



Instructions for Making Your Benefit Changes Online

Information to have with you when making benefit changes

- If you have insurance with another insurance company, have the name of the insurance company and the policy number
- If you will be covering your spouse or dependent(s), have their date of birth and social security number
- If you or any of your dependents are covered by Medicare, have your Medicare coverage information available

1. Navigate to HR InTouch through UNC Health Care's Web site:
<http://www.unchealthcare.org/site/humanresources/benefits/>
 - Click on Health Insurance Link under Insurance Information (right side)
 - Click on eBenefits from the form's section (right side)
2. Enter your HR InTouch Login ID and Password
Login ID: Your Employee Identification Number (EID)
Password: Your social security number.
3. On the left side of your screen under the *Quick Links* section, select the link titled *eBenefitsNow*
4. Selecting a Life Event
 - Select the link for the My benefits
 - Select the SHP Medical link
 - Select the button marked *Edit to Change Benefits*
 - Select the box marked *Life or Family Change* and click *Next*
 - Select the appropriate life event from the list and click *Next*
 - You will now see a message detailing the changes that you are and are not permitted to make using the life event that you have selected. When asked if you wish to continue, answer *Yes* or *No*
 - If you select *Yes*, please supply the date of your life event in the field provided and click *Next*
5. Making Changes to your Benefits
 - You will now see *Edit* buttons next to each section that may be changed based on your life event
 - Select the *Edit* button that corresponds to the change that you would like to make
 - Follow the prompts on the screen to complete your changes
 - Select the *Save* button to save your election changes
6. Review and Print your Benefit Summary
 - Select the *Employee Detail Report* on the *My Home* page
 - You may view the report and print a copy for your records if you would like

7. Log out of eBenefitsNow
Use the *Logout* button to exit eBenefitsNow

Questions

If you have questions about using the online enrollment application or are having trouble logging in, please call 1-866-239-1055 for assistance.

If you have questions regarding your State Health Plan benefits, please contact: State Health Plan Customer Service at 1-888-234-2416.