

State Health Plan Benefits Employee Self Service (ESS) Enrollment Guide

Items Needed Before Enrolling

- Dependents information including date of birth and social security number.

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.

Selection for Hlth Ins Annl Enroll

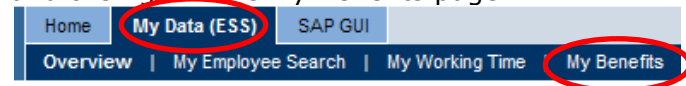
Plan	Costs	Remarks
Medical		
<input checked="" type="radio"/> PPO - Smart Choice Plans	0.00 USD Monthly (Pre-Tax)	Smart Choice Basic 70/30 - Employee Only SHP PPO - Plan Details
<small>*This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ significantly from</small>		
Add Plan	Edit Plan	Remove Plan

If you're not enrolled in a health plan, select [Add Plan](#), to change your health plan selection or to change your dependents, click [Edit Plan](#) and/or to stop your health plan, click [Remove Plan](#).

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 PPO option, click on [Select Dependents](#) to add or change your dependents to the plan.

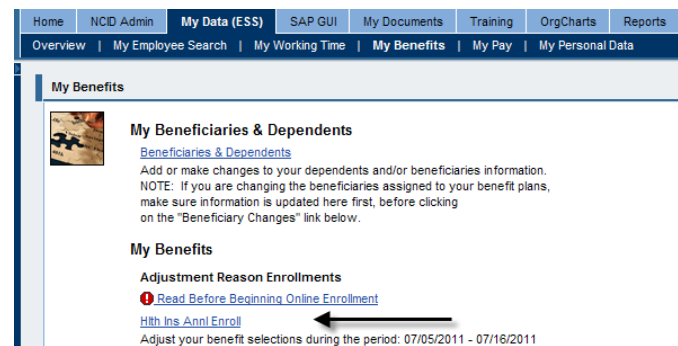
5 REVIEW YOUR BENEFITS

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, the State Health Plan Annual enrollment link will be available:



Click on the [Hlth Ins Annl Enroll](#) link 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](#)