





## How to Assign beneficiaries to you NCFlex Cancer & Specified Disease Plan.

1. Login to eBenefits either through your employer's website or by going to [www.ncflex.org](http://www.ncflex.org) and clicking "Enroll Now".
2. Once logged in, go down to "Benefits Snapshot" and click "Additional Benefits"

### Benefits Snapshot

 <b>Medical</b> 80/20 PPO Plan   Employee and Children   Effective as of 01/01/2019	<b>\$305.00</b> <i>Monthly</i>
 <b>NCFlex Health Care FSA</b> 2019 NCFlex Health Care Flexible Spending Account   Effective as of 01/01/2019	<b>\$220.83</b> <i>Monthly</i>
 <b>NCFlex Dependent Day Care FSA</b> 2019 Dependent Day Care Flexible Spending Account   Effective as of 01/01/2019	<b>\$416.67</b> <i>Monthly</i>
 <b>NCFlex Accident Plan</b> 2019 NCFlex Accident Plan   Employee and Family   Effective as of 01/01/2019	<b>\$18.20</b> <i>Monthly</i>

+10 **Additional Benefits >**

3. A popup box will appear which you can "close".

### Important notice:


If you are making a change, please upload the necessary documentation within 30 days. Failure to upload proper documentation will result in reversal/denial of the requested change.

Review the link below to ensure you have all the required documentation.

- [SHP QLE Documents](#)

**Close**


4. Scroll down until you see “Your NCFlex Cancer coverage” and click “Add” beside of Beneficiaries.




## Your NCFlex Cancer coverage 2019 NCFlex High Option Cancer

Effective Date: 01/01/2019

Persons Covered:

Beneficiaries: 

[Edit coverage](#) [Show Plan Details](#) 

5. If those who you want to name as beneficiaries are already listed, click the box under “Use” beside of the names you want to use as beneficiaries. Skip to Step 10.

Use
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

6. If you do not see the names listed for those you want to name as beneficiary(ies), click “Add Beneficiary”.



7. Choose whether the beneficiary you are listing is a Person, Organization or Trust and then click “Next”.

[Profile](#) [Shop for benefits](#)

## NCFlex Cancer: Beneficiary information

### Beneficiary type?

**Please Note:**  
A beneficiary is a person, organization, trust, or estate designated by the certificate holder to receive proceeds from a policy when the certificate holder becomes deceased. You will need to list all beneficiaries and designate allocation percentages for each.

Person  
 Organization  
 Trust

8. Choose either “Enter New beneficiary” or choose from the list provided and click “Next”.

## NCFlex Cancer: Beneficiary information

Please choose an existing dependent if applicable, otherwise click next to enter a new beneficiary.

Enter New beneficiary


Dependents Eligible To Be Used As Beneficiaries

Use	Name	Relationship	Date of Birth
<input type="radio"/>		Spouse	

9. If an existing dependent is chosen, you will be taken to a screen to edit any information necessary. Once done, click “Next”. If you choose to Enter a New beneficiary, you will be given the opportunity to add information. Once done click “Next”.

### NCFlex Cancer: Beneficiary information

Enter the beneficiary information.

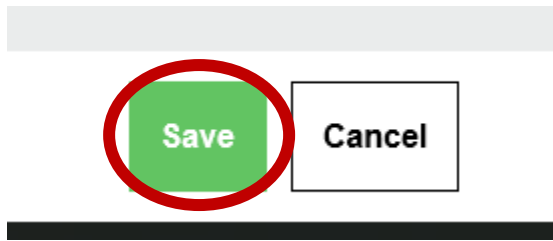
First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship *	Social Security Number	Date of Birth 
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 1	Address 2	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
ZIP / Postal code	Country ---Please Select---	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Then under “Beneficiary Type” choose whether that person should be Primary or Secondary and enter the percentage for each person. Each Beneficiary Type (Primary and Secondary) must total 100% if selected.

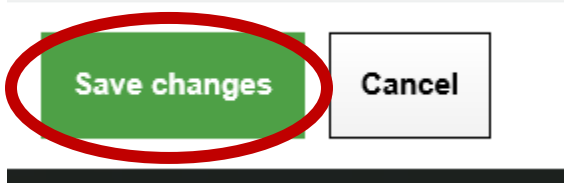
Beneficiary Type	Allocation %
Primary <input type="button" value="v"/>	100 <input type="text"/>
Secondary <input type="button" value="v"/>	50 <input type="text"/>
Secondary <input type="button" value="v"/>	50 <input type="text"/> <input type="button" value="X"/>

11. Once your beneficiaries have been designated, Click “Next”.

12. On the next screen click "Save".



13. On the final screen, scroll down to make sure you see your beneficiaries listed under the Cancer plan. If you do and everything looks accurate, click "Save Changes" at the bottom of the screen.



14. You can then close out your browser or Log Out from the top righthand corner under your name.