

## Benefits Employee Self Service (ESS) Enrollment

### Items Needed Before Enrolling

- Dependents/beneficiary information including date of birth, address, and Social Security Number.
- Name and address of your physician(s). Required for Evidence of Insurability (EOI). EOI may be required for the NC Flex Cancer and Life Insurance Plans. EOI is the record of a person's past and current health events and is used to verify if a person meets the definition of good health by the insurance company.

**Important: You have 30 days from your Hire Date or your Qualifying Event Date to enroll or make changes to your benefits.**

### 1 LOGGING INTO ESS

Go to <https://mybeacon.nc.gov>.

Enter your NCID and password.

- *If you are experiencing problems with NCID password, please contact your Agency HR Rep for assistance.*

For a step-by-step enrollment guide, go to [http://www.osc.nc.gov/BEST/support/benefits/Enrolling\\_in\\_Benefits\\_Online.pdf](http://www.osc.nc.gov/BEST/support/benefits/Enrolling_in_Benefits_Online.pdf).

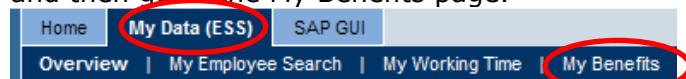
If you're not enrolled in a benefit plan, select **Add Plan**, to change your benefit plan selection or to change your dependents, click **Edit Plan** and/or to stop your benefit plan, click **Remove Plan**.

When you experience a **life-changing event**, such as marriage, divorce, birth of a child, or a spouse's job changes, you must notify your Agency HR representative with proof of the event. The Agency HR Representative will activate the link in ESS so you can make your necessary benefit changes.

### 2 ADD YOUR DEPENDENTS WITHIN ESS

New dependents not currently in the system **must** be added first in order to add them to your health plan later.

To add dependents, select the My Data (ESS) tab and then go to the My Benefits page.



Once you click "Beneficiaries and Dependents," an overview of existing information will be displayed. You may select "Edit," "Delete," or add a new dependent from the list.

### 4 ADD DEPENDENTS TO PLAN

After selecting your benefit plan option, click on **Select Dependents** or **Select Beneficiaries** to add or change your dependents/beneficiaries to the plan.

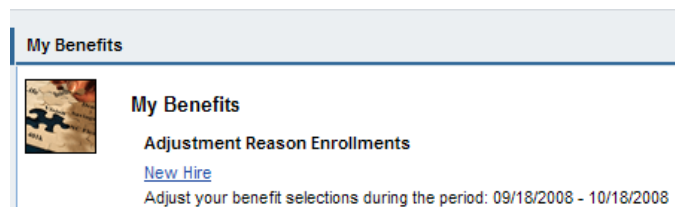
### 5 REVIEW YOUR BENEFITS

Once you are satisfied with your benefits selection, click **Review Enrollment**.

**YOUR ENROLLMENT IS NOT SAVED YET!!**

### 3 START YOUR ENROLLMENT

Under the **Adjustment Reason Enrollments** heading, click on the link available for you to start your enrollment.



### 6 SAVE YOUR ENROLLMENT

Click on the **Save** button to complete your enrollment.

*Your enrollment is not complete until you have received the confirmation statement stating:* Your plan selections have been saved.

### 7 PRINT FORM

Don't forget to print a copy of your benefits statement for your records:

[Print New Plan Selections](#)