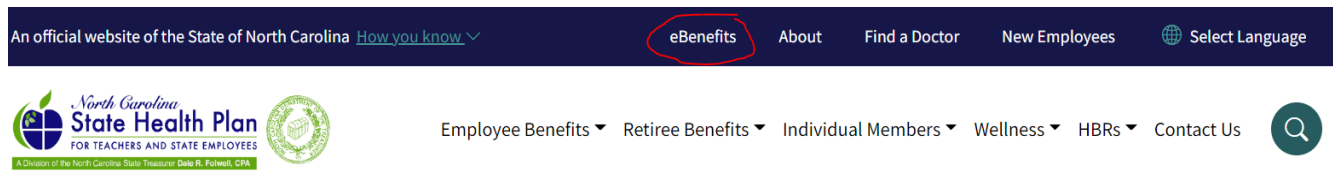
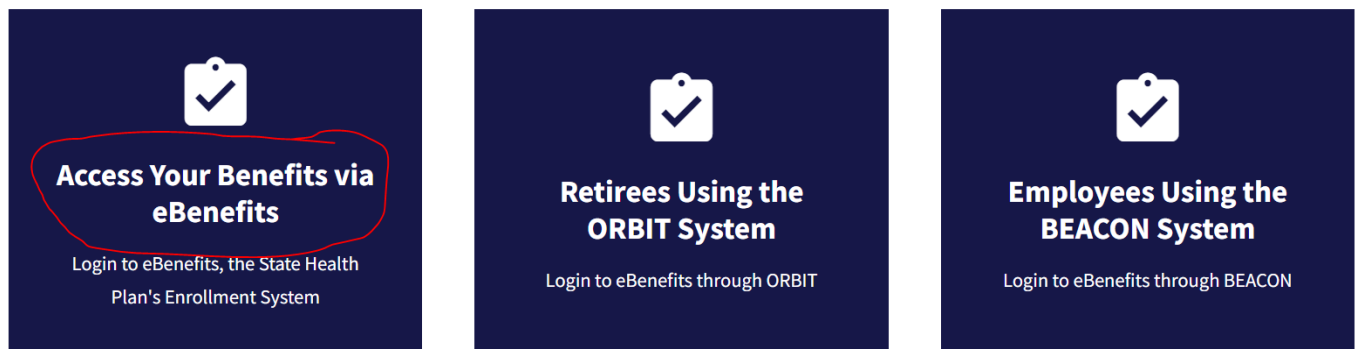


Instructions for Making a Qualified Life Event Benefit Change

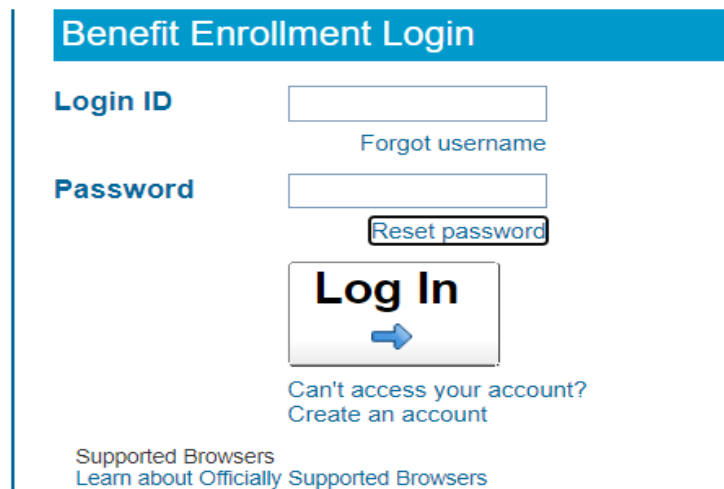
1. Go to <https://www.shpnc.org/> and click eBenefits for Enrollment.



2. You will then need to select Access your Benefits via eBenefits



3. Enter your Username and Password to login. If you have forgotten your username or password, please contact Stephanie Davis for assistance.



The image shows a login form titled "Benefit Enrollment Login" in a blue header. Below the header, there are two input fields: "Login ID" and "Password". To the right of the "Login ID" field is a link that says "Forgot username". Below the "Password" field is a button that says "Reset password". Below these fields is a large "Log In" button with a blue arrow pointing to the right. Below the "Log In" button are two links: "Can't access your account?" and "Create an account". At the bottom of the form, there is a link that says "Supported Browsers" and another link that says "Learn about Officially Supported Browsers".

4. Click on the yellow get started box to begin creating your qualifying life event

Have you experienced a life change that requires you to edit your benefits?

Whether you have recently had a baby or experienced another event that requires you to edit your benefits, we are here to help. Let us walk you through any changes in order to ensure that your coverage best fits your needs.

Get Started >

5. Select reason for changing your benefits and be sure to enter the date of this life event. **Reminder that you only have 30 days from the date of the life event to make the change and provide any necessary documentation.**

Select a Life Event

The life event you select will help determine which benefits can be edited.

Select reason for change *

--- please select ---

Enter the date of this life event *

Next

Cancel

6. You may be prompted to review your dependents. After updating, click **Next**.

Take a moment to review your family

Below is a summary of everyone that you have entered as a member of your family. Take a moment to review. If anyone is missing, you may create them in the system. Keeping an accurate record of your family is important, because it allows us to better suggest benefits and plans that may be right for you

Add Dependent

Next

Previous

7. Select the benefit you want to update and the dependent you want to update. The new premium rate will be reflected on this screen. Be sure a blue check mark is beside everyone you wish to include on your insurance policy.

Previous Benefits

Current Benefits

Select benefits to update

Now that you've entered your life change information, it's time to update your benefits.

You may want to update these benefits

✓ Your cost reflects your answers to the Tobacco Attestation (Premium Credit \$60).



Update your Medical coverage

8. Save Changes

9. You will receive your congratulations banner.

✓ **Congratulations, You have successfully updated your benefits due to**

Please review and print your Confirmation Statement for your records.