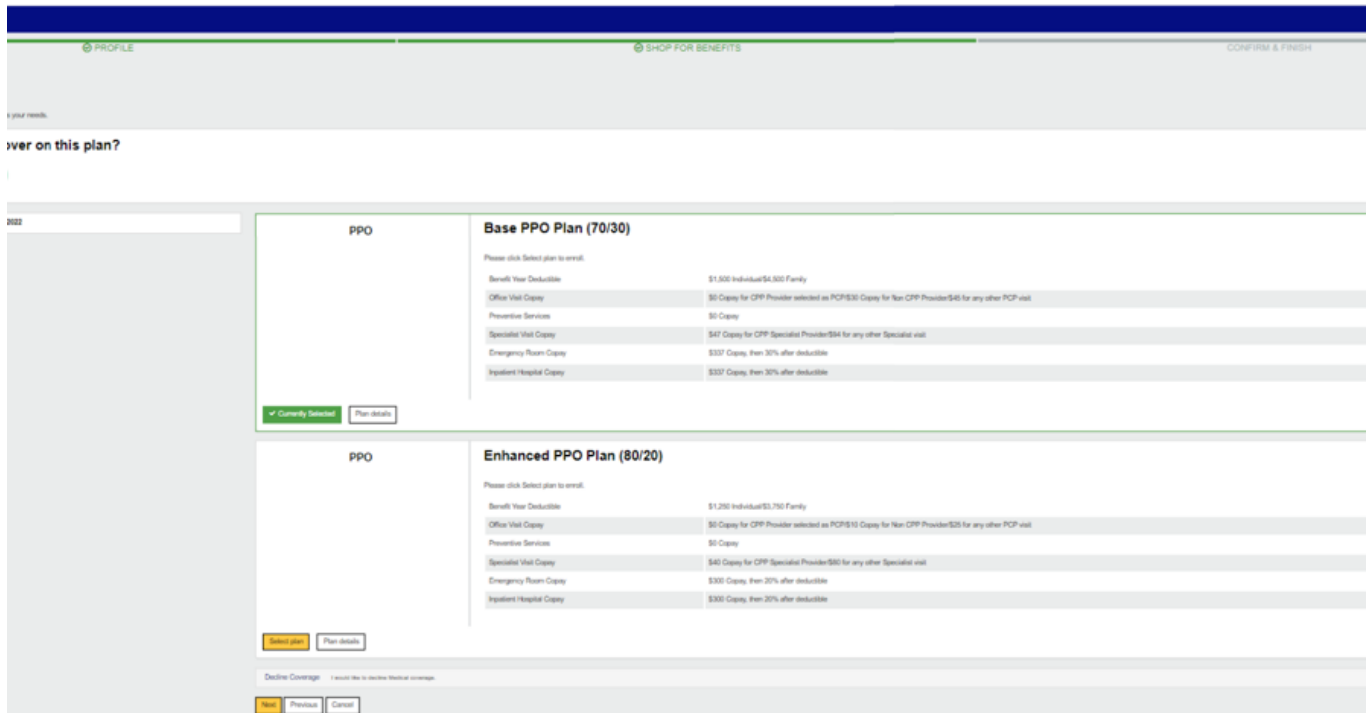
☐ Life or family change (ex. Marriage, birth, death, loss of other coverage, etc.)

You must have a qualifying life or family change to change coverage.

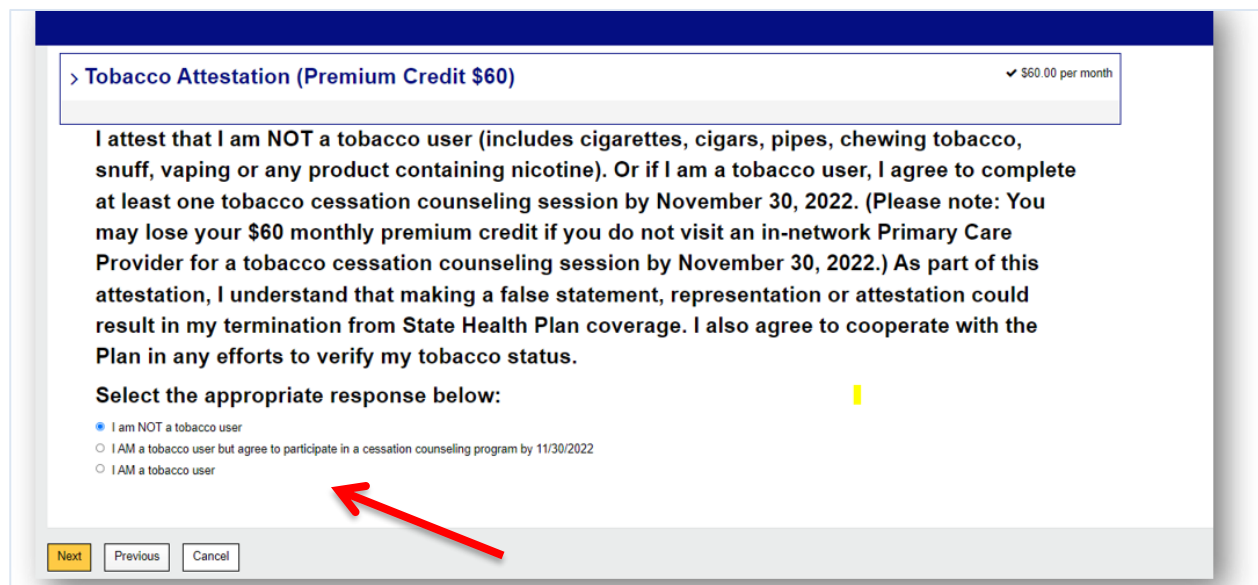
Note: All changes to your benefits must be approved by your Health Benefits Representative before they become effective.

[Next](#) [Previous](#) [Cancel](#)

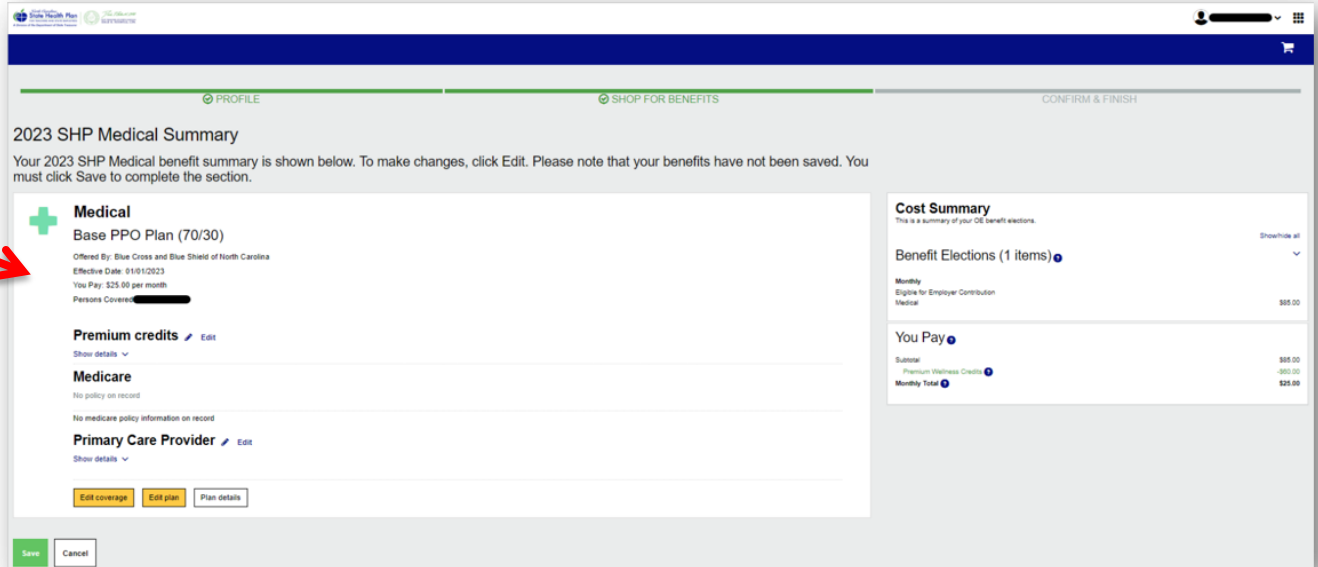
6. Choose a health plan option and click **Select Plan**. Please note: All Non-Medicare members have been moved to the Base PPO Plan (70/30). If you want to select the Enhanced PPO Plan (80/20), scroll down to that plan and click Select Plan. If you need to add a dependent, click on the **Add Dependent** link and follow the instructions.



7. On the Tobacco Attestation page, select the appropriate answer. Then click **Next**.



8. Once your plan has been selected, click **Save**. Make sure you have a Primary Care Provider (PCP) selected. [Click here](#) to find out more about the savings you can receive by selecting a Clear Pricing Project PCP.



2023 SHP Medical Summary

Your 2023 SHP Medical benefit summary is shown below. To make changes, click Edit. Please note that your benefits have not been saved. You must click Save to complete the section.

Medical
 Base PPO Plan (70/30)
 Offered By: Blue Cross and Blue Shield of North Carolina
 Effective Date: 01/01/2023
 You Pay: \$25.00 per month
 Persons Covered: [REDACTED]

Premium credits / Edit
 Show details

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. Show/hide all

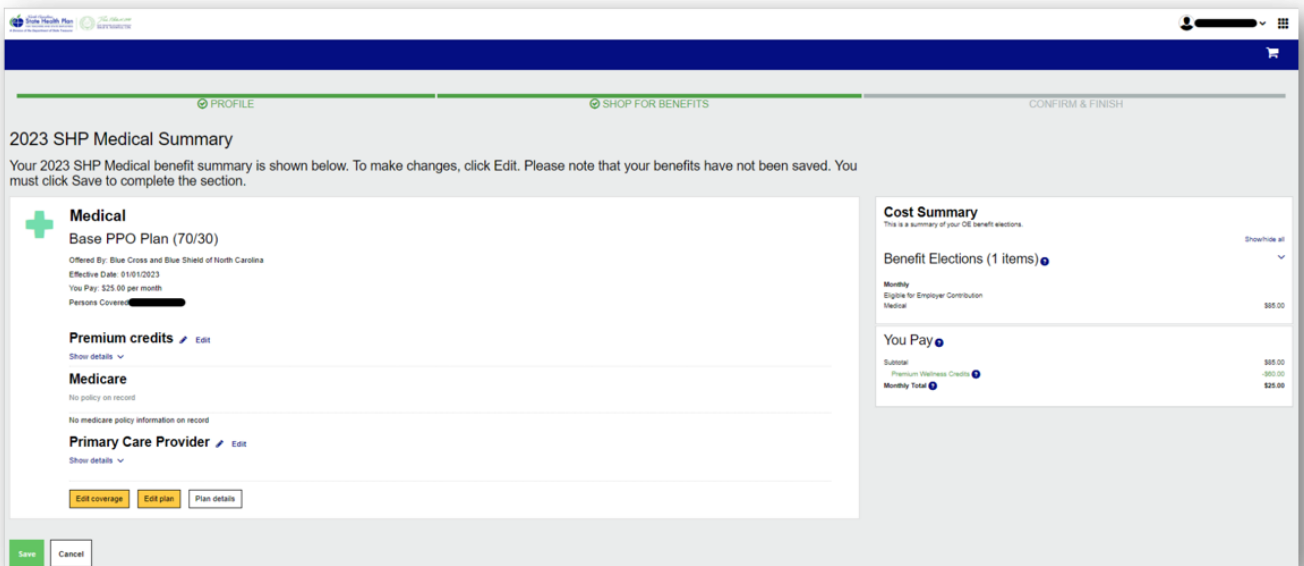
Benefit Elections (1 items)

Monthly	Employer for Employer Contribution	Medical
		\$65.00

You Pay

Subtotal	Premium Wellness Credits	Monthly Total
\$65.00	-\$40.00	\$25.00

9. Click **Save Changes** to confirm your elections and return to the Home page.



2023 SHP Medical Summary

Your 2023 SHP Medical benefit summary is shown below. To make changes, click Edit. Please note that your benefits have not been saved. You must click Save to complete the section.

Medical
 Base PPO Plan (70/30)
 Offered By: Blue Cross and Blue Shield of North Carolina
 Effective Date: 01/01/2023
 You Pay: \$25.00 per month
 Persons Covered: [REDACTED]

Premium credits / Edit
 Show details

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. Show/hide all

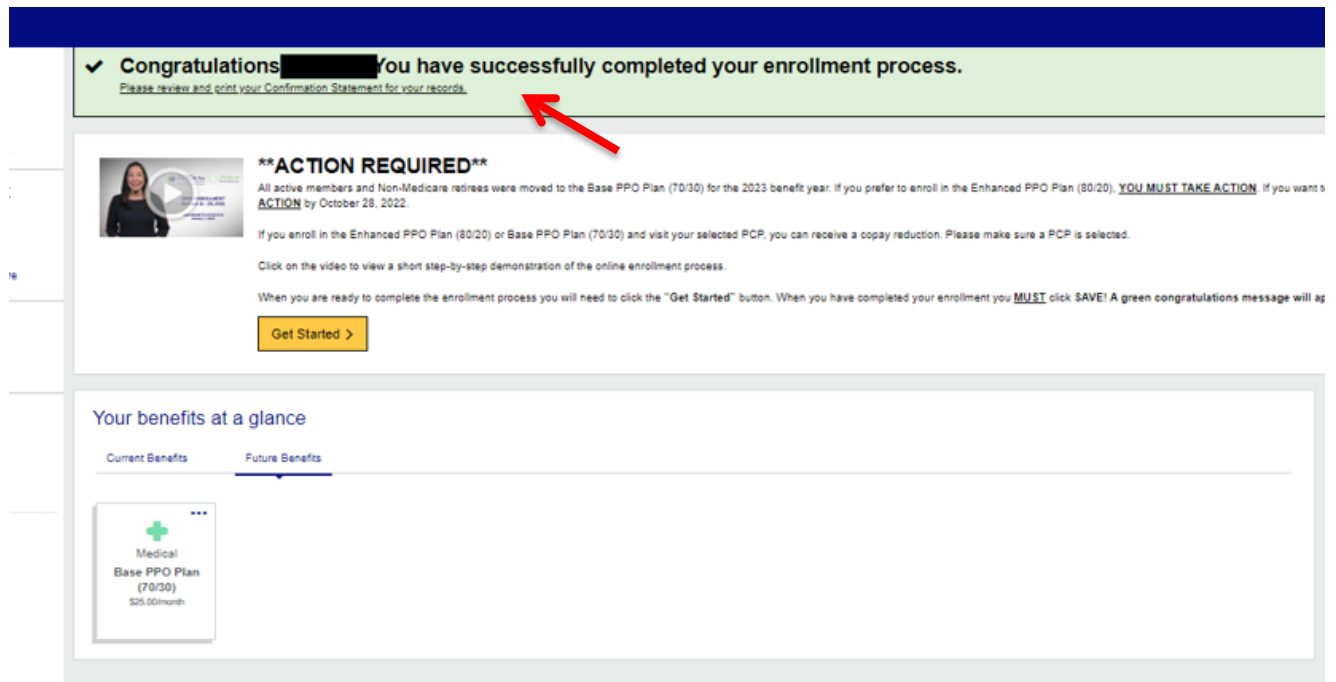
Benefit Elections (1 items)

Monthly	Employer for Employer Contribution	Medical
		\$65.00

You Pay

Subtotal	Premium Wellness Credits	Monthly Total
\$65.00	-\$40.00	\$25.00

10. 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.



Need Assistance? Please 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. - 5 p.m.