

Step-By-Step Benefits Enrollment Guide How To Enroll In Benefits

Items Needed before Enrolling

- Dependents/beneficiary information including date of birth and social security number.
- **For NC Flex Only:** 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.

Accessing Employees Self Service

1) Visit the BEACON portal at:

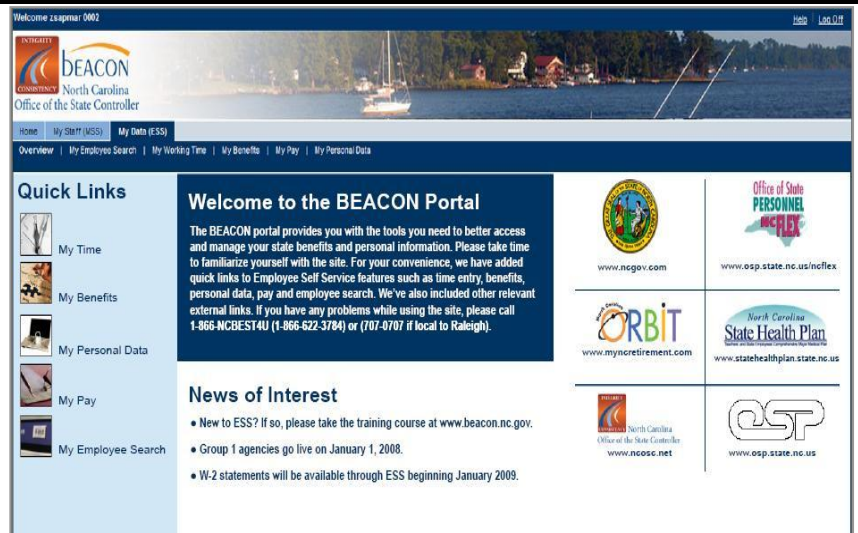
<https://mybeacon.nc.gov>

To login, use your NCID and password.

- You will receive your NCID from your agency.

A page similar to the right is displayed.

Note: For NCID assistance, contact your agency NCID administrator or to reset your NCID password, visit <https://ncid.nc.gov>.

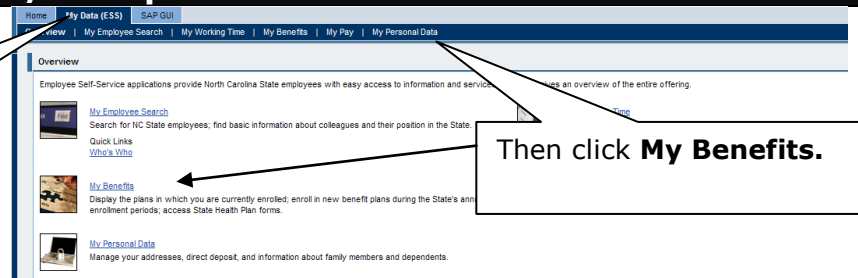


- Before selecting your benefits, you must first complete **Step 1 – Adding Beneficiaries and/or Dependents**. The system must have this information first before you can include a dependent or beneficiary to a plan.
- If you are not enrolling any dependents onto a plan, you can proceed to **Step 2 – Start Your Benefits Enrollment**. Remember, you can always add your Beneficiary (ies) at any time.

Step 1 – Adding Beneficiaries and/or Dependents

1) Select the **My Data (ESS)** tab and then the **My Benefits** link

Click **My Data (ESS)** tab.



Then click **My Benefits**.

2) Select the **Beneficiaries & Dependents** link.

Click **Beneficiaries & Dependents**.

The screenshot shows the 'My Benefits' page with a navigation bar at the top. The main heading is 'My Beneficiaries & Dependents'. Below it is a link 'Beneficiaries & Dependents' and a note: 'Add or make changes to your dependents and/or beneficiaries information. NOTE: If you are changing the beneficiaries assigned to your benefit plans, make sure information is updated here first, before clicking on the "Beneficiary Changes" link below.' There are sections for 'My Benefits', 'Adjustment Reason Enrollments' (with a red warning icon and links for 'Read Before Beginning Online Enrollment' and 'NC Flex Annl Enroll'), and 'Benefits Participation'.

3) Select the appropriate button to add your beneficiaries or dependents to your personal data.

Note: To select a beneficiary that is not related to you, use the **Other** button. To designate your estate as beneficiary, click **Testator**.

The screenshot shows the 'Family Members/Dependents' page. It has a navigation bar with 'Home', 'My Data (ESS)', and 'SAP GUI'. Below the navigation bar are links for 'Overview', 'My Employee Search', 'My Working Time', 'My Benefits', 'My Pay', and 'My Personal Data'. The main heading is 'Family Members/Dependents'. There is a progress bar with steps 1, 2, 3, and 4. Below the progress bar are buttons for 'Overview', 'Edit', 'Review and Save', and 'Confirmation'. At the bottom, there is a row of buttons for adding family members: 'New Spouse', 'New Divorced Spouse', 'New Father', 'New Mother', 'New Foster Child', 'New Other', 'New Child', 'New Legal Dependent', 'New Testator', 'New Guardian', 'New Stepchild', 'New Related Persons', and 'Exit'.

Click the **appropriate button** to add your family member, dependent, or beneficiaries.

4) To change or modify your current beneficiary or dependent information, select the **Edit** button and/or select the **Delete** button to remove them.

Note: Please understand that you cannot remove or delete a dependent or beneficiary that is currently attached to a benefit plan.

For example, if your spouse is your beneficiary on your life insurance plan (and you would like to change beneficiaries) but you also have your spouse under your health insurance plan as a dependent, unfortunately, you will not be allowed to remove or delete your spouse at this screen. You will need to change your spouse percentage to "0" at another screen later in the guide (*please see step 2, section 9b*).

The screenshot shows the 'Family Members/Dependents' page with a navigation bar and a list of family members. The main heading is 'Family Members/Dependents'. There is a progress bar with steps 1, 2, 3, and 4. Below the progress bar are buttons for 'Overview', 'Edit', 'Review and Save', and 'Confirmation'. The list of family members includes a 'Spouse' and a 'Child'. For each family member, there are 'Edit' and 'Delete' buttons. The 'Edit' and 'Delete' buttons for the spouse and child are highlighted with a red box.

5) Complete the form with at least the required fields.

All required fields are indicated by an asterisk "*". Here the first name, last name and date of birth are required fields.

Note: It is important to also select the correct gender.

A Social Security Number is required for a Spouse.

Child

Name

First Name: *

Last Name: *

Other Title:

Data at Birth

Date of Birth: *

Name at Birth:

Gender: Male Female

Other Personal Data

Social Security Number:

Reference Personnel Number:

Address

Street and House Number:

Address Line 2:

City:

State:

ZIP Code:

Country:

Telephone:

Status and Challenge

Student

Challenge

Disability Date:

Notification Date:

6) To review your entry, click the **Review** button at the bottom of the page.

Click **Review**.


7) On the Review page, click **Save** if your information is correct but if you need to make additional changes, click **Previous Step**.

Note: By clicking **Exit**, you will cancel all additions and/or changes made in the previous steps.

Click **Save** or **Previous Step** to make additional changes.

8) A confirmation page will display ensuring you that your changes have been saved.

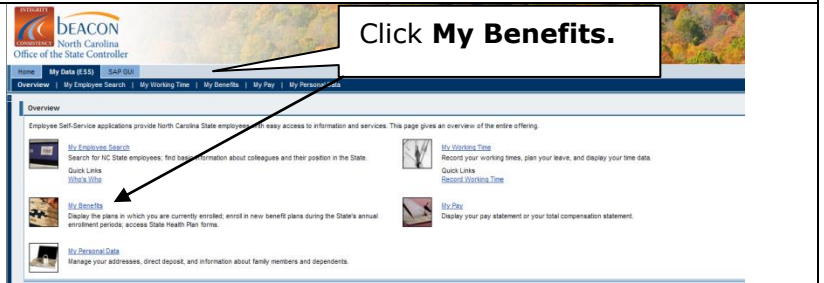
To add additional dependents or beneficiaries, go to **Family Member/Dependents Overview** link and repeat the process again.
 OR
 To start your benefits enrollment, click the **Go to Employee Self-Services homepage** link.

 The changes you made to your Family Member data were saved

What do you want to do next?
[Go to Family Member/Dependents Overview](#)
[Go to My Personal Data homepage](#)
[Go to Employee Self-Services homepage](#)

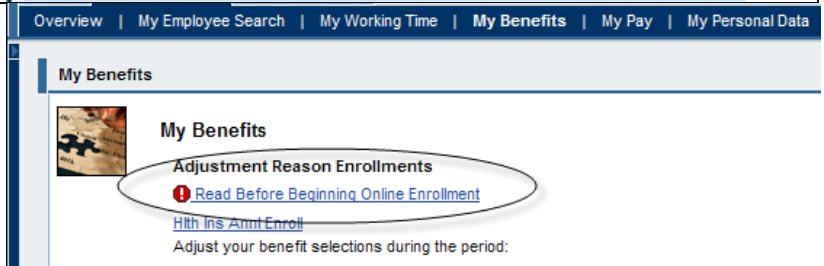
Step 2 – Start your Benefits Enrollment

1) Select **My Data (ESS)** tab and then **My Benefits** link.



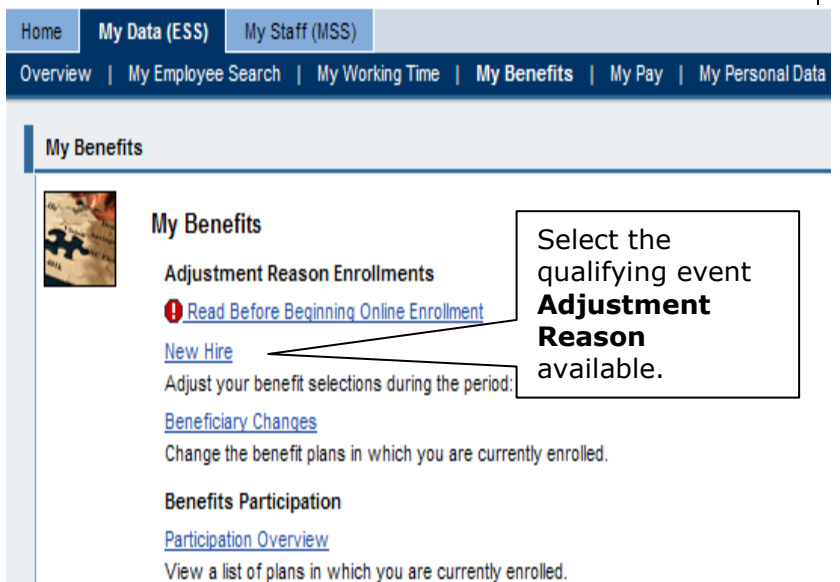
2) Before proceeding to your online enrollment, it is important to read the following link: [Read Before Beginning Online Enrollment](#)

This link will provide additional information that can help you through your online process.



2a) Under the **Adjustment Reason Enrollments** heading, select the link available for your qualifying event:

Note: Employees with life-changing events, such as a new employee will see a **New Hire** link or an employee adding a baby will see a **Newborn** link available under the Adjustment Reason Enrollment heading. These links must be created by your Agency HR Department or, in some cases, BEST Shared Services before available under the Adjustment Reason Enrollment heading.



3) On the **Plan Selection** screen, a list of your eligible State-wide plans will display.

Note: To view additional information about these State-wide plans,

click on [Show GeneralLinksView](#) link. This link will display various websites for your review.

To enroll or change your plans, select the radio button of a plan and perform one of the following:

If	Then
You are not enrolled in a health plan.	Click <input type="button" value="Add Plan"/>
You are already enrolled in the plan, but would like to make changes (chg plan options or add/remove dependents, etc.).	Click <input type="button" value="Edit Plan"/>
You want to stop participation in a plan.	Click <input type="button" value="Remove Plan"/>

NOTE: Employees are **not** automatically enrolled in a medical plan. If you want to enroll in a medical plan, you must select a plan during the enrollment process.

Important: Your PPO option will have two date options available.

When choosing the earliest date, both options will appear chosen. Though, you have only enrolled in the first option. Once you have saved this option, you will not be able to switch to the second start date in ESS. **Please contact BEST Shared Service if you need to change your start date to the second month.**

The screenshot shows the 'Enrollment' screen in the ESS system. At the top, there are navigation tabs for 'Home', 'My Data (ESS)', and 'My Staff (MSS)'. Below that is a menu with 'Overview', 'My Employee Search', 'My Working Time', 'My Benefits', 'My Pay', and 'My Personal Data'. The main content area is titled 'Enrollment' and features a progress bar with three steps: 'Plan Selection' (active), 'Review Enrollment', and 'Completed'. There are two links: 'Show GeneralLinksView' and 'Show PlansOfTodayView'. A message states: 'This is your selection of benefit plans. From this list, you can add, edit or remove plans as needed. Whenever you edit a plan, and select investments.' Below this is a table for 'Selection for Newly Eligible' with columns for Plan, Enrollment Validity, Costs, and Remarks. The table lists several plan categories: Cancer Plan, Critical Plan, Dental, Medical, Vision, Core AD&D, AD&D, Life Insurance, Dependent Care, and Health Care FSA. Each category has an 'Enroll' radio button and a start date. At the bottom, there are 'Add Plan', 'Edit Plan', and 'Remove Plan' buttons, and a note: '*This column contains estimated contributions, based on your salary.' Callouts indicate: 'Click on the radio button of a plan.' and 'Click on a button to Add, Edit or Remove the plan.'

This close-up shows the 'Medical' section of the plan selection screen. It lists two enrollment options: 'Enroll Starts on 3/1/2010' (which is selected with a radio button) and 'Enroll Starts on 4/1/2010'.

4) After clicking either **Add Plan** or **Edit Plan**, a list of the appropriate plan options will display.

Select the appropriate benefit plan option. For example, if choosing your PPO-Smart Choice Plan option, select either Smart Choice Basic 70/30 or Smart Choice Standard 80/20, and then select the appropriate dependent coverage option such as either, EE only, EE + Child(ren), EE + Spouse or EE +Fmly(Spouse Req).

Click on the plan option to select it.

NOTE: Dependents are not automatically added to benefit plans. Click **Select Dependents** to add them to your plan option.

Overview | My Employee Search | My Working Time | My Benefits | My Pay | My Personal Data

Enrollment

1 Plan Selection | a Plan Adjustment | b Select Dependents | 1 Plan Selection | 2 Review Enrollment | 3 Completed

[Show GeneralLinksView](#) | [Show PlanTypeOfTodayView](#)

Offer for Medical
Effective today, you are participating in the following plan.

PPO - Smart Choice Plans - choose plan options (starts on 7/1/2010) [SHP PPO - Plan Details](#)

Option	Dependent Coverage	Employee Cost (Monthly)*	Employer costs (Monthly)*
Smart Choice Basic 70/30	Employee Only	0	410.8
Smart Choice Basic 70/30	Employee+Child(ren)	178.68	410.8
Smart Choice Basic 70/30	Employee+Spouse	460.36	410.8
Smart Choice Basic 70/30	EE+Fmly(Spouse Req)	490.34	410.8
Smart Choice Standard 80/20	Employee Only	0	410.8
Smart Choice Standard 80/20	Employee+Child(ren)	237.62	410.8
Smart Choice Standard 80/20	Employee+Spouse	547.48	410.8
Smart Choice Standard 80/20	EE+Fmly(Spouse Req)	580.44	410.8

The amounts are in USD.
 Pre-Tax Deductions

[Previous Step](#) | [Select Dependents](#)

Click to **Add Dependents.**

5) On the **Select Dependents** screen, all dependents eligible for the selected benefit plan will be listed. Select the dependent by clicking the check box next to their name. This dependent will be added to the selected plan.

INTEGRITY BEACON
CONSISTENCY North Carolina
Office of the State Controller

Home | My Data (ESS) | SAP GUI

Overview | My Employee Search | My Working Time | My Benefits | My Pay | My Personal Data

Enrollment

1 Plan Selection | a Plan Adjustment | b Select Dependents | 1 Plan Selection | 2 Review Enrollment | 3 Completed

[Show GeneralLinksView](#) | [Show PlanTypeOfTodayView](#)

Select between 1 and 20 dependent(s) for plan NC Flex Cancer Insurance.

Name	Relationship	Select
Bonnie Adcock	Spouse	<input type="checkbox"/>
Bobby Adcock	Child	<input type="checkbox"/>

[Previous Step](#) | [Add Plan to Selection](#)

6) After clicking on **Add Plan to Selection**, the section page will display. Repeat sections 3-5 until all plans you want to enroll in have been selected.

Home | My Data (ESS) | My Staff (MSS)

Overview | My Employee Search | My Working Time | My Benefits | My Pay | My Personal Data

This is your selection of benefit plans. From this list, you can add, edit or remove plans as needed. Whenever you edit a plan, its options are displayed and select investments.

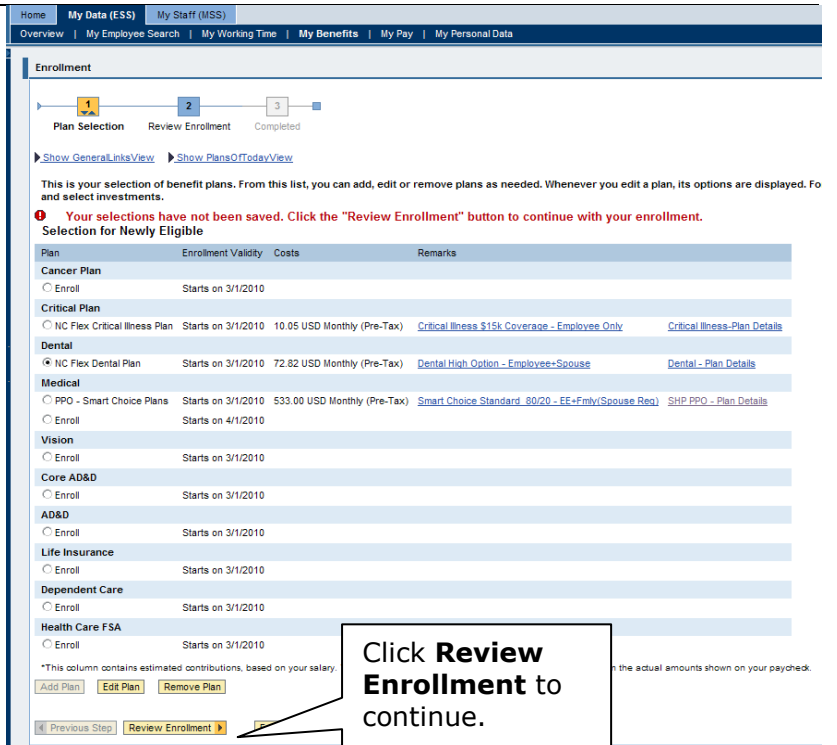
⚠ Your selections have not been saved. Click the "Review Enrollment" button to continue with your enrollment.

Selection for Newly Eligible

Plan	Enrollment Validity	Costs	Remarks
Cancer Plan			
<input type="radio"/> Enroll	Starts on 3/1/2010		
Critical Plan			
<input checked="" type="radio"/> Enroll	Starts on 3/1/2010		
Dental			
<input type="radio"/> Enroll	Starts on 3/1/2010		
Medical			
<input type="radio"/> PPO - Smart Choice Plans	Starts on 3/1/2010	533.00 USD Monthly (Pre-Tax)	Smart Choice Standard 80/20 - EE+Fmly(Spouse Req) SHP PPO - Plan Details
<input type="radio"/> Enroll	Starts on 4/1/2010		

7) On the **Plan Selection** screen, your enrolled plans will include the effective date of coverage, the plan costs, the plan options and a plan details overview link to review further information about the plan.

NOTE: YOUR ENROLLMENT HAS NOT BEEN SAVED. After completing your enrollments for all preferred plans, click **Review Enrollment** to continue.



Home My Data (ESS) My Staff (MSS)
 Overview My Employee Search My Working Time My Benefits My Pay My Personal Data

Enrollment

1 Plan Selection 2 Review Enrollment 3 Completed

Show GeneralLinksView Show PlansOfTodayView

This is your selection of benefit plans. From this list, you can add, edit or remove plans as needed. Whenever you edit a plan, its options are displayed. For and select investments.

Your selections have not been saved. Click the "Review Enrollment" button to continue with your enrollment.

Selection for Newly Eligible

Plan	Enrollment Validity	Costs	Remarks
Cancer Plan			
<input type="radio"/> Enroll	Starts on 3/1/2010		
Critical Plan			
<input type="radio"/> NC Flex Critical Illness Plan	Starts on 3/1/2010	10 05 USD Monthly (Pre-Tax)	Critical Illness \$15k Coverage - Employee Only Critical Illness-Plan Details
Dental			
<input checked="" type="radio"/> NC Flex Dental Plan	Starts on 3/1/2010	72.82 USD Monthly (Pre-Tax)	Dental High Option - Employee+Spouse Dental - Plan Details
Medical			
<input type="radio"/> PPO - Smart Choice Plans	Starts on 3/1/2010	533.00 USD Monthly (Pre-Tax)	Smart Choice Standard_80/20 - EE+Fmlly(Spouse Req) SHP PPO - Plan Details
<input type="radio"/> Enroll	Starts on 4/1/2010		
Vision			
<input type="radio"/> Enroll	Starts on 3/1/2010		
Core AD&D			
<input type="radio"/> Enroll	Starts on 3/1/2010		
AD&D			
<input type="radio"/> Enroll	Starts on 3/1/2010		
Life Insurance			
<input type="radio"/> Enroll	Starts on 3/1/2010		
Dependent Care			
<input type="radio"/> Enroll	Starts on 3/1/2010		
Health Care FSA			
<input type="radio"/> Enroll	Starts on 3/1/2010		

*This column contains estimated contributions, based on your salary. For the actual amounts shown on your paycheck.

Add Plan Edit Plan Remove Plan

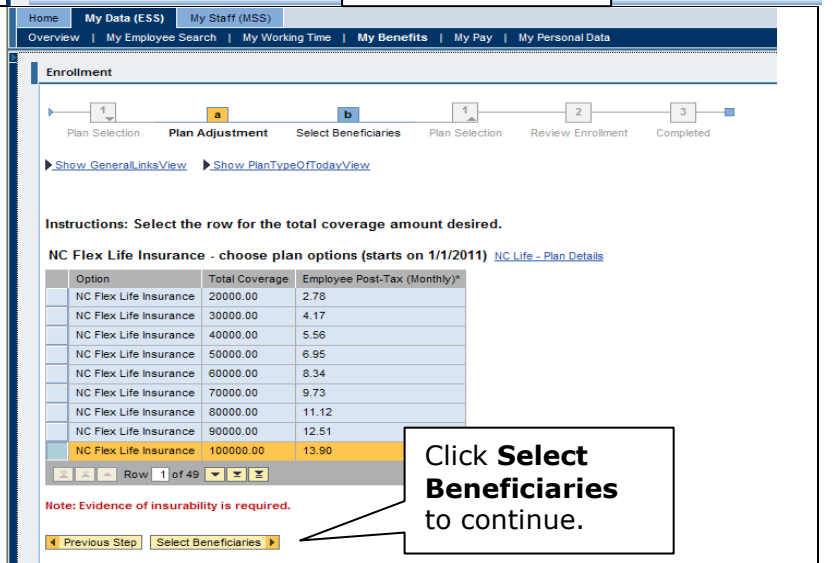
Previous Step Review Enrollment

Click **Review Enrollment** to continue.

8a) **For NC Flex Only-Enrolling in Life Insurance:**

To enroll in Life Insurance, select a level of coverage you want.

Click **Select Beneficiaries** to add them to your plan.



Home My Data (ESS) My Staff (MSS)
 Overview My Employee Search My Working Time My Benefits My Pay My Personal Data

Enrollment

1 Plan Selection a Plan Adjustment b Select Beneficiaries 1 Plan Selection 2 Review Enrollment 3 Completed

Show GeneralLinksView Show PlanTypeOfTodayView

Instructions: Select the row for the total coverage amount desired.

NC Flex Life Insurance - choose plan options (starts on 1/1/2011) [NC Life - Plan Details](#)

Option	Total Coverage	Employee Post-Tax (Monthly)*	
<input type="checkbox"/>	NC Flex Life Insurance	20000.00	2.78
<input type="checkbox"/>	NC Flex Life Insurance	30000.00	4.17
<input type="checkbox"/>	NC Flex Life Insurance	40000.00	5.56
<input type="checkbox"/>	NC Flex Life Insurance	50000.00	6.95
<input type="checkbox"/>	NC Flex Life Insurance	60000.00	8.34
<input type="checkbox"/>	NC Flex Life Insurance	70000.00	9.73
<input type="checkbox"/>	NC Flex Life Insurance	80000.00	11.12
<input type="checkbox"/>	NC Flex Life Insurance	90000.00	12.51
<input checked="" type="checkbox"/>	NC Flex Life Insurance	100000.00	13.90

Row 1 of 49

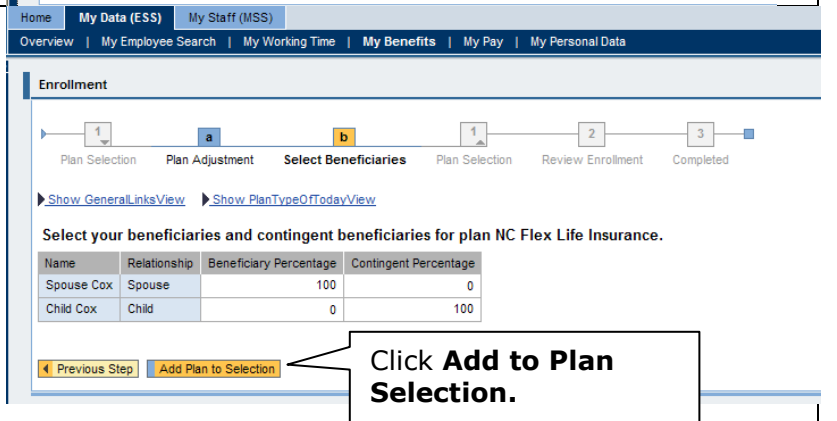
Note: Evidence of insurability is required.

Previous Step Select Beneficiaries

Click **Select Beneficiaries** to continue.

8b) On the **Select Beneficiaries** screen, Family members and Beneficiaries added in Step 1 will be listed. Designate the beneficiary and/or any contingent beneficiaries and their percentages and click **Add Plan to Selection**. The totals for each column must equal 100%, even if more than one individual is selected for either column.

Note: Contingent beneficiary (ies) is only paid in the event the primary beneficiary is deceased.



Home My Data (ESS) My Staff (MSS)
 Overview My Employee Search My Working Time My Benefits My Pay My Personal Data

Enrollment

1 Plan Selection a Plan Adjustment b Select Beneficiaries 1 Plan Selection 2 Review Enrollment 3 Completed

Show GeneralLinksView Show PlanTypeOfTodayView

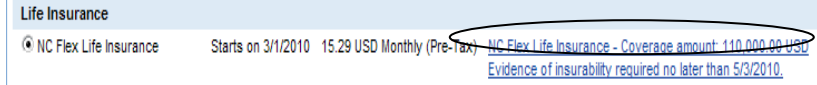
Select your beneficiaries and contingent beneficiaries for plan NC Flex Life Insurance.

Name	Relationship	Beneficiary Percentage	Contingent Percentage
Spouse Cox	Spouse	100	0
Child Cox	Child	0	100

Previous Step Add Plan to Selection

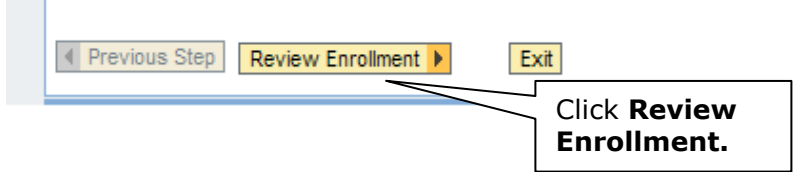
Click **Add to Plan Selection**.

9) If an Evidence of Insurability (EOI) is required for the NC Flex Cancer or Life Insurance Plan, a link stating "*Evidence of insurability required no later than mm/dd/yyyy*" will display. Click on this link and you will be redirected to the vendor's website.



10) When you are satisfied with your benefit selections, click **Review Enrollment**.

YOUR ENROLLMENT IS NOT SAVED YET!!

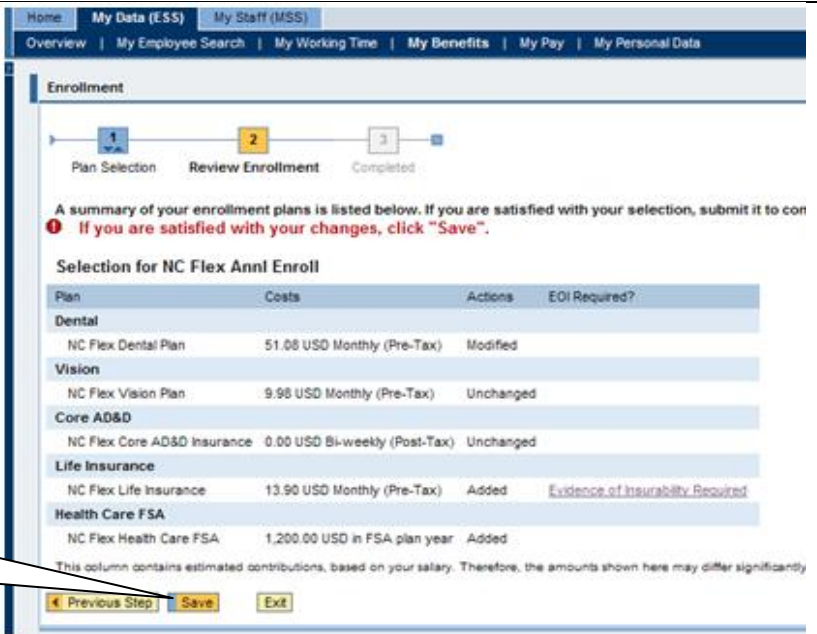


11) Click **Save** to complete your enrollment.

Note: By clicking **Exit**, you will cancel all additions/changes made in the previous steps.

Please notice the **NC Flex Life Insurance** option chosen requires Evidence of Insurability. You may click on those links to give you further information regarding those requirements.

Click on **Save** to complete enrollment or **Exit** if you want to cancel all additions/changes made in the previous steps.

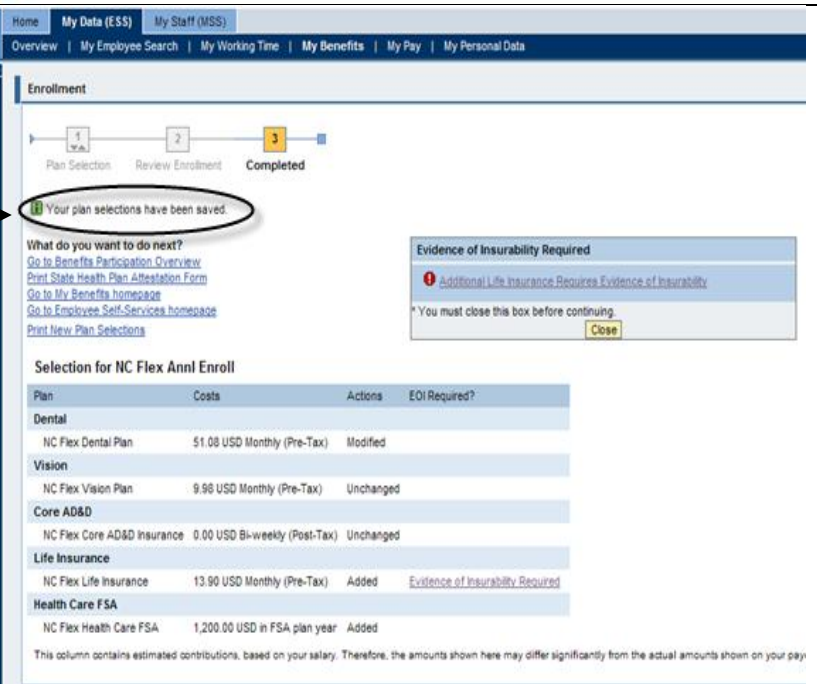


12) Your enrollment is not complete until you have received a confirmation statement stating that your selections have been saved.

Remember; always print a copy of your plan selections for your records.

Note: To print your plan selections or any additional forms, you must first click "Close" in the box that lists the "Evidence of Insurability Required." Before closing the box, you can click on the links to complete/receive additional information about Evidence of Insurability.

After saving your selection, if you need to make any additional changes, **Go to My Benefits Homepage** and repeat Step 2.



13) To **stop** participation in a plan, click

Remove Plan

[Show GeneralLinksView](#) [Show PlansOfTodayView](#)

This is your selection of benefit plans. From this list, you can add, edit or remove plans as needed. Whenever you edit a plan, its options are displayed. For every plan, you can specify select investments.

Selection for Hlth Ins Annl Enroll

Plan	Costs	Remarks
Medical		
<input checked="" type="radio"/> PPO - Smart Choice Plans	21.62 USD Monthly (Pre-Tax)	Smart Choice Standard 80/20 - Employee Only SHP PPO - Plan Details

*This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ significantly from the actual amounts shown on your paycheck.

[Add Plan](#) [Edit Plan](#) [Remove Plan](#)

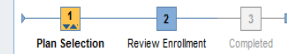
[Previous Step](#) [Review Enrollment](#) [Exit](#)

14) When **Remove Plan** has been selected, a WARNING box will appear.

Select **Continue** to remove plan.

Home [My Data \(ESS\)](#) [SAP GUI](#) [My Documents](#) [Browser Admin](#) [OrgCharts](#) [Reports](#)
[Overview](#) | [My Employee Search](#) | [My Working Time](#) | [My Benefits](#) | [My Pay](#) | [My Personal Data](#)

Enrollment



[Show GeneralLinksView](#) [Show PlansOfTodayView](#)

This is your selection of benefit plans. From this list, you can add, edit or remove plans as needed. Whenever you edit a plan, its options are displayed. For every plan, you can specify select investments.

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

*This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ significantly from the actual amounts shown on your paycheck.

[Add Plan](#) [Edit Plan](#) [Remove Plan](#)

[Previous Step](#) [Review Enrollment](#) [Exit](#)

WARNING!
You are about to terminate your selected plan. Click "Continue" to continue on and end the plan, or if this is a mistake, click "Previous Step".

[Previous Step](#) [Continue](#)

15) In the next screen select

Review Enrollment

to continue removing the plan.

YOUR CHANGES ARE NOT SAVED YET!!

Home [My Data \(ESS\)](#) [My Staff \(MSS\)](#)
[Overview](#) | [My Employee Search](#) | [My Working Time](#) | [My Benefits](#) | [My Pay](#) | [My Personal Data](#)

Enrollment



[Show GeneralLinksView](#) [Show PlansOfTodayView](#)

This is your selection of benefit plans. From this list, you can add, edit or remove plans as needed. Whenever you edit a plan, its options are displayed. For every plan, you can specify select investments.

Warning: Your selections have not been saved. Add or Edit any additional benefit plans, then click "Review Enrollment" button to continue with your enrollment.

Selection for Hlth Ins Annl Enroll

Plan	Costs	Remarks
Medical		
<input checked="" type="radio"/> Enroll		

*This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ significantly from the actual amounts shown on your paycheck.

[Add Plan](#) [Edit Plan](#) [Remove Plan](#)

[Previous Step](#) [Review Enrollment](#) [Exit](#)

16) Click **Save** to complete the removal of your plan.

Note: By clicking **Exit**, you will cancel the change made in the previous steps.

Home My Data (ESS) My Staff (MSS)

Overview | My Employee Search | My Working Time | My Benefits | My Pay | My Personal Data

Enrollment

1 2 3
Plan Selection Review Enrollment Completed

A summary of your enrollment plans is listed below. If you are satisfied with your selection, submit it to complete the enrollment process. If you would like to change
ⓧ If you are satisfied with your changes, click "Save".

Selection for Hlth Ins Annl Enroll

Plan	Costs	Actions	EOI Required?
Medical			
Enroll		PPO - Smart Choice Plans removed	

This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ significantly from the actual amounts shown on your paycheck.

Previous Step Save Exit

Important Benefit Enrollment Tips:

<p>Medical Plan Selection</p>	<ul style="list-style-type: none"> If you wish to enroll in a medical plan, you must select a plan during the enrollment process. You are not automatically enrolled. The offer will display Medical plans with two enrollment start dates to choose from. You must select the start date you would like the coverage to begin. You can choose either the first of the month after your hire date or qualifying event date; or the first of the second month. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Medical</p> <p><input checked="" type="radio"/> Enroll Starts on 3/1/2010</p> <p><input type="radio"/> Enroll Starts on 4/1/2010</p> </div>		
<p>All Plans - Pre-Tax Deduction</p>	<p>During the enrollment process, you will see the 'Pre-Tax Deduction' checkbox. The box will default as checked. If unchecked, the benefit plan will be cost as POST-TAX.</p> <p>Note: You can only select the State Health Plan as a Post Tax deduction. All other plans require Pre-Tax deductions.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><input checked="" type="checkbox"/> Pre-Tax Deductions</p> </div>		
<p>Life Insurance (ING) Cancer Plan (Allstate)</p>	<ul style="list-style-type: none"> Depending on the coverage elected in these plans, Evidence of Insurability (EOI) may be required. If EOI is required, you will see the following message next to the plan at the Plan selection screen. Evidence of insurability required no later than When clicking on the link above, you will be directed to the vendor's site during the enrollment process. <p>Note: You will not be an active participant in the plan until the EOI process is complete.</p>		
<p>Beneficiary Changes</p>	<p>You can change beneficiary information to your NC Flex AD&D or Life Insurance Plan at any time. Click on the Beneficiary Changes on the My Benefits Page to make these changes.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Beneficiary Changes Change the benefit plans in which you are currently enrolled.</p> </div>		
<p>Reviewing Benefits</p> <p>A list of your enrolled State-wide plans will display.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; padding: 5px;"> <p>To view additional information about all State-wide plans.</p> </td> <td style="width: 50%; padding: 5px;"> <p>Click ▶ Show GeneralLinksView</p> </td> </tr> </table> </div>	<p>To view additional information about all State-wide plans.</p>	<p>Click ▶ Show GeneralLinksView</p>	<p>At any time, you can return to your My Benefits page and clicking on the Participation Overview link to review your benefits</p>
<p>To view additional information about all State-wide plans.</p>	<p>Click ▶ Show GeneralLinksView</p>		

To learn about Plan Details options, click the link to the right of the plan name. A new browser window will open to the external website of the plan provider.

To view your plan **details**, click the radio button to the left of the plan and then click the **Show Participation Details** button.

Click **Exit** to return to **My Benefits** Page.

Life Changing Events

When you experience a **life-changing event**, such as marriage, divorce, birth of a child, or a spouse's job changes, you must change your benefits within **30 days** of the life event.

First, notify your Agency HR representative of your life event with proof of the event. They will need to create the adjustment reason before you can enroll on ESS. The link will become available on your **My Benefits** page under the **Adjustment Reason Enrollments** heading.

The page at the right displays a **Marriage** adjustment reason.

State Health Plan Forms

A variety of forms may be required to complete your medical plan enrollment. Forms are available on the **My Benefits** page under the **My State Health Plan** heading or from your Agency Human Resource Department.

If you need to complete a form, you would:

- Print the form
- Manually complete it
- Submit form to **BEST Shared Services** for processing or your Benefits Administrator for processing.
 BEST Shared Services
 1425 Mail Service Center
 Raleigh, NC 27699-1425
 Fax: 919-855-6861

My State Health Plan

State Health Plan Forms - Submit to BEST Shared Services

[Prior Health Coverage Form](#)

Used if you have coverage under a previous plan.

[Coverage Request for Incapacitated Dependent Form](#)

Used if you have a child over age 19 who is eligible as a mentally or

[Certification of Dependent Eligibility Form](#)

Used if you have a Foster Child with a different last name.

[Medicare Certification Form](#)

Used if you, or a dependent, are eligible for Medicare.

The forms include:

- **Prior Health Coverage Form**
Complete this form if you had prior health coverage. Not needed for new hire enrollments.
- **Coverage Request for Incapacitated Dependent Form**
Complete this form if you have a physically or mentally incapacitated dependent
- **Certification of Dependent Eligibility Form**
Complete this form if you are enrolling a Foster Child.
- **Medicare Certification Form**
Complete this form if you or your spouse is Medicare Eligible.

NOTE: Your enrollment could be delayed if the appropriate forms are not submitted in a timely manner.