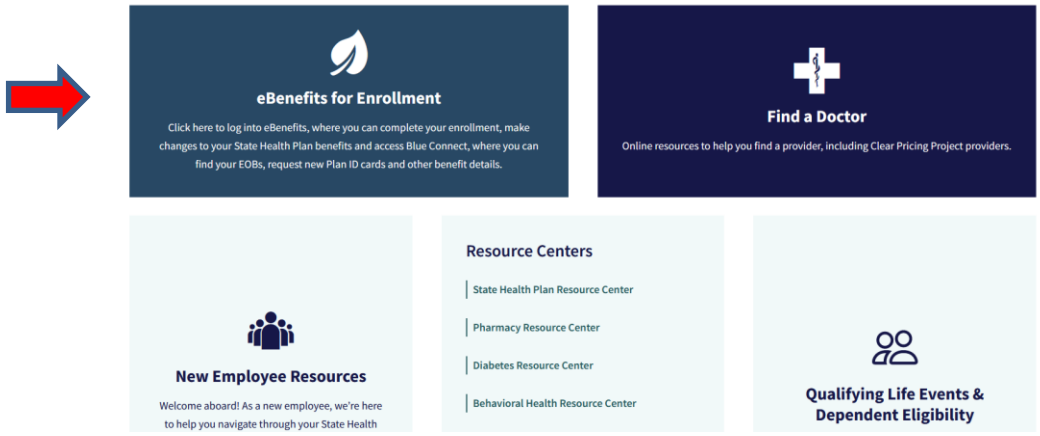
North Carolina State Health Plan
FOR TEACHERS AND STATE EMPLOYEES
A Division of the Department of State Treasurer

Dale R. Folwell, CPA
STATE TREASURER OF NORTH CAROLINA
DALE R. FOLWELL, CPA

How to Complete 2024 Open Enrollment Online via eBenefits

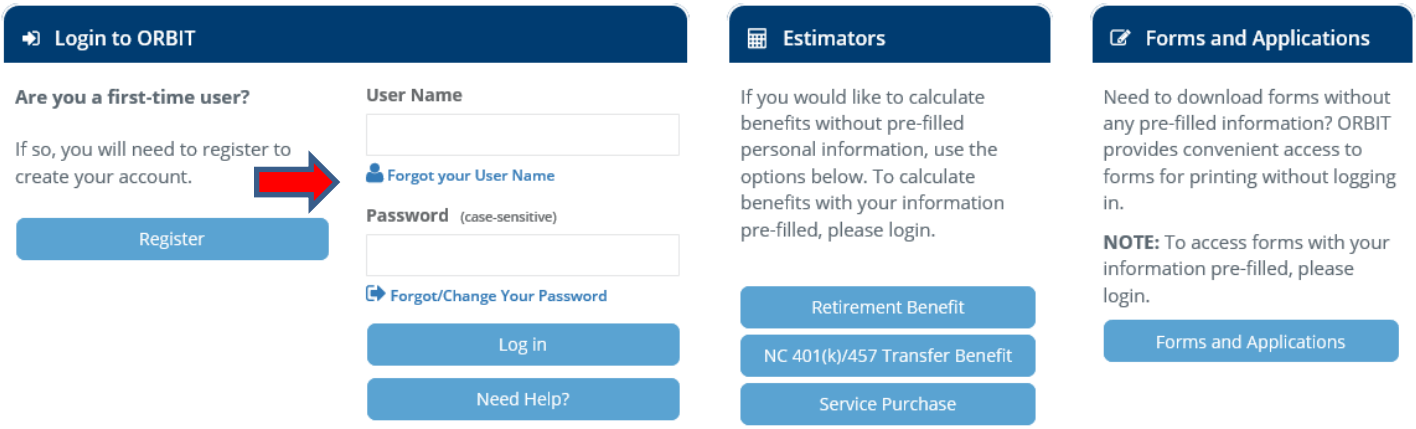
(Medicare Retirees)

1. Go to the State Health Plan's website at www.shpnc.org. Click **eBenefits** in blue box.

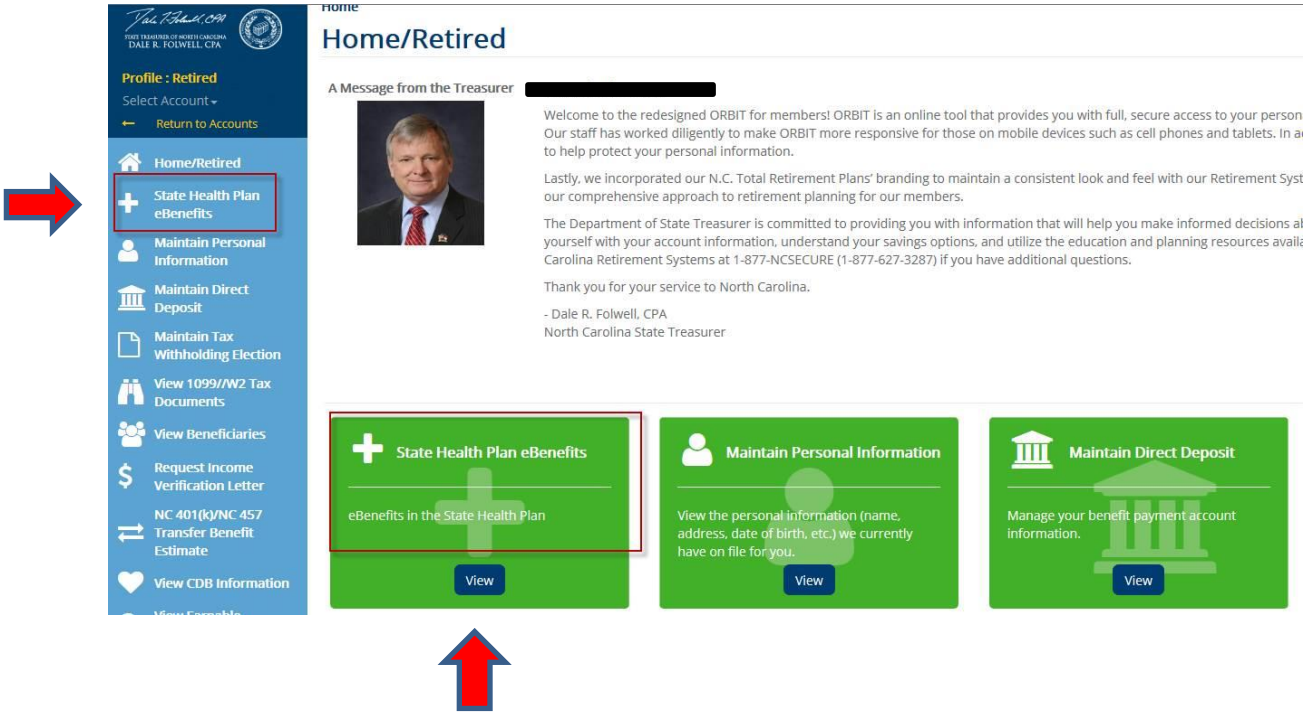


2. Click **Retirees Using the ORBIT System.**

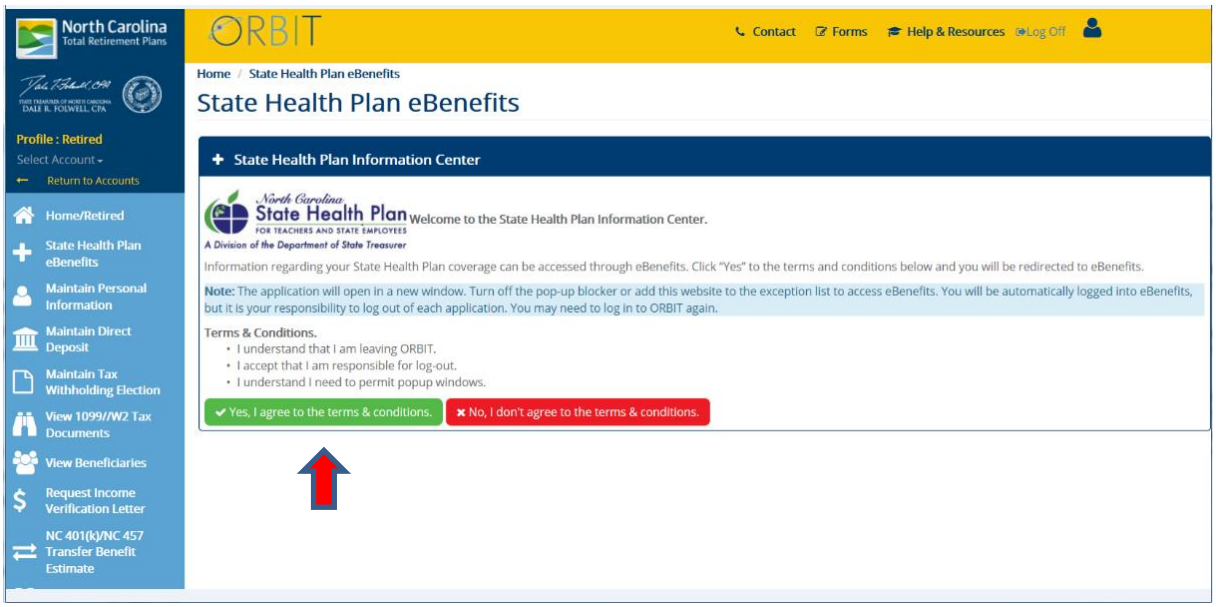
3. Enter your **ORBIT Username and Password** and then click **Log in**. If you can't remember your username and password, follow the steps to reset your username or password.



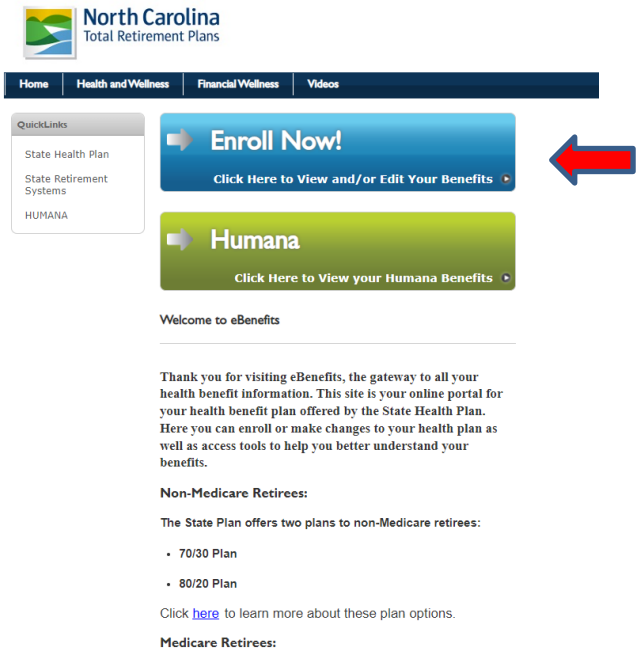
4. Once logged in to your ORBIT account, select the **State Health Plan eBenefits** menu item on the left side of the screen or in the green box below.



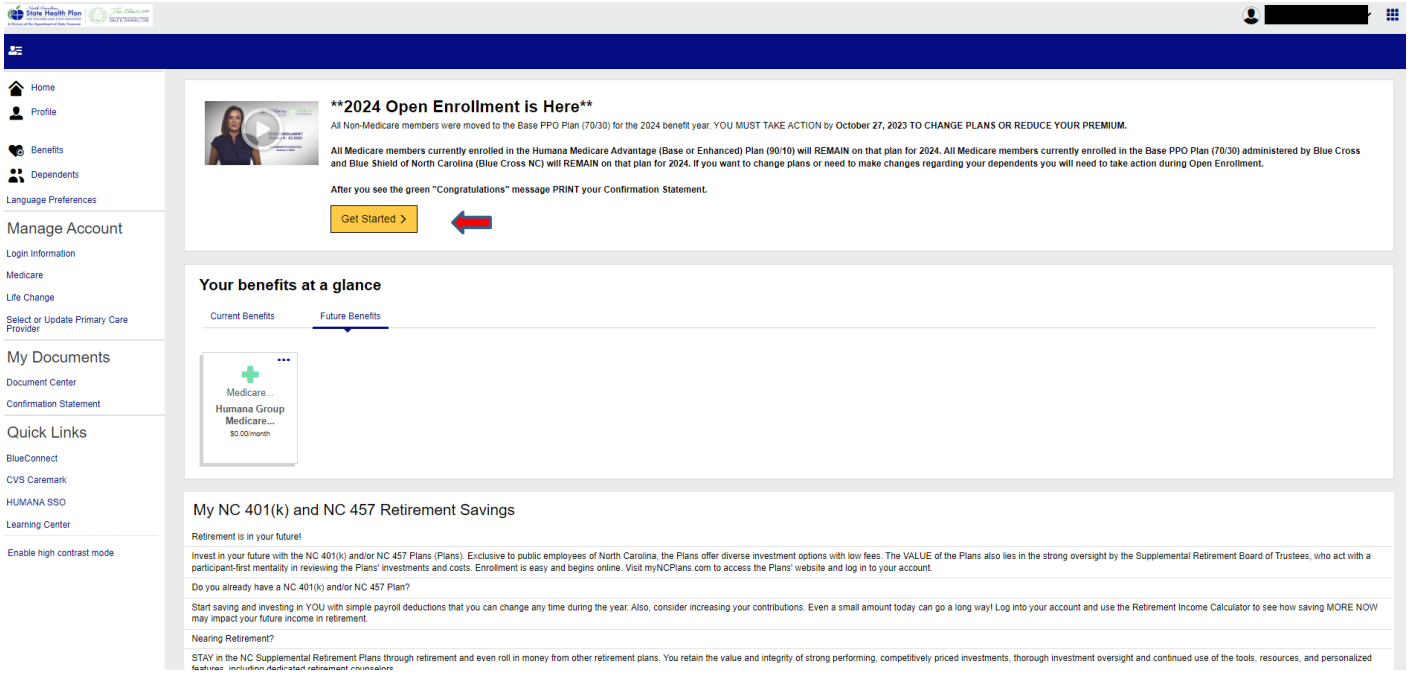
5. You will be asked to agree to the **Terms and Conditions** to continue. Please be sure to turn off your pop-up blocker or accept pop-ups from this website. You will not be able to continue until this has been completed.



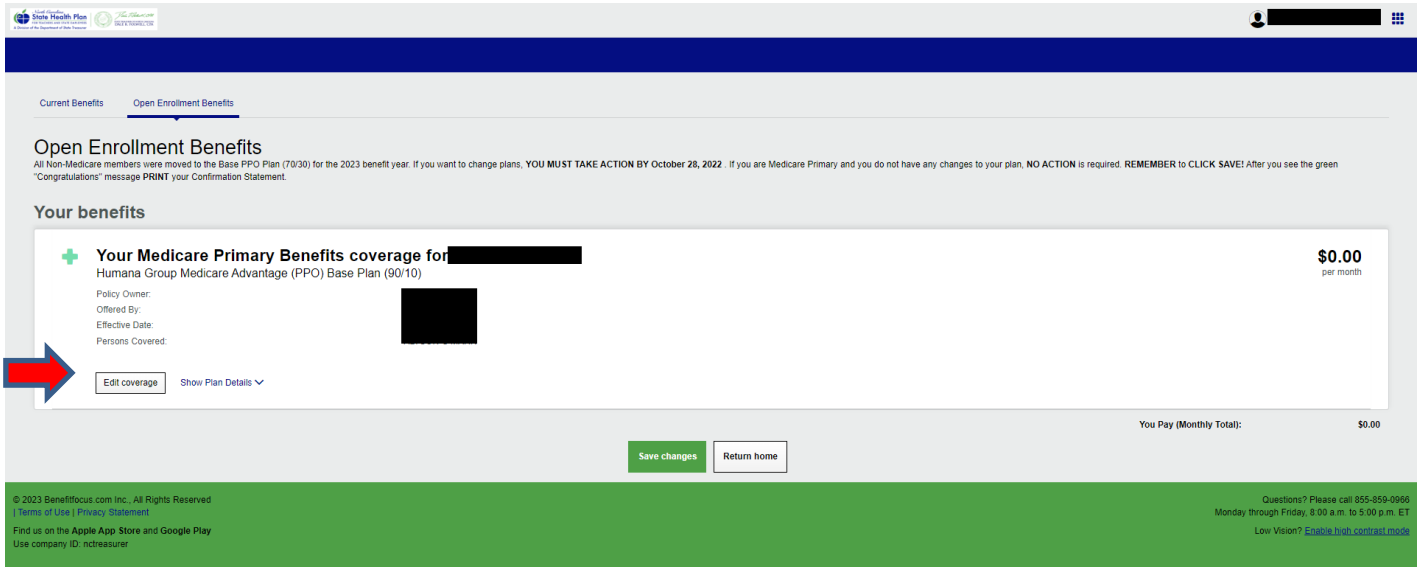
6. After clicking on "**Yes I agree to the terms & conditions**" you will see the screen below and may begin the enrollment process by clicking on "**Enroll Now**."



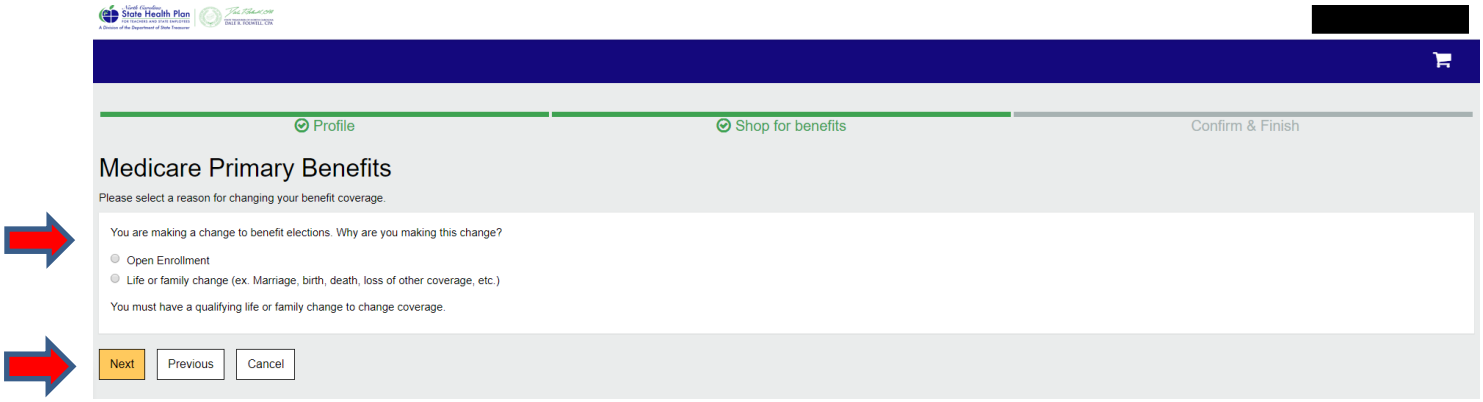
7. If you need to add dependents, select **Dependents** and follow instructions. Then click **Get Started**.



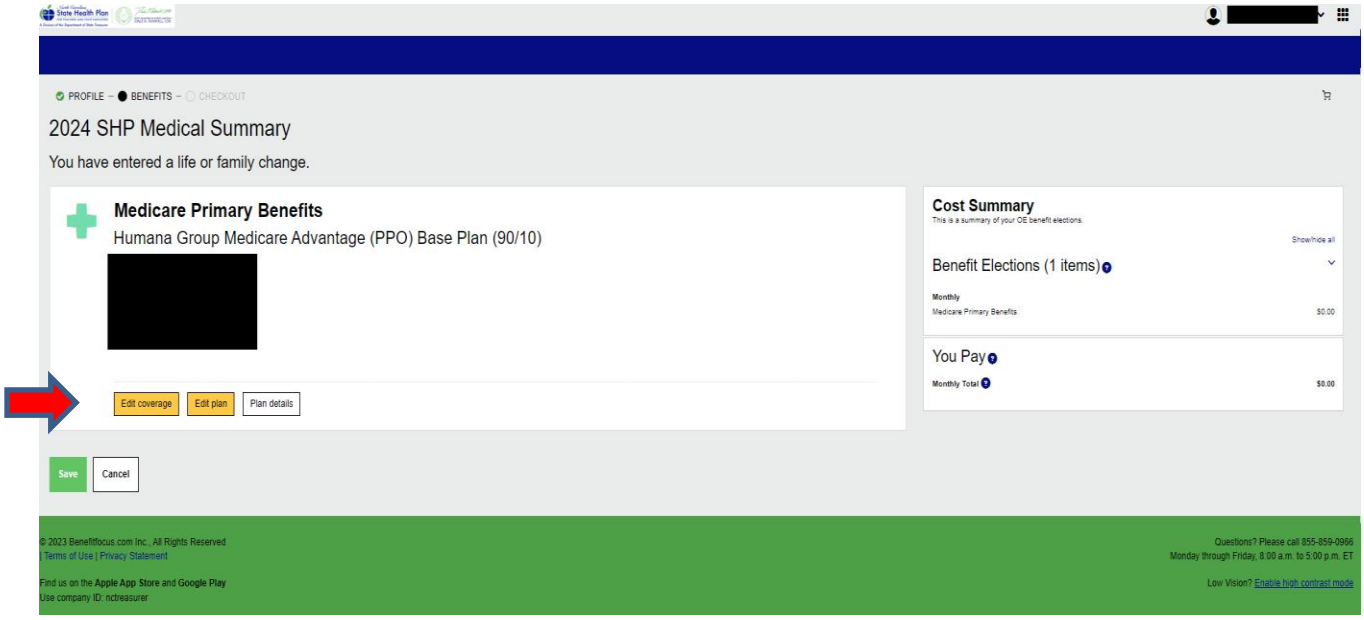
8. Click **Edit Coverage**.



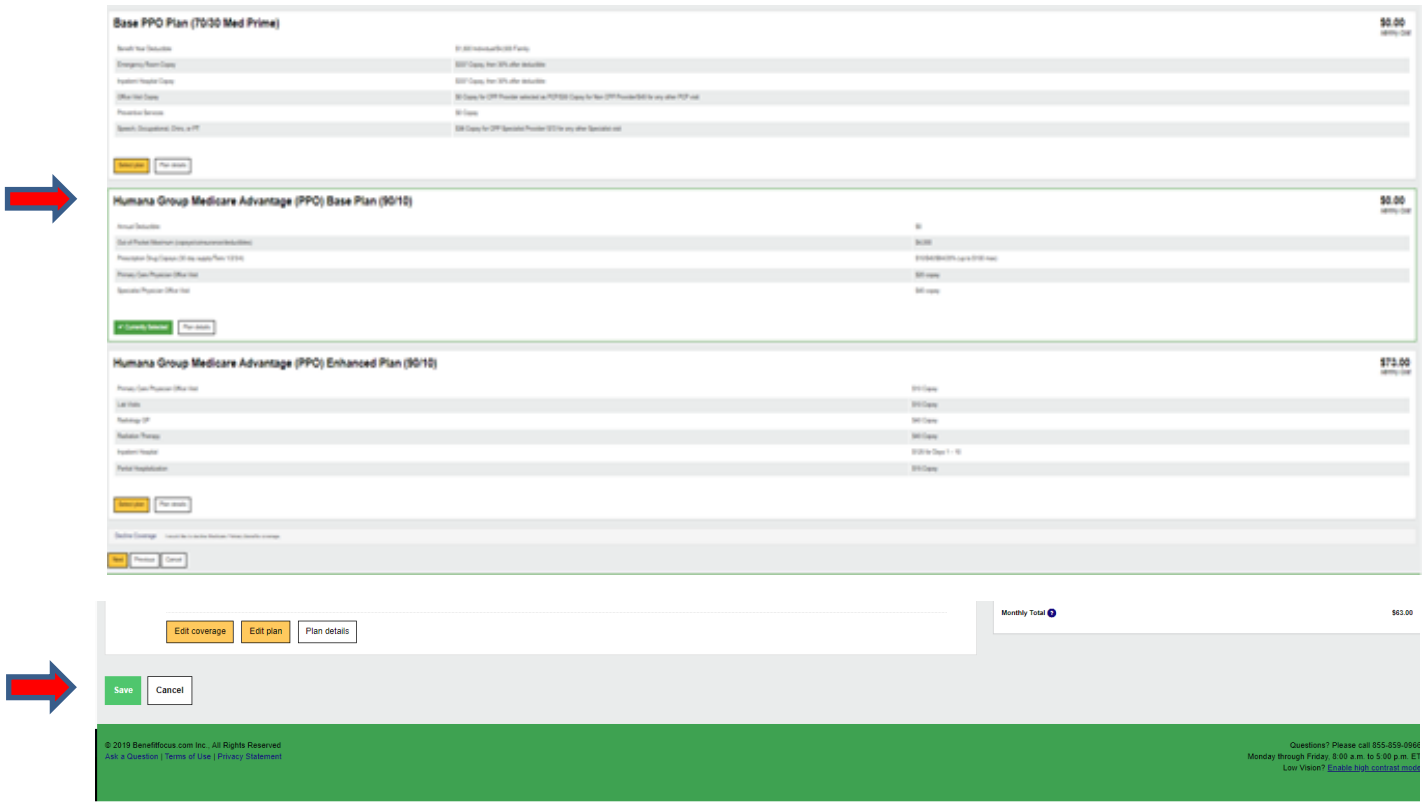
9. Select **Open Enrollment.** Then click **Next.**



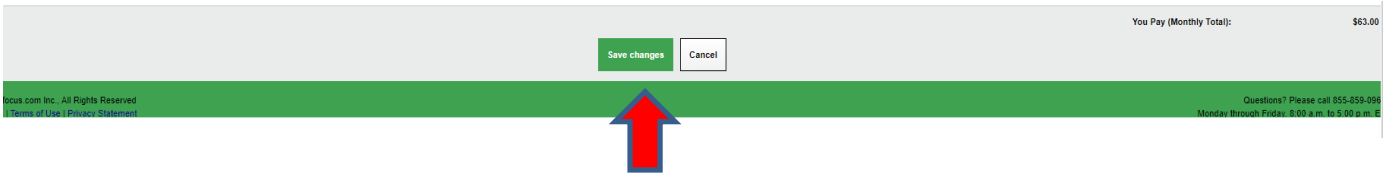
10. Click **Edit Plan**.



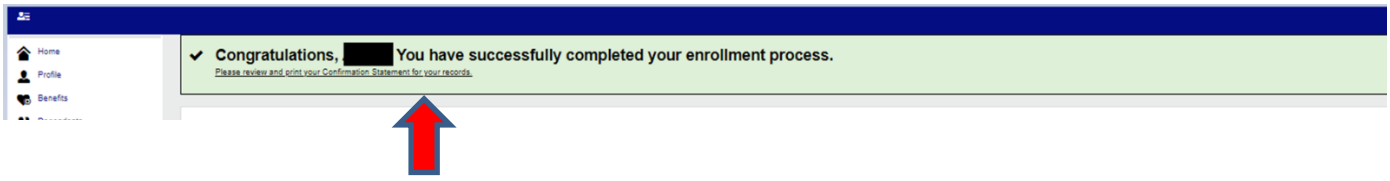
11. Click **Select Plan** for the desired plan. Once selected, click **Save**.



12. Select **Save Changes**.



13. 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. (ET).