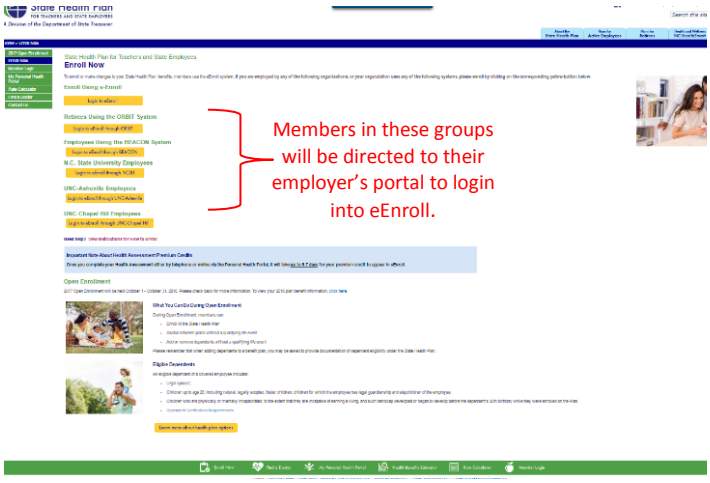
Step-by-Step Open Enrollment Instructions

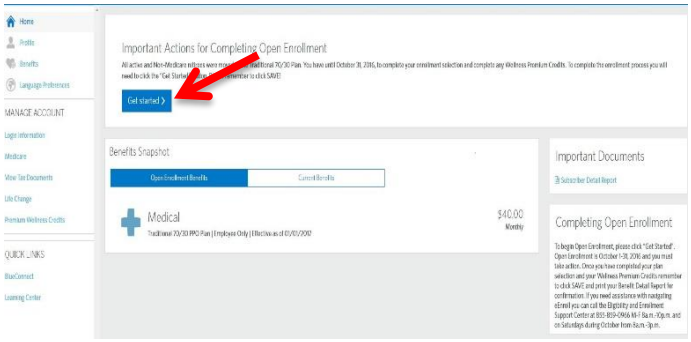
1. Go to the State Health Plan's website at www.shpnc.org and click **Enroll Now** located on the green bar.

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

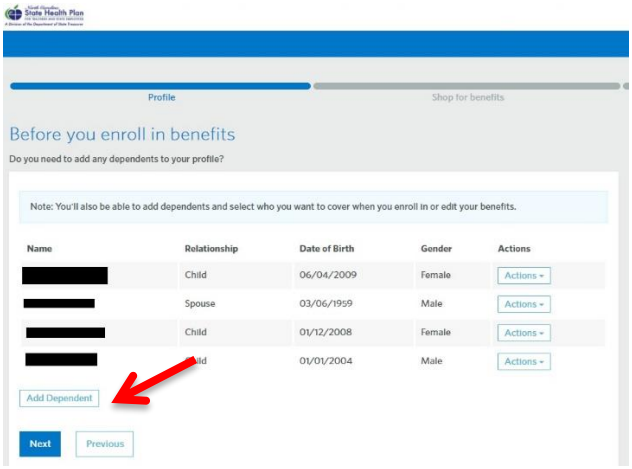


Enter your Username and Password. Login ID: Your first name, the first initial of your last name and the last 4 digits of your Social Security number. Initial Password: Your Social Security number without spaces or dashes. Example for employee John Doe with SSN 111-22-3333: Login ID is JohnD3333 and 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.

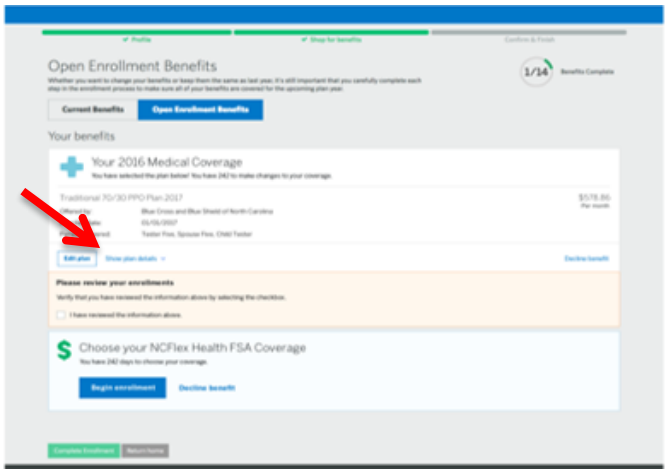
3. Click **Get Started**



4. **Add Dependents** (if applicable) then click **Next**.

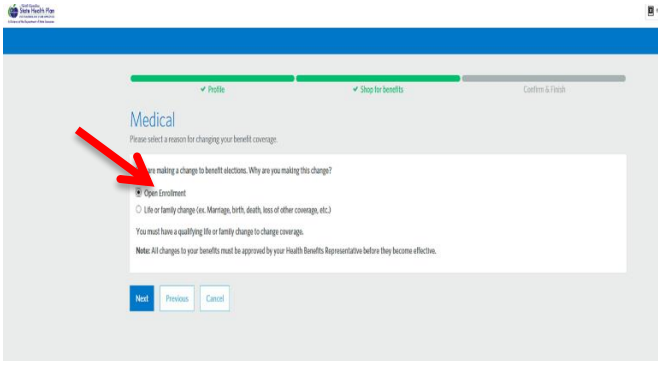


5. Click **Edit Plan**

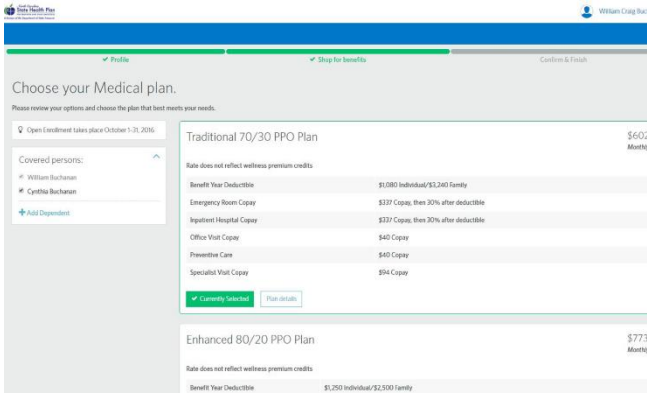


Step-by-Step Open Enrollment Instructions

6. Select **Open Enrollment**

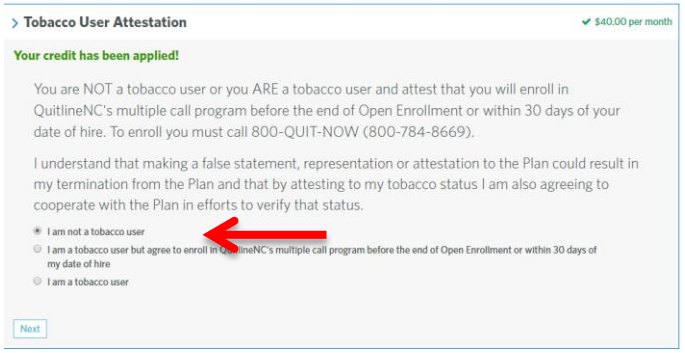


7. Choose a health plan option and click **Select Plan**.

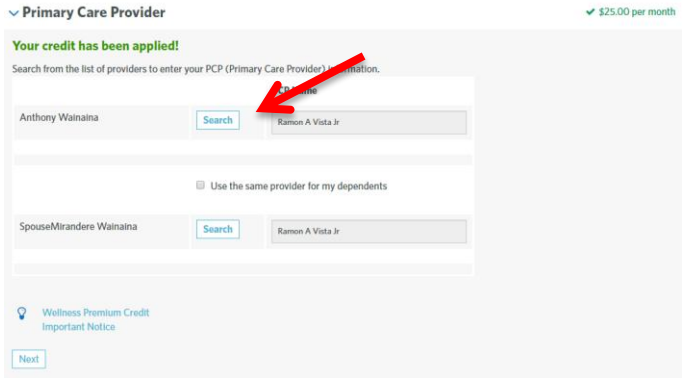


Please note: If you select the 80/20 Plan or CDHP, the next screen will display three premium wellness activities to complete. If you select the 70/30 plan, only the Tobacco Attestation will display.

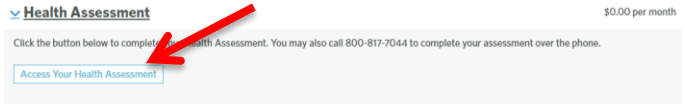
8. Click Tobacco User Attestation and select the appropriate answer. Then click **Next**.



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

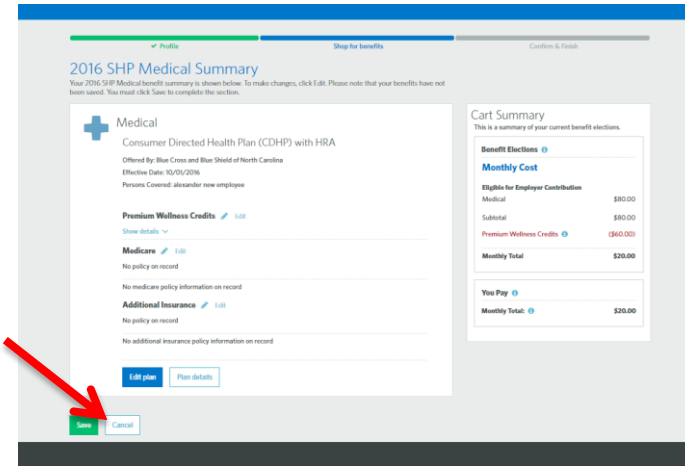


10. Complete your **Health Assessment**. The Personal Health Portal will open in its own window.

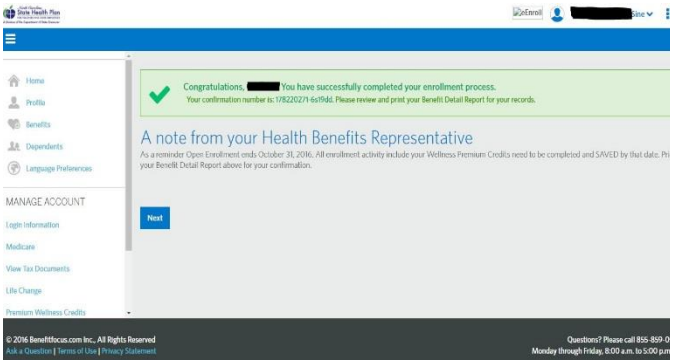


Step-by-Step Open Enrollment Instructions

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



12. Click **print your enrollment details,** to print your Benefit Detailed Report for your records.



Unable to login?

Select the Reset Your Account link to reset your password or retrieve your login ID or call the number listed below.

Need Assistance?

Please call the Eligibility and Enrollment Support Center 855-859-0966. During Open Enrollment the Support Center is offering extended hours: Monday-Friday 8a.m.-10p.m. and Saturdays 8a.m.-3p.m.