



# LOGIN AND eBENEFITS PROCEDURES

## ESS-19



The purpose of this job aid is to explain how to login to the Integrated HR-Payroll System as well as eBenefits in the Integrated HR-Payroll System.

### Integrated HR-Payroll System Login

1. Start by logging into the Integrated HR-Payroll System: <https://mybeacon.its.state.nc.us/irj/portal>
2. Click Next to sign in.



#### INTEGRATED HR-PAYROLL SYSTEM

HR | PAYROLL | BENEFITS | TRAINING | TIME

Click Next to sign in

Next

[Customer Service](#) | [System Status](#) | [Privacy & Security](#) | [Legal](#)

3. Enter your User ID and Password.
4. Click the Login button.

NCID

NCID

Username

Password

NCID Login

[Forgot Username](#)  
[Forgot Password](#)  
[Unlock Account](#)

[Need Help?](#) [Register!](#)

[Privacy and Other Policies](#)

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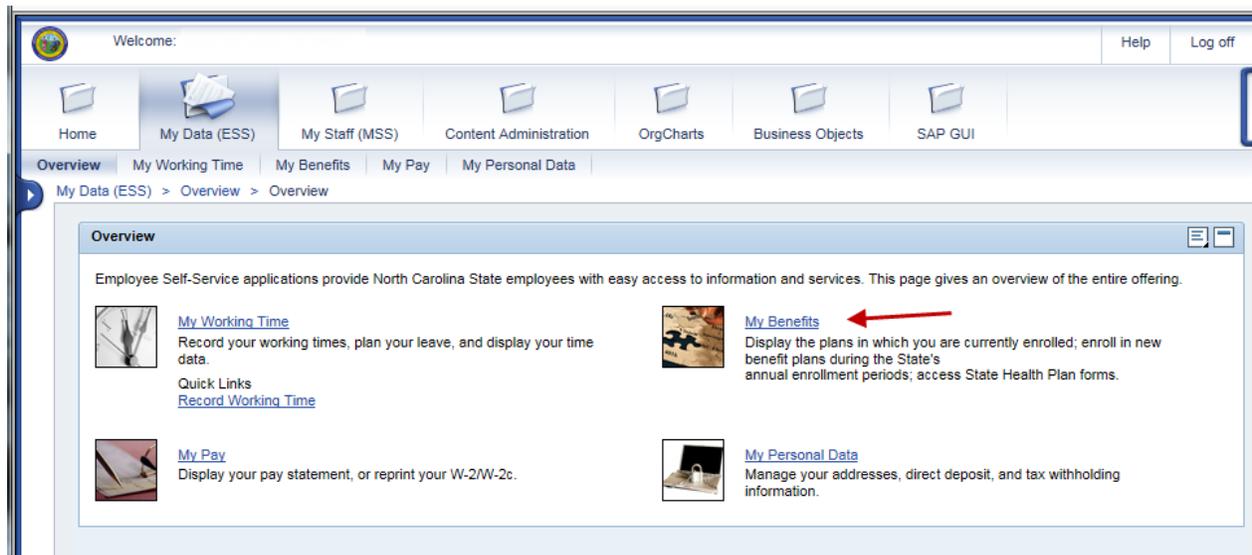
- The Integrated HR-Payroll System Home page will display.

### Accessing BenefitFocus - eEnroll

- Click the My Data (ESS) tab on the Home Page.



- Click the My Benefits link within the My Data (ESS) tab



3. Click the eEnroll link

**My Benefits**

[eBenefits \(formerly eEnroll\)](#)



Select the link above to access the State's eBenefits system for State Health Plan or NCFlex Plan benefit enrollments.

If you have trouble logging in to eBenefits, need an ID card, or are being told by a provider or pharmacy that your coverage Eligibility and Enrollment Support Center at 1-855-859-0966.

**Benefits Participation**

[Participation Overview](#)

View a list of plans in which you are currently enrolled.

**My Supplemental Savings Plans**

4. Read the information regarding leaving the OSC site and then click Submit

**INTEGRATED HR-PAYROLL SYSTEM**  
 HR | PAYROLL | BENEFITS | TRAINING | TIME  
 Formerly BEACON

Information regarding your State Health Plan coverage can be accessed through eEnroll.

Note: The application will open in a new window/tab. You will be automatically logged into eEnroll, but it is your responsibility to log out of each application.

By clicking the submit button you:

- Understand that you are leaving the OSC Integrated HR-Payroll System
- Understand that you are responsible for logging out of each application when finished

Submit



**Information**

By clicking the Submit button you:

- Understand that you are leaving the Integrated HR-Payroll System
- Understand that you are responsible for logging out of each application when finished

5. You are logged into eEnroll automatically.

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State Health Plan  
A Division of the Department of State Treasurer

Patricia

Home  
Dependents  
Language Preferences

MANAGE ACCOUNT

Login Information  
Medicare  
View Tax Documents

QUICK LINKS

BlueConnect  
Learning Center

You have new benefits being offered to you:  
You may elect Current Enrollment benefits.  
You may elect Open Enrollment benefits.  
[Get started >](#)

A note from your Health Benefits Representative

custom page Open Enrollment takes place October 1-31, 2016. All active and Non-Medicare retirees were moved to the Traditional 70/30 Plan. You must take action! All three Wellness Premium Credit activities must be completed by October 31, 2016. Remember to click SAVE when you have completed your enrollment and print your Benefit Detail Report for your records. If you need assistance with navigating eEnroll you can view the Enrollment video or call the Support Center at 855-855-0966 M-F 8a.m.-10p.m and on Saturdays from 8a.m.-3p.m.

Important Documents  
[Subscriber Summary Report](#)

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Questions? Please call 855-859-0966  
Monday through Friday, 8:00 a.m. to 5:00 p.m. ET

## Change Record

- 2/4/21 – Updated format, assigned reference number, and made accessible – Claire Ennis
- 8/6/21 – Updated for accessibility, Alt Text added – D. Genzlinger