

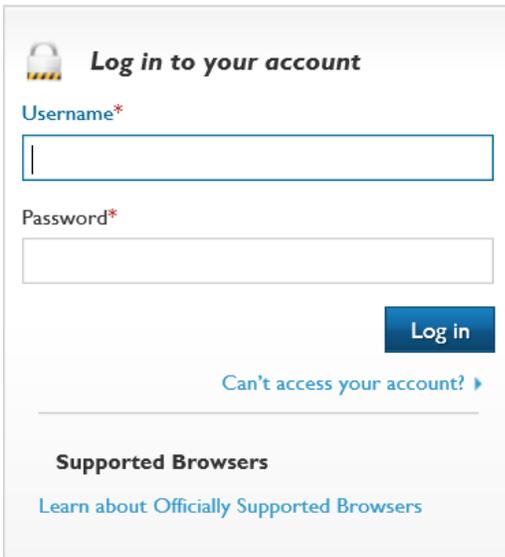
## Directions to validate your social security number and name in the on-line state insurance system (revised 3/28/2017)

Login in the <https://uncc.hrintouch.com>

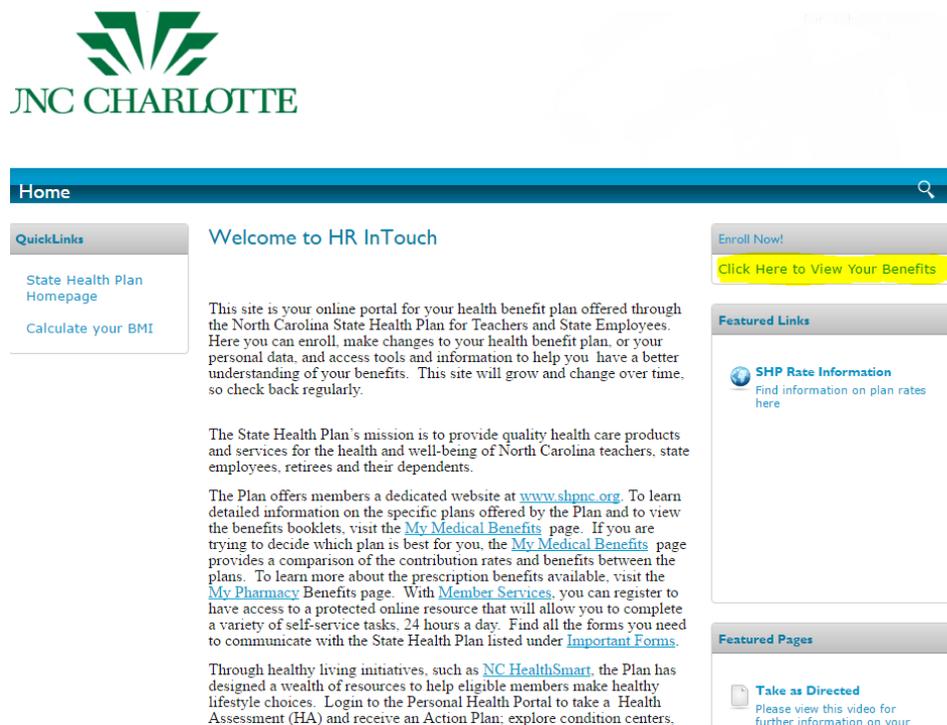
On the right of the screen, enter your Username and password.

*Please note: These are not the same as your My UNC Charlotte or NinerNet credentials.*

You will need to enter the same username and password used for making your insurance/open enrollment elections. Some employees used their University 800 ID number as their username. There is also an option for help if you cannot access your account or have forgotten your password.



Once you log into the system, select “Click Here to View Your Benefits.”



**UNC CHARLOTTE**

Home

**QuickLinks**

- State Health Plan Homepage
- Calculate your BMI

**Welcome to HR InTouch**

This site is your online portal for your health benefit plan offered through the North Carolina State Health Plan for Teachers and State Employees. Here you can enroll, make changes to your health benefit plan, or your personal data, and access tools and information to help you have a better understanding of your benefits. This site will grow and change over time, so check back regularly.

The State Health Plan's mission is to provide quality health care products and services for the health and well-being of North Carolina teachers, state employees, retirees and their dependents.

The Plan offers members a dedicated website at [www.shopc.org](http://www.shopc.org). To learn detailed information on the specific plans offered by the Plan and to view the benefits booklets, visit the [My Medical Benefits](#) page. If you are trying to decide which plan is best for you, the [My Medical Benefits](#) page provides a comparison of the contribution rates and benefits between the plans. To learn more about the prescription benefits available, visit the [My Pharmacy Benefits](#) page. With [Member Services](#), you can register to have access to a protected online resource that will allow you to complete a variety of self-service tasks, 24 hours a day. Find all the forms you need to communicate with the State Health Plan listed under [Important Forms](#).

Through healthy living initiatives, such as [NC HealthSmart](#), the Plan has designed a wealth of resources to help eligible members make healthy lifestyle choices. Login to the Personal Health Portal to take a Health Assessment (HA) and receive an Action Plan; explore condition centers,

**Enroll Now!**

[Click Here to View Your Benefits](#)

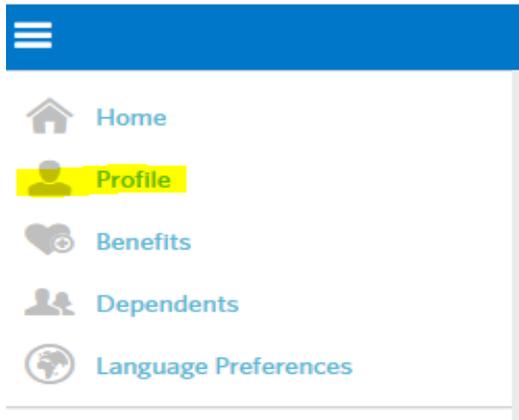
**Featured Links**

- [SHP Rate Information](#)  
Find information on plan rates here

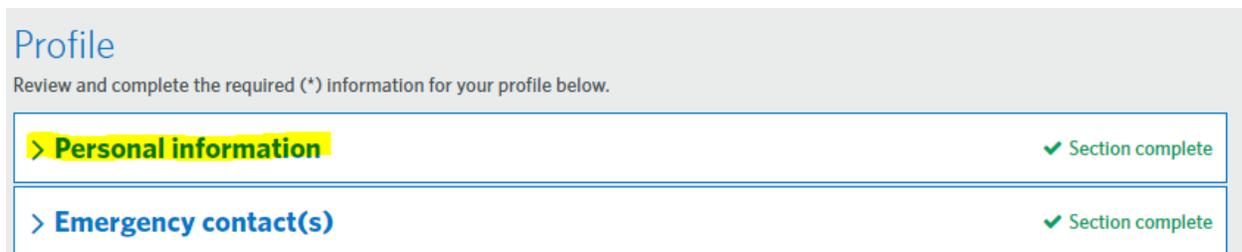
**Featured Pages**

- [Take as Directed](#)  
Please view this video for further information on your

To start the process to validate your information, click "Profile".



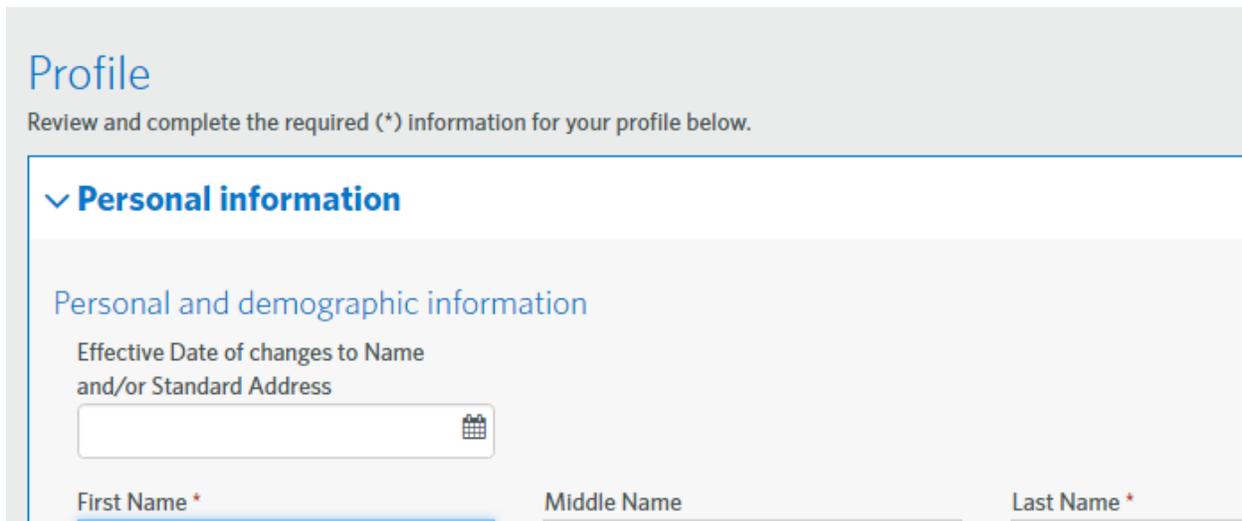
Select "Personal Information".



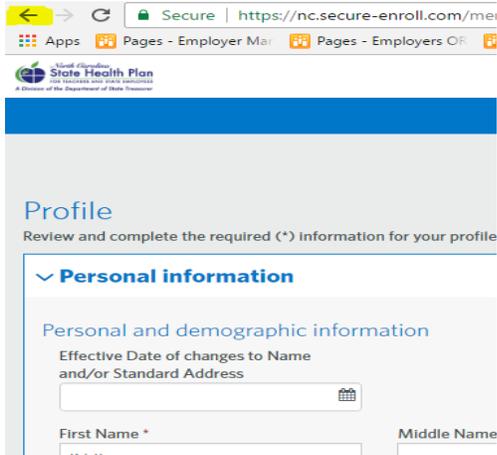
On the page below you will need to validate your name and social security information.

*Please note: If there are discrepancies, please notify the Benefits Office at 704-687-8134. We will need to make the corrections for your social security number, but you can update your name in the on-line insurance system. We will also update the system used for ACA reporting to reflect any changes needed.*

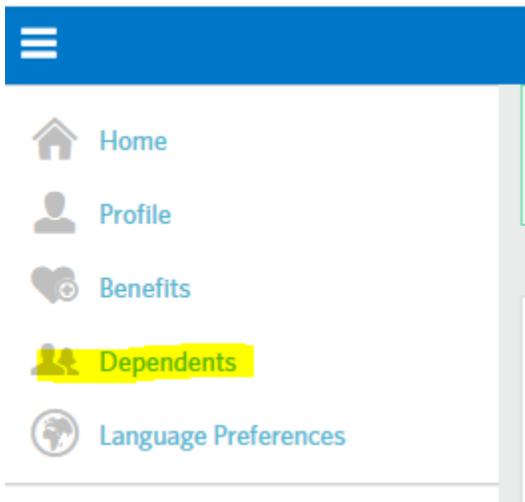
You can update your name or other information needed and save the changes. After making any needed entries, scroll to bottom of the screen and select the green save button to save your transaction.



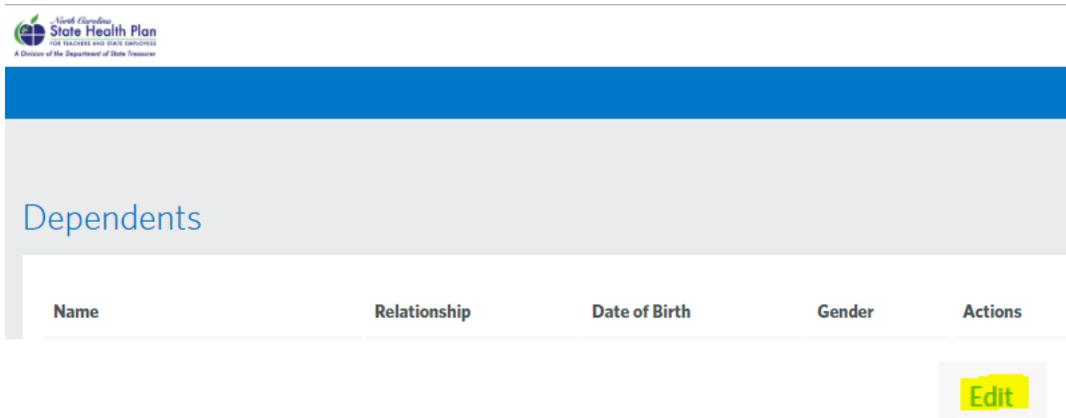
If no changes need to be made, select the back button in the top left of your screen.



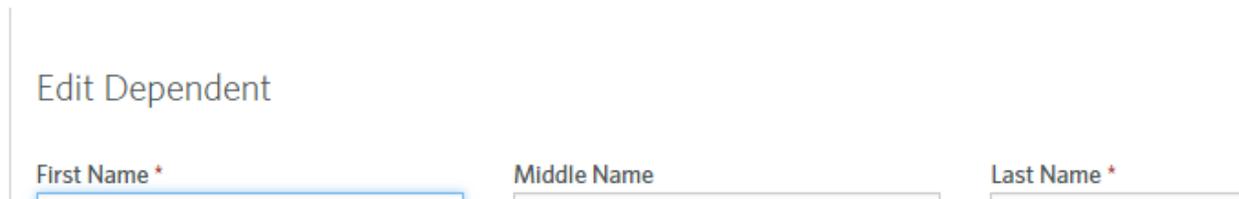
Then select “Dependents” to start the process to validate the social security number and name for each individual you have listed in the system as a dependent.



Click the blue “Edit” on the right of your screen beside their name (under the Actions) column to view their social security number and make any changes.



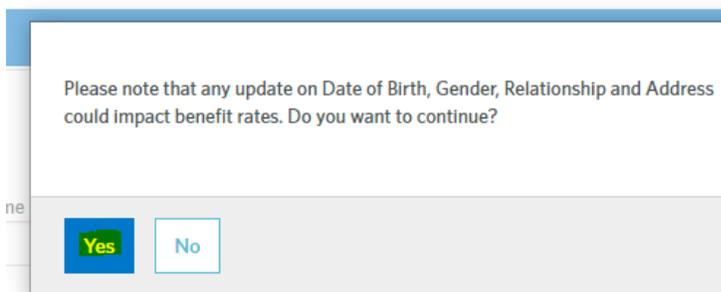
After clicking edit, the following screen will appear:



Scroll down on that screen to view your dependents information, including their social security number.

Make any needed changes and click the green save button (bottom left corner after you scroll down) to save your entries.

You will receive the following pop up message and need to select the blue Yes button.



Click Edit beside the names of any other dependents to validate/update as needed. Remember to click the save button again. Each time you will receive the above message and need to select Yes.

*Please note: If you make any name or social security number changes on dependents in the system, please notify the Benefits Office at 704-687-8134. We will also update the system used for ACA reporting.*

Once you have validated information for all dependents, made any needed changes, and saved your entries, then click on the "Next" box at the bottom left of your screen



It will take you to the Home Page, and in the top right corner, you can select the highlighted button below



Then select “Log Out’ to exit the system.



If you need further assistance or have questions, please contact the Benefits Office at 704-687-8134, or [benefits@uncc.edu](mailto:benefits@uncc.edu).