Benefits Enrollment Step-by-Step Instructions

For additional Benefits Information, please visit our website at http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm
ECU Single-Sign-On Benefits Portal


Login with your ECU Email and passphrase. Then hit next.
2. It will then prompt you to stay signed-in. If you would like to stay signed-in to reduce the number of times you are prompted to log-in you will hit the **Yes** button and check the box - **Don’t show this again**
ECU Single-Sign-On Benefits Portal

3. Then you will be re-routed to ECU’s single-sign-on page. You will enter your PirateID and passwords and then select **Sign In**.
ECU Single-Sign-On Benefits Portal

4. Then you will be re-routed to the eBenefitsNow Portal. You will need to select the link **Click Here to View Your Benefits.**
Getting Started

5. When you have arrived at the Member Home Page at login, you will be able to get started on your enrollment. Just follow the prompts in this slide and the ones that follow.
Adding Dependents

6. Once you are logged in you will be asked if you want to list any dependents. Either select ADD DEPENDENT and follow the instructions on the screen to add a dependent or Next if no dependent.
Begin Enrollment

7. Now you are ready to begin enrollment. Follow the prompts on the screen.
Select Your Plan

8. Select which PPO Plan you would like - 70/30 or 80/20.
Tobacco Attestation Premium Credit

9. Click **Tobacco User Attestation** and then click **Next**.

**Once you have selected your health plan, you will automatically be prompted to complete the tobacco attestation. Please double check your confirmation statement to ensure your premium credit was applied, if applicable. An asterisk (*) on your confirmation statement next to the health plan premium indicates that the premium credit was applied.**
Primary Care Provider (PCP)

<table>
<thead>
<tr>
<th>Medical</th>
<th>Search from the list of providers to enter your PCP (Primary Care Provider) information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCP Name</td>
<td></td>
</tr>
<tr>
<td>Search</td>
<td></td>
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</tbody>
</table>

*Select PCP if desired and click Next.*
Medical Summary

2019 SHP Medical Summary
Your 2019 SHP Medical benefit summary is shown below. To make changes, click Edit. Please note that your benefits have not been saved. You must click Save to complete the section.

Click Edit to modify tobacco survey answer if you need to.

Click Edit to update additional insurance if you need to.

Click Edit to add a Primary Care Provider if you need to.

Click Save

Other options to edit Premium Credit, Additional Insurance and Primary Care Provider (PCP) will follow. Remember, if you enroll in the 80/20 Plan and visit your PCP, you can receive a copay reduction.
Review Elections and Select Save

Your benefits

1. Your Medical coverage
Visit the Plan’s website at www.shpnc.org for more information about your plan options!

30/20 PPO Plan

Click “Complete Enrollment” to complete enrollment process

The choices you pick Will NOT stick Unless you SAVE them With a CLICK!
Confirmation

Congratulations, you have successfully completed your enrollment process.

Your confirmation number is 178560354767. Please review and print your Confirmation Statement for your records.

Welcome,

Benefits Snapshot

Medical
1020 PPO Plan | Employee Only | Effective: 01/01/2019
$50.00 Monthly

Confirmation Statement example.

Click to view and print Confirmation Statement.
Contacts

Having trouble with enrollment? Complete enrollment over the phone with - **Enrollment and Eligibility – 855-859-0966**

Have questions on your Benefits? Contact your ECU benefits department at - **HR Benefits Mainline – 252-328-9887**

For additional Benefits Information, please visit our website at [http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm](http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm)