

Instructions for Providing Required Documentation

1. Login into BEACON, My ESS and click on "My Benefits", then "eEnroll"
2. Once you are logged into eEnroll a message box will appear: "Dependent Verification Documentation Request"
3. Click **My Document Center** in blue or **My Documents** link on the left side under the "Manage Account" section
4. You will then be prompted to upload the required documentation within the Document Center. You can provide a scanned copy of the document or take a photo with your smart phone and upload it directly to the Document Center as shown below.
5. If the documentation you provided cannot be verified, you will receive notification or you can log back into eEnroll where you can check the status of your verification.

Members who do not have access to eEnroll can email or fax your documents to the following (please note the new email and fax number):

Dependent Audit Hotline

Phone: 866-416-4476

Email: SHPAudit@nctreasurer.com

Fax: 919-855-5819

You are required to include your Full Name, Dependent's Full Name, State Health Plan ID number located on your Plan ID card and the name of your employing unit on both the email and fax in order for the document to be accepted. If the methods outlined above are not available, documents can be submitted vial mail. **Please do not send your original documents.** Mailed documents should be sent to:

State Health Plan

Attention: Dependent Audit

3200 Atlantic Ave

Raleigh, NC 27604