Steps to complete your Open Enrollment

Open Enrollment will be held Oct. 15-31, 2020. It will be done through ConnectCarolina Self Service. To get started, you will need your ONYEN and password. Contact ITS Service Desk at 919-962-4357 if you need help.

To access Open Enrollment
1. Log in to ConnectCarolina.
2. Select Self Service from the drop-down menu at the top next to Admin WorkCenter.
3. Click on the My Benefits tile.
4. Select Benefits Enrollment from the menu options.
5. Select Health Insurance from the list of options.
6. Click Enroll Now!

To complete Enrollment
1. Click Get Started.
2. Review the page titled Your Profile. Disregard any incorrect information. Continue to next step.
3. Choose your medical plan by clicking Edit Coverage. In the next screen, click Open Enrollment and then Next. For all employees, 70/30 plan will display as Currently Selected. To change your plan to the 80/20, click the Select Plan button for that plan and click Next. To keep 70/30, click Next.
4. Complete the Tobacco Attestation. Select your answer, then click Next.
5. Your Medical Summary will display. To change or update any of the categories, click Edit beside that category.
6. Your benefits selection for your medical plan and its cost will display. If you need to make changes, click Edit Coverage. If not, click Save.
7. After reviewing and updating your NCFlex benefits, scroll to the bottom of the page and click Complete Enrollment.

A congratulations box will pop up at the top of the page where you can click on the link to review, print or take a picture of your Confirmation Statement for your records.

You can also call the Enrollment and Eligibility Support Center at 855-859-0966. More information about Open Enrollment for 2021 is available at hr.unc.edu/enroll.