



Benefits Enrollment Step-by-Step Instructions

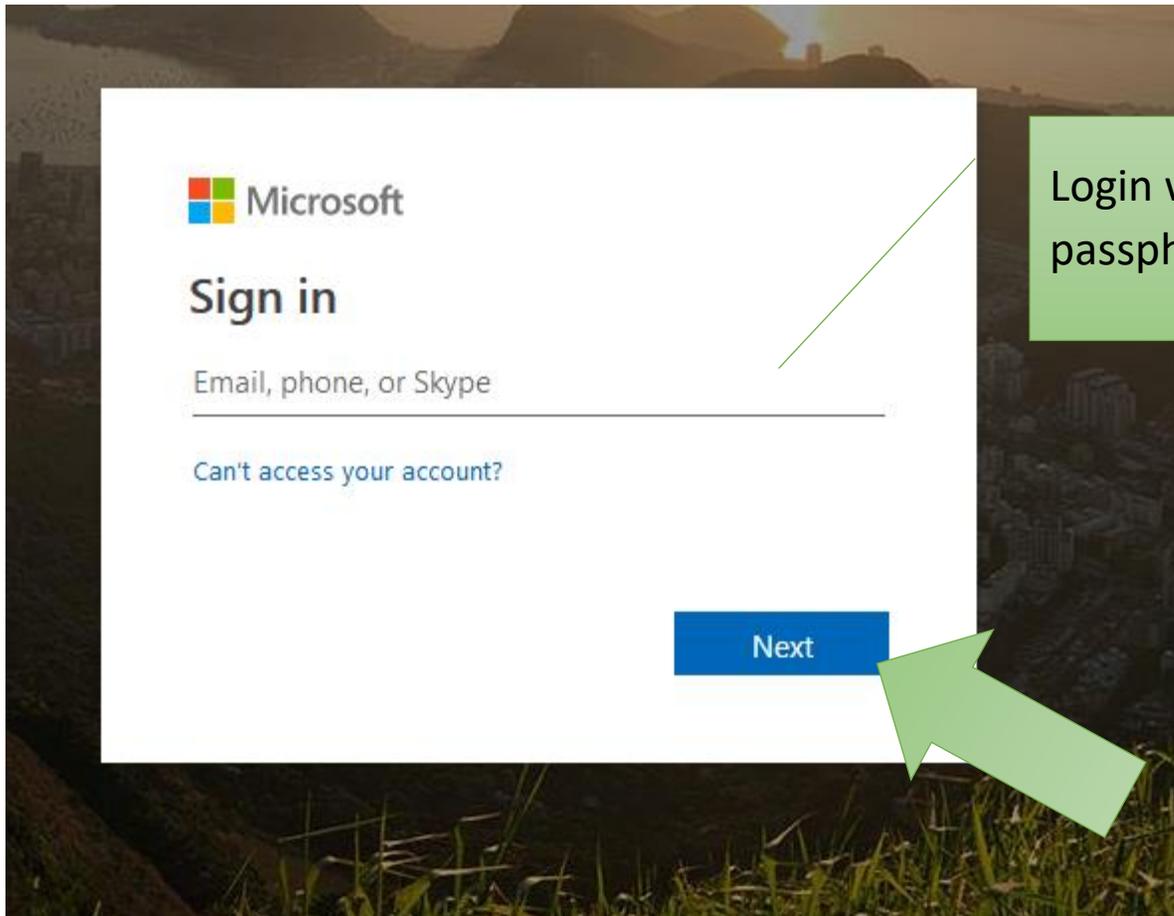


For additional Benefits Information, please visit our website at http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm



ECU Single-Sign-On Benefits Portal

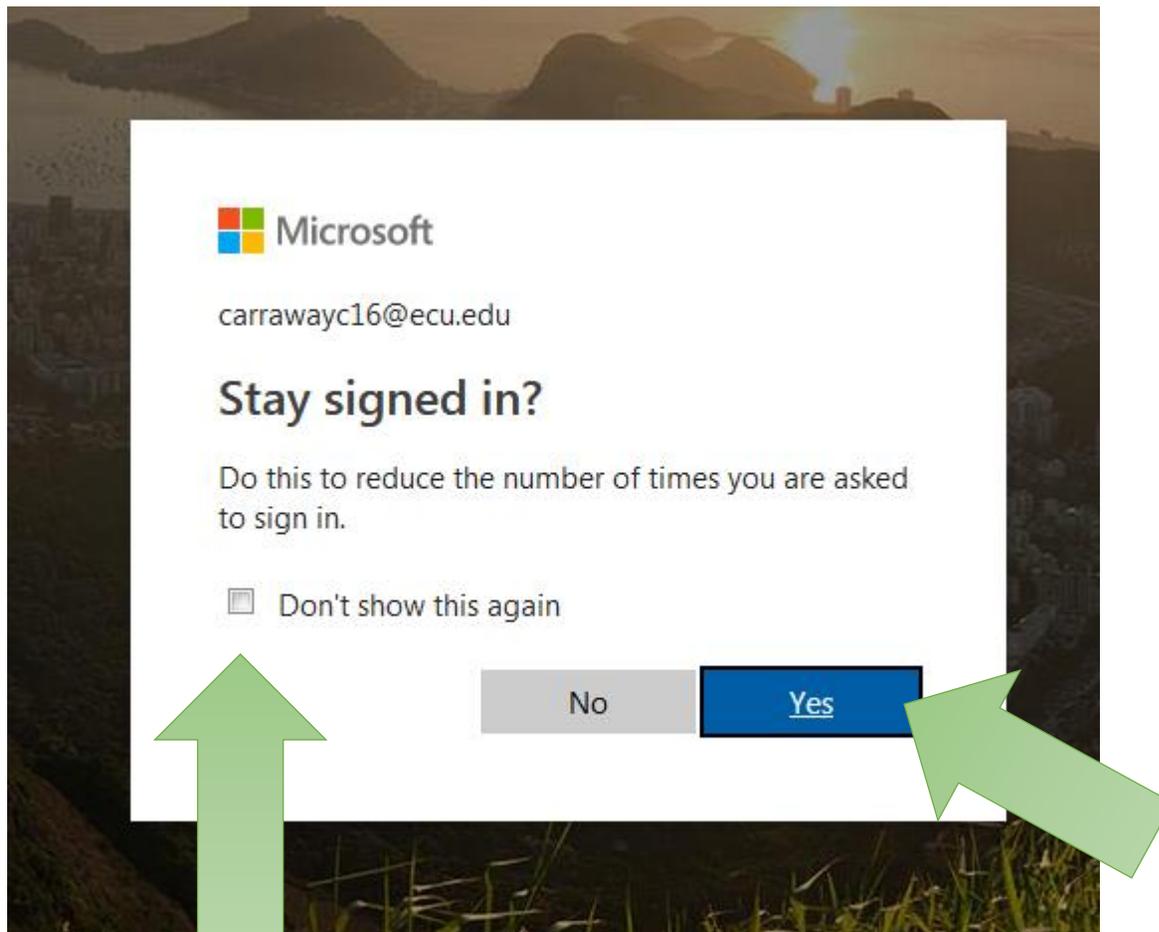
1. Log on to your Benefits Portal using ECU's Single-Sign-On link - <https://www.ebenefitsnow.com/sso/saml/ECU>



Login with your ECU Email and passphrase. Then hit next.

ECU Single-Sign-On Benefits Portal

2. It will then prompt you to stay signed-in. If you would like to stay signed-in to reduce the number of times you are prompted to log-in you will hit the **Yes** button and check the box - **Don't show this again**



ECU Single-Sign-On Benefits Portal

3. Then you will be re-routed to ECU's single-sign-on page. You will enter your PirateID and passwords and then select **Sign In**

PirateID:

Password:

[Sign In](#)

[Change my Passphrase](#)

East Carolina University will NEVER request passwords or other personal information through e-mail. Messages requesting such information are fraudulent. Do not respond to these messages, delete them. (M)

Login with your ECU PirateID and passphrase. Then hit Sign In.

ECU Single-Sign-On Benefits Portal

4. Then you will be re-routed to the eBenefitsNow Portal. You will need to select the link **Click Here to View Your Benefits**.



QuickLinks

- [State Health Plan Homepage](#)
- [Calculate your BMI](#)

Welcome to HR InTouch

This site is your online portal for your health benefit plan offered through the North Carolina State Health Plan for Teachers and State Employees. Here you can enroll, make changes to your health benefit plan, or your personal data, and access tools and information to help you have a better understanding of your benefits. This site will grow and change over time, so check back regularly.

The State Health Plan's mission is to provide quality health care products and services for the health and well-being of North Carolina teachers, state

Enroll Now!

[Click Here to View Your Benefits](#)

Featured Li

A large green arrow pointing upwards, positioned over the "Featured Li" section.

Getting Started

5. When you have arrived at the Member Home Page at login, you will be able to get started on your enrollment. Just follow the prompts in this slide and the ones that follow.

The screenshot shows a web interface for a member's home page. On the left is a navigation sidebar with a dark blue header containing a user icon and a hamburger menu icon. Below this, the sidebar lists: Home (with a house icon), Dependents (with a family icon), and Language Preferences (with a globe icon). A horizontal line separates these from the 'Manage Account' section, which includes: Login Information, Medicare, and Select or Update Primary Care Provider. Another horizontal line separates this from the 'My Docs' section, which includes: View Tax Documents and Document Center. The main content area has a white background. At the top, it features a dark blue header with a user icon. Below this is a section titled 'Important Messages for You' with a warning icon and the text 'You have new benefits being offered to you:'. A dashed line follows, then the text 'You have 30 days to elect your Current Enrollment benefits.' Below this text is a yellow button labeled 'Get started >'. A green callout box with a white border points to this button, containing the text 'Click Get Started'. Below the message section is a white box with the heading 'Do you need to update your PCP?' and the text 'Click the 'Select or Update Primary Care Provider' link under Manage Account.'

Adding Dependents

6. Once you are logged in you will be asked if you want to list any dependents. Either select **ADD DEPENDENT** and follow the instructions on the screen to add a dependent or **Next** if no dependent.

Profile | Shop for benefits | Confirm & Finish

Before you enroll in benefits

Do you need to add any dependents to your profile?

Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

Add Dependent

Next Previous

Click Next

Begin Enrollment

7. Now you are ready to begin enrollment. Follow the prompts on the screen.

Profile Shop for benefits Confirm & Finish

Current Benefits
You have incomplete benefits. Please check the steps below to make sure you have completed all the steps in the enrollment process.

Your benefits

1. Choose your Medical coverage

Begin enrollment Decline coverage

Click
Begin
Enrollment

Select Your Plan

8. Select which PPO Plan you would like - 70/30 or 80/20.

The screenshot shows a web interface for selecting a medical plan. At the top, there are three tabs: 'Profile', 'Shop for benefits', and 'Confirm & Finish'. Below the tabs, the heading is 'Choose your Medical plan.' followed by the instruction 'Please review your options and choose the plan that best meets your needs.' A sub-heading asks 'Who do you want to cover on this plan?' with two dropdown menus. Below this, two plan options are listed:

Plan Name	Monthly Cost
70/30 PPO Plan	\$85.00 <small>Monthly Cost</small>
80/20 PPO Plan	\$110.00 <small>Monthly Cost</small>

Each plan includes a 'Select plan' button and a 'Plan details' link. A green callout box with an arrow points to the 'Select plan' button for the 70/30 PPO Plan, containing the text 'Select desired plan.'

Tobacco Attestation Premium Credit

9. Click **Tobacco User Attestation** and then click **Next**.

Profile Shop for benefits Confirm & Finish

Premium credits

> Tobacco Attestation (Worth \$60 Premium Credit) \$60.00 per month

I attest that I am NOT a tobacco user, or if I am a tobacco user, I agree to visit a CVS Minute Clinic for at least one tobacco cessation counseling session. (Please note: You may lose your individual \$60 monthly premium credit if you do not visit a CVS Minute Clinic 90 days after the last day of Open Enrollment or from your initial enrollment date.) As part of this attestation, I understand that making a false statement, representation or attestation could result in my termination from State Health Plan coverage. I also agree to cooperate with the Plan in any efforts to verify my tobacco status.

Select the appropriate response below:

- I am NOT a tobacco user
- I AM a tobacco user, BUT I agree to visit a CVS Minute Clinic for at least one tobacco cessation counseling session within 90 days after the last day of Open Enrollment or from my initial enrollment date.
- I AM a tobacco user

Next Previous Cancel

Make selection and Click Next

****Once you have selected your health plan, you will automatically be prompted to complete the tobacco attestation. Please double check your confirmation statement to ensure your premium credit was applied, if applicable. An asterisk (*) on your confirmation statement next to the health plan premium indicates that the premium credit was applied.**

Primary Care Provider (PCP)

Profile Shop for benefits Confirm & Finish

Medical
Search from the list of providers to enter your PCP (Primary Care Provider) information.

		PCP Name
<input type="text"/>	<input type="button" value="Search"/>	<input type="text"/>

**Select PCP if
desired and
click Next.**

Medical Summary

The screenshot displays a web interface for a 2019 SHP Medical Summary. At the top, there are navigation tabs for 'Profile', 'Shop for benefits', and 'Confirm & Finish'. Below the navigation, a message states: 'Your 2019 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.'

The main content area is divided into two columns. The left column contains the following sections:

- Medical**: 80/20 PPO Plan. Offered By: Blue Cross and Blue Shield of North Carolina. Effective Date: 01/01/2019. You Pay: \$50.00 per month. Persons Covered: SHP 050007. Includes an 'Edit' link for 'Premium credits'.
- Medicare**: No policy on record. No medicare policy information on record.
- Additional Insurance**: No policy on record. No additional insurance policy information on record. Includes an 'Edit' link.
- Primary Care Provider**: Includes an 'Edit' link.

At the bottom of the left column, there are buttons for 'Edit plan' and 'Plan details'. A 'Save' button is located at the bottom left of the page.

The right column contains the following sections:

- 2019 State Health Plan Open Enrollment**
- Cost Summary**: This is a summary of your CE benefit elections. Includes a 'Show/Hide all' link.
- Benefit Elections (1 items)**: Includes a dropdown arrow.
- You Pay**: Includes a dropdown arrow.

Callouts with arrows point to the following elements:

- A green callout box pointing to the 'Edit' link for 'Premium credits' contains the text: 'Click **Edit** to modify tobacco survey answer if you need to.'
- A green callout box pointing to the 'Edit' link for 'Additional Insurance' contains the text: 'Click **Edit** to update additional insurance if you need to.'
- A green callout box pointing to the 'Edit' link for 'Primary Care Provider' contains the text: 'Click **Edit** to add a Primary Care Provider if you need to.'
- A green callout box pointing to the 'Save' button contains the text: 'Click **Save**'.

Category	Amount
Monthly Eligible for Employer Contribution Medical	\$110.00

Category	Amount
Subtotal	\$110.00
Premium Wellness Credits	-\$60.00
Monthly Total	\$50.00

Other options to edit Premium Credit, Additional Insurance and Primary Care Provider (PCP) will follow. Remember, if you enroll in the 80/20 Plan and visit your PCP, you can receive a copay reduction.

Review Elections and Select Save

Your benefits



1. Your Medical coverage

Visit the Plan's website at www.shpnc.org for more information about your plan options!

80/20 PPO Plan

\$50.00
per month

Offered By: Blue Cross and Blue Shield of North Carolina
Effective Date: 01/01/2018
Persons Covered:

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

[Deadline](#)

[Complete Enrollment](#) [Cancel](#)

Click "Complete Enrollment" to complete enrollment process



The choices you pick
Will NOT stick
Unless you SAVE them
With a CLICK!

Confirmation

The screenshot shows a web portal interface. At the top, a green banner contains a confirmation message: "Congratulations, [Name]! You have successfully completed your enrollment process." Below this, a "Welcome, [Name]" message is followed by a "Get Started" button. A callout box points to the confirmation message with the text "Click to view and print Confirmation Statement". To the left is a navigation menu with items like Home, Profile, Benefits, Dependents, and Language Preferences. Below the menu is a "Manage Account" section with links for Login Information, Medicare, and Select or Update Primary Care Provider. The main content area features a "Benefits Snapshot" for "Medical" (80/20 PPO Plan | Employee Only | Effective as of 01/01/2019) with a cost of "\$50.00 Monthly". A sidebar on the right asks "Do you need to update your PCP?" and provides a link to "Select or Update Primary Care Provider".

Confirmation statement example.

Date Printed: 07/13/2018

Confirmation Statement	
NC, USA 28304	Employing Unit Assigned ID
Home Phone:	Date of Hire: 08/16/2001
	Gender: Male
	Marital Status: Married
Open Enrollment Elections	
Monthly Subscriber Costs: \$50.00	
Relationship: Subscriber Date of Birth: [Redacted]	
<input checked="" type="checkbox"/> 80/20 PPO Plan Employee Only	Effective: 01/01/2019 Monthly Cost \$50.00 *

Contacts

Having trouble with enrollment? Complete enrollment over the phone with - **Enrollment and Eligibility – 855-859-0966**

Have questions on your Benefits? Contact your ECU benefits department at - **HR Benefits Mainline – 252-328-9887**

For additional Benefits Information, please visit our website at http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm