

Enrollment Instructions for the High Deductible Health Plan (HDHP)

The Member would go to the link and register by filling out the registration form on the right

Member Portal Home Register Sign In

Member Registration

Why do I need to Register?

We need to confirm your identity and create a unique login in order for you to access your information through the Member Portal.

How do I Register?

This registration process can be done by completing the form on this screen. This process can typically be completed in about one minute. If you need help with your registration, contact NCSHP at .

Already Registered?

If you have already registered you can [click here](#) to login.

Registration Form

Last Name

Last 6 of Social Security Number

Date of Birth

Email Address

This will be used as your "username" when you login.

Password

Password must be at least 8 characters in length. Passwords are case sensitive.

Re-Type Password

[Submit Registration](#)

Once they register, they will need to sig in to the portal:

Member Portal Home Register

Member Login

Email address

Password

[Sign In](#)

Not Yet Registered?

To gain access to the Member Portal you will need to verify your identity by registering. If you have not already registered your account, please [click here](#) to register now.

Trouble Logging In?

If you are having trouble logging in, or have forgotten your username or password, you may re-register your account to gain access. [Click here](#) to register now.

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Once in the portal, the participant can edit personal information and upload any requested/required information from the main tab of the portal as well as sign up for SMS messages

Account Overview

- Member & Family
- Benefits
- Enrollments & Events
- Forms
- Billing
- Payment History

Member & Family Information

Add and Edit Family Members

Family Member (click to view)	Relationship	On Benefits	Eligible
Kari - TEST ACCOUNT Cavanaugh - TEST ACCOUNT	Employee	No	Yes

Kari - TEST ACCOUNT Cavanaugh - TEST ACCOUNT	
Employee ID	123456
Social Security Number	123-45-6789
Date of Birth	04/03/1977
Gender	Female
Marital Status	Single

Add Family Member

Edit Your Information

Contact Information

Manage Your Contact Information

Contact	Label	Information	Actions
Address	Business Preferred	123 Any Street Jacksonville, Florida 32211 Any County US	
Email Address	Home Preferred	kari.cavanaugh@cobraguard.net	
Phone	Home Preferred	904-728-6943	

Add Contact

Contact Preferences

ON eMail

ON SMS

Document Upload

Upload Documents to Attach to Your Membership Record

Please click on the "Browse" button to select documents from your computer that can be securely uploaded to your member record. Please only upload documents as requested by the North Carolina State Health Plan.

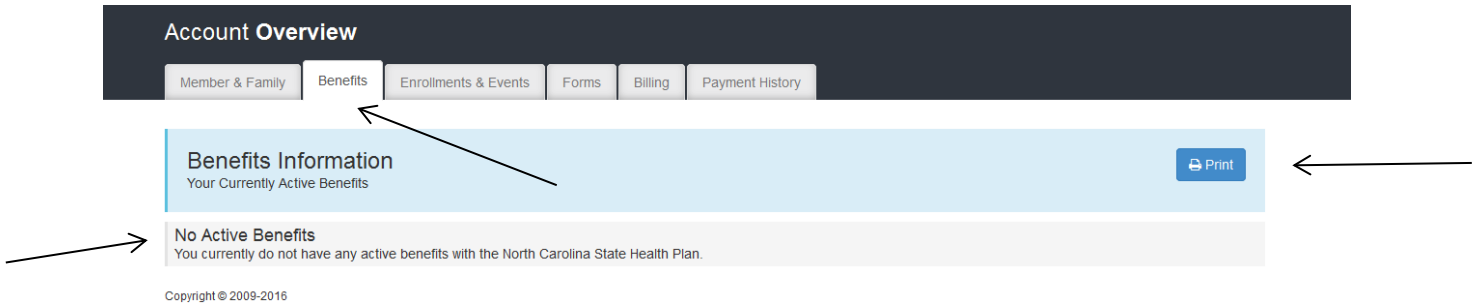
Multiple Documents: If you need to upload several documents you can select and upload them all at the same time or individually.

Only the following document types will be allowed. PDF, PNG, JPG, GIF, TIFF.

Browse...

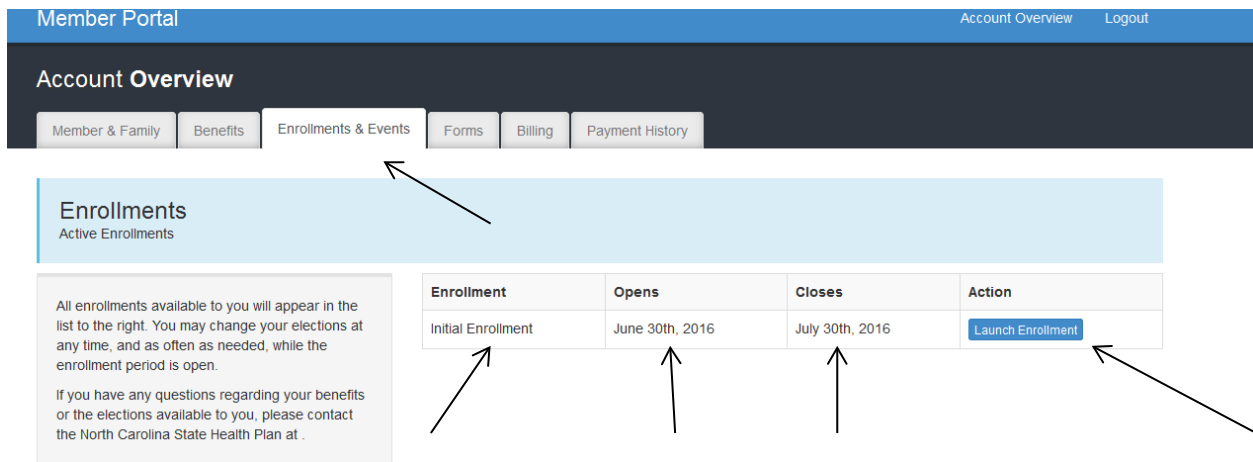
Upload Documents

The benefits tab will show you any active benefits at the current time. This is pending enrollment so the benefits will not show listed until the administrator migrates the benefits over. Members have the availability to print this screen, as well.



To launch your enrollment:

Click on the enrollment and events tab and then click on launch enrollment. This tab will show you what type of enrollment you have and when your enrollment portal will be open and when it closes.



The next screen will welcome you to your enrollment and you can this screen will allow you to make your initial enrollment or, if you come back into the portal during your enrollment period, it will allow you to make any changes you would like until the enrollment period is over. Currently the only choice showing is the pending elections so you would click continue. You can also leave without saving your enrollment .

Initial Enrollment

Welcome

Welcome to the North Carolina State Health Plan High Deductible Health Plan enrollment.

Initial Enrollment	
Status	Not Yet Submitted
Enrollment Begins	June 30th, 2016
Enrollment Ends	July 30th, 2016

Current Benefits

Pending Elections

You have not yet made any elections for this enrollment.

[Continue](#)

[Leave Without Saving](#)

The next screen will allow you to choose your election or waive the coverage. If there were dependents, you would see them listed on the right and would be able to choose each dependent you would like covered on the plan. You can also leave without saving your enrollment

Initial Enrollment

Welcome > **Medical Election**

Medical Election

Waive Coverage

Choose Your Desired Plan

Plan Selection

High Deductible Health Plan

Covered Dependents

In addition to yourself, who would you like to cover under this plan?

No Eligible Dependents

[How do I add a Dependent that's not listed?](#)

[Continue](#)

[Leave Without Saving](#)

If you offer other plans, there would be subsequent pages after for each plan for you to either elect or waive.

The next screen is your review and submit screen. Again, you can also leave without saving your enrollments

Initial Enrollment

[Welcome](#) > [Medical Election](#) > [Review & Submit](#)

Review & Submit

Elections

Medical

High Deductible Health Plan

Member Only

Kari - TEST ACCOUNT Cavanaugh - TEST ACCOUNT (Employee)

Continue

Leave Without Saving

The next screen will pull up your PDF confirmation of election for your records. An e-mail will also be sent to the e-mail address listed for that m

Benefit Confirmation Statement

Kari - TEST ACCOUNT Cavanaugh - TEST ACCOUNT
123456

For Your Records Only

Please note that this statement is for your records only. You DO NOT need to mail-in this statement or take any further action.

Enrollment Complete

You have just completed your Initial Enrollment. Below is a summary of the benefit elections you made. Please remember that you may login at anytime between **June 30th** and **July 30th 2016** to change or update your benefit elections and coverage levels.

Enrollment Information

The elections and waivers, if any, displayed below will be effective as of **July 1st, 2016**

Benefit Elections

Benefit	Plan Name	Coverage Level	Who's Covered
Medical	High Deductible Health Plan	Member Only	Kari - TEST ACCOUNT Cavanaugh - TEST ACCOUNT (Employee)

Additional Information

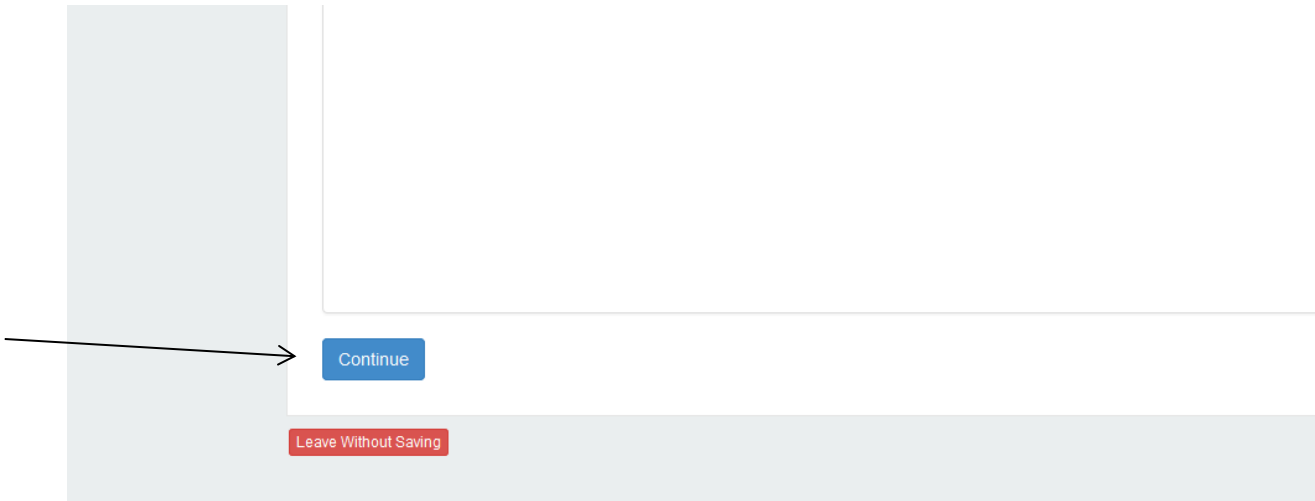
Statement generated on June 30, 2016 at 12:29 pm.

Please note that the North Carolina State Health Plan (NCSHP) may, at its discretion, change the plans, covered individuals and rates as necessary to comply with government and departmental regulations, availability and access to the plans, and to provide a consistent and high quality service for all participants. If it is necessary for NCSHP to alter the benefit elections shown above, you will be contacted by NCSHP and informed of the changes and any actions you are required to take.

If you have questions about your benefits or elections please contact the North Carolina State Health Plan at 1-855-442-6272.

ember.

You would click continue to go back to the main screen



Once the administrator has migrated your benefits, you can see them under your Benefits tab

When you click on the benefits tab, it will show you what you elected, as well as your monthly rate and tells you who is coverage

Member Portal Account Overview Logout

Account Overview

Member & Family **Benefits** Enrollments & Events Forms Billing Payment History

Benefits Information Print
Your Currently Active Benefits

Medical		Covered Family Member	Member Type
Benefit Type	Medical	Kari - TEST ACCOUNT Cavanaugh - TEST ACCOUNT	Employee
Plan	High Deductible Health Plan		
Coverage Level	Member Only		
Coverage Effective Since	June 1st, 2016		
Monthly Rate	\$93.16		

If you have uploaded any forms they would be located under the forms tab

Account Overview

Member & Family

Benefits

Enrollments & Events

Forms

Billing

Payment History

Forms

Member Forms

Tax Forms

Tax Forms

Click on the form description below to view or download the form.

Description	Created	File Type
No Forms Are Currently Available		

Once your billing is processed you will be able to see your invoices and the transactions as well as providing you with the two payment methods. Since this is newly elected, the transactions will not show until the premiums have been calculated.

If you choose mail in, it will provide you with the address in which to mail your monthly premium.

Member Portal Account Overview Logout

Account Overview

Member & Family Benefits Enrollments & Events Forms Billing Payment History

Statements

Past Statements

Title	Date	Download
(No Statements Found)		

Transactions

Open Transactions

Plan	Type	Coverage	Coverage Start Date	Coverage End Date	Amount
(No Open Transactions)					

Payment Methods

Mail-in Payment
 Online Payment

Payment

One time payment

Payment Method Savings/Checking Account

Payment Amount 0.00

When asked, your PIN is the last four digits of your SSN

Payment Methods

Mail-in Payment
 Online Payment

Payment Address

Mail In payment

North Carolina State Plan
PO Box 505280
St Louis, MO 63150-5303

On the payment history, once premiums have been received, the member will be able to see any payments posted and any payments that are pending

Member Portal

Account Overview

Member & Family

Benefits

Enrollments & Events

Forms

Billing

Payment History

Completed Payments

Payments that have posted.

Posted On	Amount
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Pending Payments

Payment Request that have not posted.

Date	Amount	Status
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