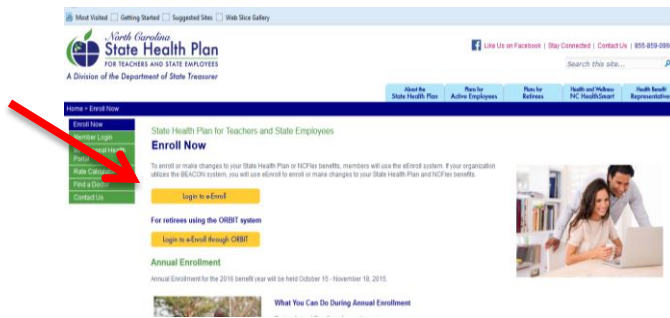# Step-by-Step Annual Enrollment Instructions
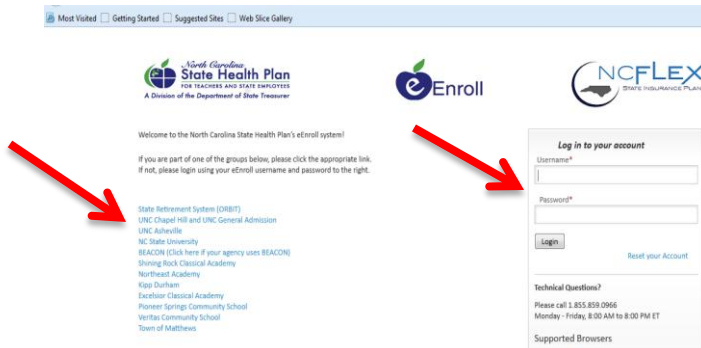
1. Go to the State Health Plan's website at www.shpnc.org and click **Enroll Now** located on the green bar.


2. Click **Login to eEnroll.**

3. If you are part of a group that appears on the left, you will need to click your group's link. Enter your **Username and Password** or **Register as a New User**.
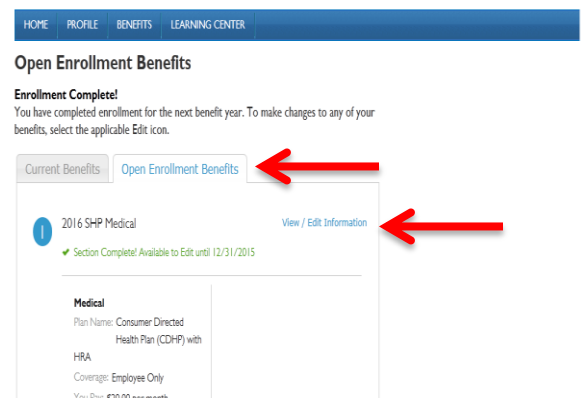

4. Once you log in a yellow box will appear. Click on **Patient-Centered Medical Homes** to view the brief video and receive your Primary Care Provider wellness premium credit. The video will open in its own window.
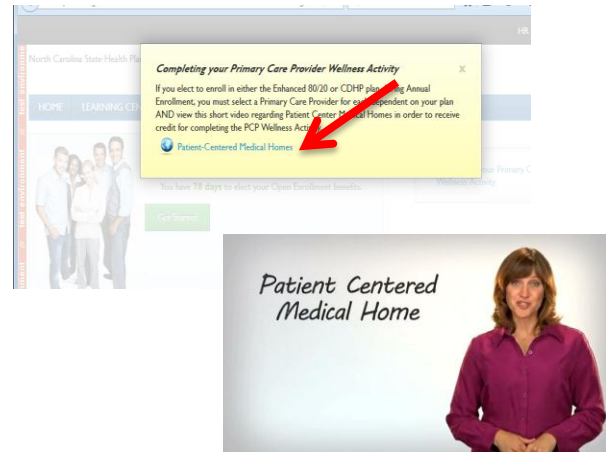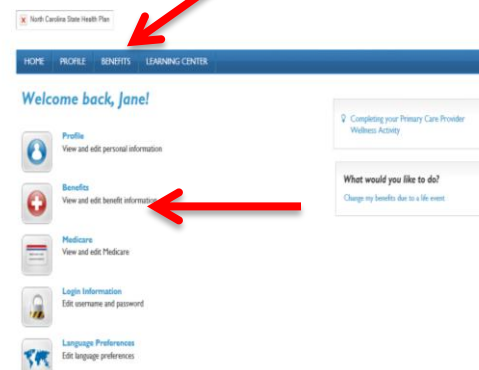
5. Click **Benefits**

6. Click **Open Enrollment Benefits** tab, then click **View/Edit Information.**

7. Click **Edit** next to Plan name to change to your plan, or click **Edit** next to Premium Credits to complete your 2016 wellness premium credit activities, or click **Add dependent** to edit you dependents.

8. Select **Open Enrollment** as the reason for benefit change. Then click **Next**.

9. Choose a health plan option and click **Select Plan.**

10. Click **Edit** next to Premium Credits.

Step-by-Step Annual Enrollment Instructions

11. Verify **Primary Care Provider** (PCP) or click **Search** to select a PCP. Then click **Next**.

12. Complete or update your **Health Assessment**. The Personal Health Portal will open in its own window. Log in to the Personal Health Portal or select **Retrieve User Name and Reset Password**. Then click **Next**. For detailed instructions on completing the Health Assessment click here.

13. Click **Tobacco User Attestation**, then select **I Agree** or **I Disagree**.

14. Review your elections and make any edits necessary. Then click **Save**. If you do not click **Save** your information will not be saved if you log out.

15. Once you click **Save**, you will see "Enrollment Complete!" noting that you have completed your enrollment.
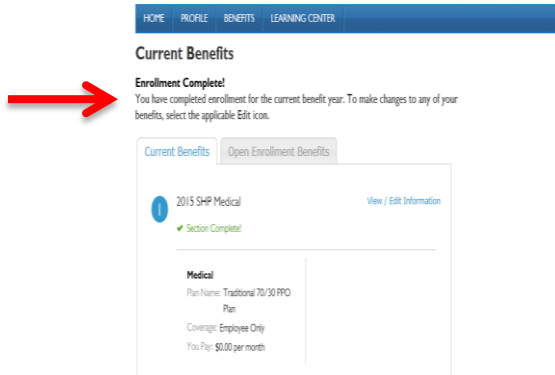
16. Click **Home** and then click **Subscriber Detail Report** under **Important Documents**, to print your summary of benefits for your records.