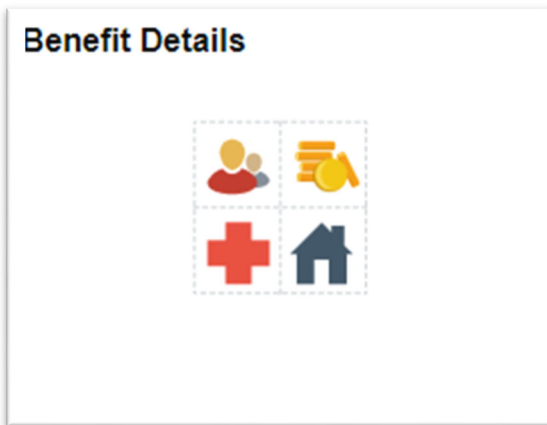


UNC System Voluntary Life Insurance & Accidental Death and Dismemberment

Step by Step Enrollment Guide

Log into Employee Self Service in [My Pack Portal](#)

1. Select the Benefit Details Tab



2. Select My UNC Benefits

Employee Self Service **Benefit Details**

Instructions

Benefits Summary

My State Employee Benefits

My UNC Benefits

My NCSU Benefits

Emergency Loan Request

Instructions

Please make sure to Turn off Pop Up Blocker!

- Please click the Following [link](#) for Turning off the Pop Up Blocker in Chrome.
- Please click the Following [link](#) for Turning off the Pop Up Blocker in Firefox.

My State Employee Benefits

Select My State Employee Benefits to enroll, view or change state sponsored benefit plans for the State Health Plan and OSHR NCFlex plans (Dental, Vision, Critical Illness, Voluntary AD&D, Cancer, Flexib Accident plan, NCLife for employee and family.) Use this link to update PCP provider and print temporary ID cards.

My UNC Benefits

Select My UNC Benefits to enroll, update beneficiaries, view or change UNC Benefits (UNC Life insurance for employee and family offered).

My NCSU Benefits

Find information and forms for the Mandatory Retirement plans (TSERS and ORP), Voluntary Savings plans, and other NCSU sponsored benefits, including Prepaid Legal, Supplemental Disability, NC 529 (University Benefits website. Send completed forms to hlsbenefits@ncsu.edu.

Benefit Summary

View payroll deducted benefit plans.

Emergency Loan Request

NC State has established an Emergency Loan Program for employees. You can request loans between \$100 - \$500

3. You will be automatically routed to the UNC System's Enrollment portal

Get Ready to Enroll

1. LAUNCH YOUR ENROLLMENT

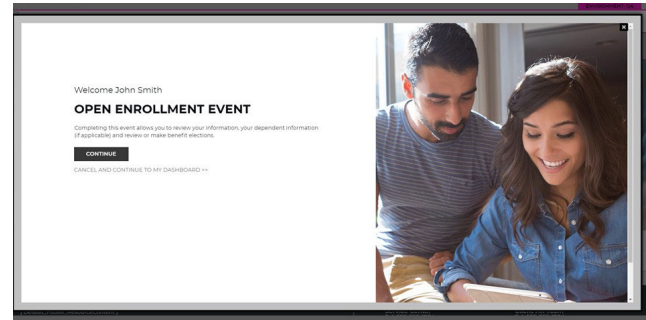
When you log in you'll see a pending event screen (i.e. open enrollment or new hire event).

Click on Continue,

Begin on ***My Information*** step of the enrollment flow.

Follow the prompts in each step.

An indicator shows your progress per step.



2. MY INFORMATION STEP — Personal information

Review your information (automatically populated). Click the *EDIT* button to make changes.

—— Click *I'M DONE REVIEWING MY INFORMATION* when finished ——

USER TIPS

Your progress is saved when you click to continue to the next screen in the flow. You can log in later to finish your enrollment.

Click *BACK TO PREVIOUS PAGE* to review elections or make changes.

Make sure to finish your enrollment. Elections are **NOT** recorded in the system **UNTIL** you save and accept them and get confirmation. (figure 10)

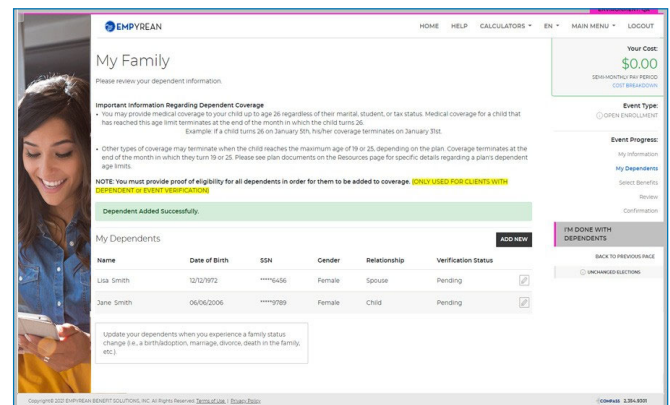
Continue Your Enrollment

3. MY DEPENDENTS STEP - My family

- To add Spouse and/or Child(ren), Click *ADD NEW*.
- Click the *pencil icon* to make changes.
- *CLICK I'M DONE WITH DEPENDENTS WHEN FINISHED*

NOTE

If proof of a dependent's relationship to you is required, *PENDING* appears in the *Verification Status* column.

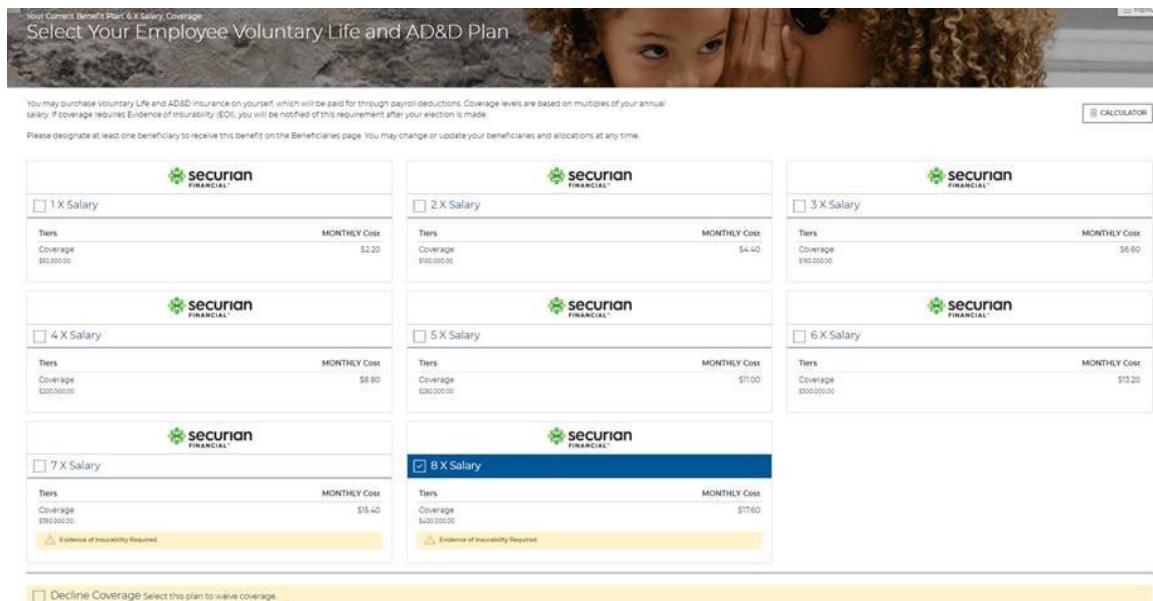
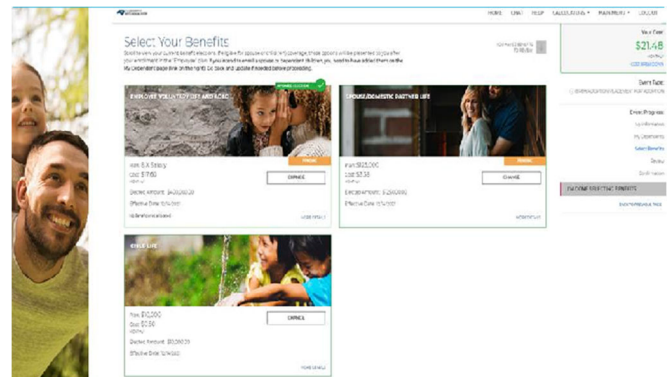


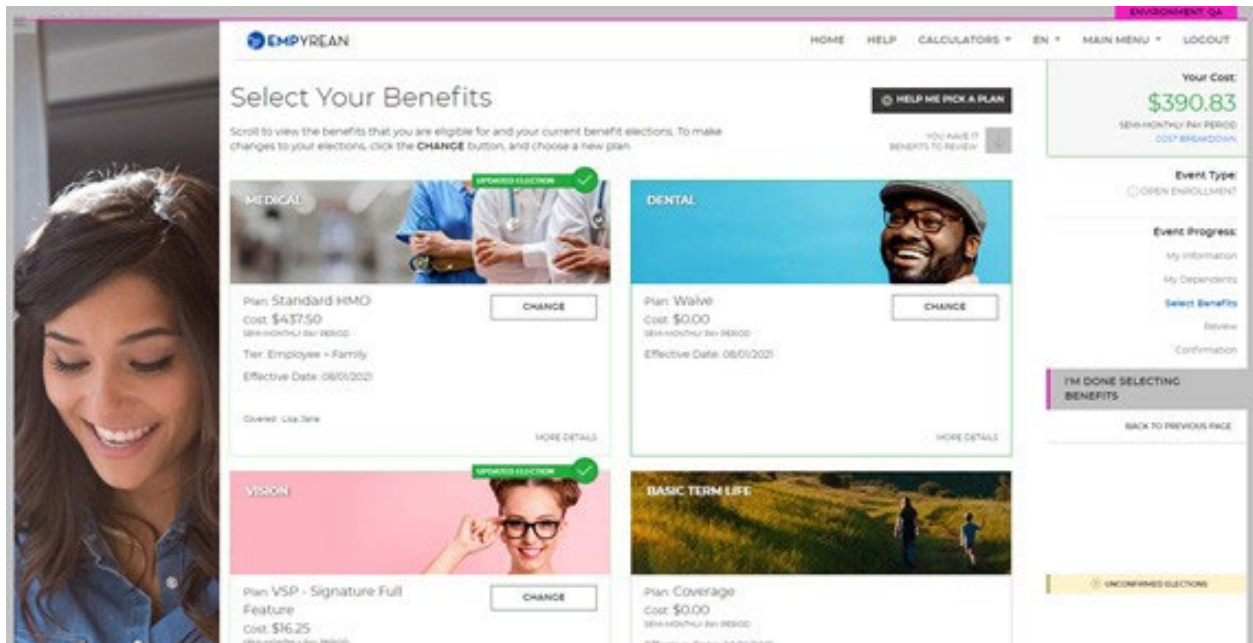
4. SELECT BENEFITS STEP - Select your benefits plans

- Review high level benefit details on the tile (Plan Selected, Cost Per Pay Period, etc.)

To make a change...

- Select *CHANGE* on the Life Insurance benefit tile.
- Select the plan you want.
- *CLICK I'M DONE WITH MY SELECTION WHEN FINISHED*





5. SELECT BENEFITS STEP — Review your beneficiaries

- If everything on this page is correct, click "I'm ready to proceed"
- If updates are needed, click to 'Add New Beneficiary' and follow the prompts.
- **CLICK *I'M READY TO PROCEED* WHEN FINISHED**

DETAILS in the lower right corner of the associated benefit tile.

6. SELECT BENEFITS STEP — Continue reviewing benefits

- Click Save My Election once you have reviewed the chosen coverage.
- **CLICK *I'M DONE SELECTING BENEFITS* WHEN FINISHED**

NOTE

Elections screens vary per benefit (*i.e., life vs. spouse life*).

NOTE

To learn more about a benefit, click *MORE*



7. EVENT REVIEW STEP — Review Beneficiary Allocation

- Review, update or change designated beneficiaries.
- Click *ADD NEW BENEFICIARY* to add one.
 - Click on the *pencil icon* to edit data.
 - To delete a beneficiary, click on the *X icon*.
 - Click on *CHANGE ALLOCATION* to change allocations.
- *CLICK I'M DONE WITH BENEFICIARIES WHEN FINISHED*

NOTE

A red warning sign / flag and message appears if:

- A (required) beneficiary is not designated;
- You didn't allocate a portion to each beneficiary;
- Less than 100% is allocated to primary beneficiary/ies.
- Follow message prompts.

8. EVENT REVIEW STEP — Evidence of Insurability (EOI) If applicable, complete/provide EOI.

— *CLICK I'M READY TO FINALIZE MY ELECTIONS WHEN FINISHED* —

NOTE

A warning sign and message box will indicate pending actions. Follow message prompts to fulfill them.

If you continue enrolling without completing the pending actions, certain coverage may not fully apply until they are met.

9. EVENT REVIEW STEP — Final Review

- Carefully review cost summary, benefit elections, and dependent data for accuracy.
- Click the *pencil icon* to make changes.

—— **CLICK *SUBMIT MY ELECTIONS* WHEN FINISHED** ——

One last pop-up message appears...

- To continue reviewing or updating click on *DENY* or to confirm your enrollment click *ACCEPT*.

NOTE

When you click *ACCEPT*, updates are recorded into the system and ready to go into effect when the event closes (i.e. events may be new hire, QLE or annual enrollment).

If you do not click *ACCEPT*, pending updates will not take effect

10. CONFIRMATION STEP —

- Review the final confirmation summary and use the confirmation number for future reference.

NOTE

Total costs will not match approved costs in the first four columns if:

- A part of additional life insurance is pending EOI,
- To print for your records, click *PRINT*, or To print later, login and click *Benefits History* from the *Home* page..

—— **LOG OUT WHEN FINISHED** ——

Return to manage your benefits whenever you need.



Review Elections
Please take a moment to review all of your benefit selections to ensure they are correct. Click Edit next to any benefit that you wish to change.

Your Benefit Selections

Employee Voluntary Life and AD&D 6x Salary Effective 12/1/2022	Spouse/Dependent Partner Life \$50,000 Effective 12/1/2022	Child Life \$10,000 Effective 12/1/2022
<p>APPROVED Approved Amount: \$20,000.00</p> <p>COST SUMMARY Cost: \$1.20 (100% pay)</p>	<p>APPROVED Approved Amount: \$50,000.00</p> <p>COST SUMMARY Cost: \$1.50 (100% pay)</p>	<p>APPROVED Approved Amount: \$10,000.00</p> <p>COST SUMMARY Cost: \$0.50 (100% pay)</p>

Submit My Elections



Confirmation
Congratulations! Your benefit selections have been successfully processed. Please review the summary below and click on any links to make changes or print your selections.

Summary

NEW HIRE COST	EMPLOYEE COST	SPONSOR COST	TOTAL COST	TOTAL COST (including taxes)
\$2.40	\$2.70	\$0.00	\$5.10	\$5.10

Print

