The purpose of this job aid is to explain how to login to the Integrated HR-Payroll System as well as eBenefits in the Integrated HR-Payroll System.

## Integrated HR-Payroll System Login

1. Start by logging into the Integrated HR-Payroll System: https://mybeacon.its.state.nc.us/irj/portal

2. Click Next to sign in.



3. Enter your User ID and Password.

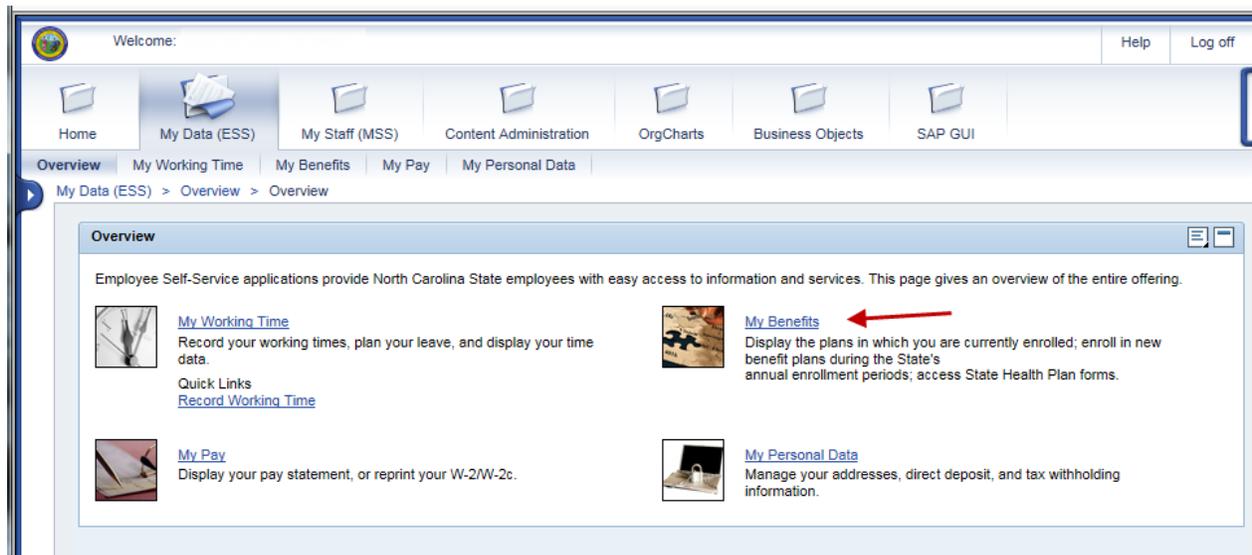4. Click the Login button.

5. The Integrated HR-Payroll System Home page will display.

## Accessing BenefitFocus - eEnroll

1. Click the My Data (ESS) tab on the Home Page.



2. Click the My Benefits link within the My Data (ESS) tab

3.  Click the eEnroll link

**My Benefits**

eBenefits (formerly eEnroll)
Select the link above to access the State's eBenefits system for State Health Plan or NCFlex Plan benefit enrollments.

If you have trouble logging in to eBenefits, need an ID card, or are being told by a provider or pharmacy that your covera
Eligibility and Enrollment Support Center at 1-855-859-0966.

**Benefits Participation**
Participation Overview
View a list of plans in which you are currently enrolled.

**My Supplemental Savings Plans**

4.  Read the information regarding leaving the OSC site and then click Submit

**INTEGRATED HR-PAYROLL SYSTEM**
HR | PAYROLL | BENEFITS | TRAINING | TIME

Formerly BEACON

Information regarding your State Health Plan coverage can be accessed through eEnroll.

Note: The application will open in a new window/tab. You will be automatically logged into eEnroll, but it is your responsibility to log out of each application.

By clicking the submit button you:

*   Understand that you are leaving the OSC Integrated HR-Payroll System
*   Understand that you are responsible for logging out of each application when finished

Submit

| | |
|---|---|
| **Information** | By clicking the Submit button you: <br> • Understand that you are leaving the Integrated HR-Payroll System <br> • Understand that you are responsible for logging out of each application when finished |

5.  You are logged into eEnroll automatically.

## Change Record

- 2/4/21 – Updated format, assigned reference number, and made accessible – Claire Ennis
- 8/6/21 – Updated for accessibility, Alt Text added – D. Genzlinger