

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

Items Needed Before Enrolling

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

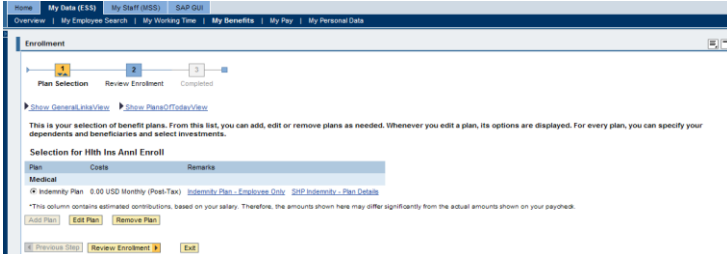
1 To complete your enrollment, visit the BEACON portal at:
<https://mybeacon.nc.gov>

To login, use your NCID and password
 ➤ You will receive your NCID from your agency.

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

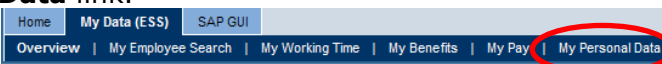
For additional enrollment help, go to <http://help.mybeacon.nc.gov/beamhelp> and download a complete Benefits step-by-step Enrollment Job Aid guide.

5 The health plan you are enrolled in will be listed. If you are not enrolled in a health plan, use the **Add Plan** to select a health plan or use the **Edit Plan** to change your health plan selection. To stop your health plan select **Remove Plan**.



After clicking Add or Edit Plan, select your PPO option.

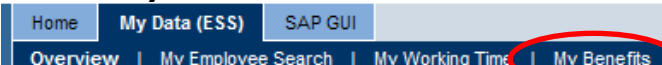
2 To add dependents, select the **My Data (ESS)** tab and then the **My Personal Data** link.



Note: New dependents not currently on your plan must be added first.

6 After selecting your PPO option, click on **Select Dependents** to add or change your dependents to the plan. Click on **Review Enrollment** to review benefits selection. Once satisfied with selection, click the **Save** button.

3 To start the Annual enrollment, return to select **My Benefits** link.



Important: Your selections are not saved and your enrollment is not complete until you click the **Save** button and have received the confirmation statement stating: **Your plan selections have been saved.**

If necessary, use the benefits enrollment guide from Step 1 to assist your enrollment.

4 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.

7 Complete any forms that may be needed to finish your enrollment. Forms are available on the **My Benefits** page under the **My State Health Plan** heading or from your Agency Human Resource Department.

My State Health Plan

State Health Plan Forms - Submit to BEST Shared Services

BEST Shared Services Contact Information
 Phone: Raleigh Area: 919.707.0707; Statewide: 866-NCBEST4U (866-622-3784); Fax: 919.855.6861
 E-mail: BEST@osc.nc.gov; Hours of Operation: 8 a.m. – 5:30 p.m., Monday – Friday
 Postal Mail: 1425 Mail Service Center, Raleigh, NC 27699-1425