Validate your social security number and name in the insurance system (revised 8/3/2018)
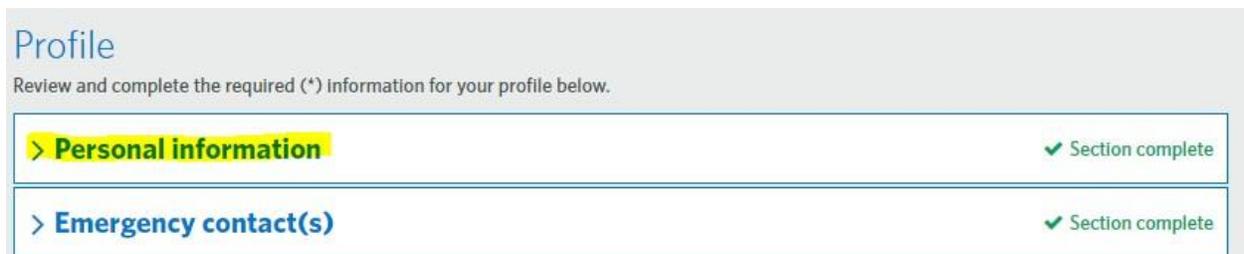
Click login to eBenefits and enter your NinerNET credentials

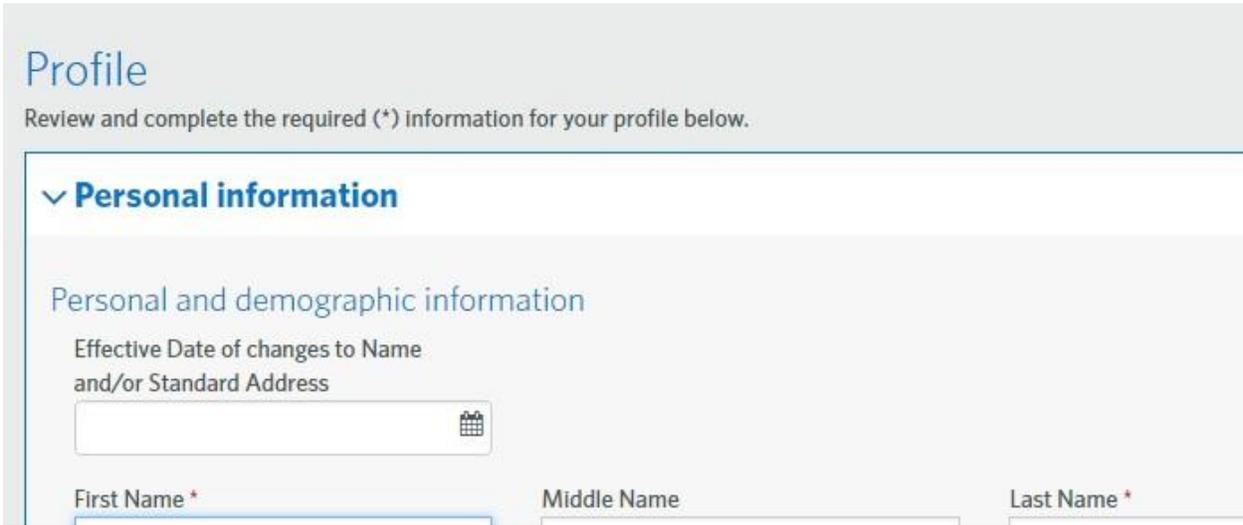To start the process to validate your information, click "Profile".
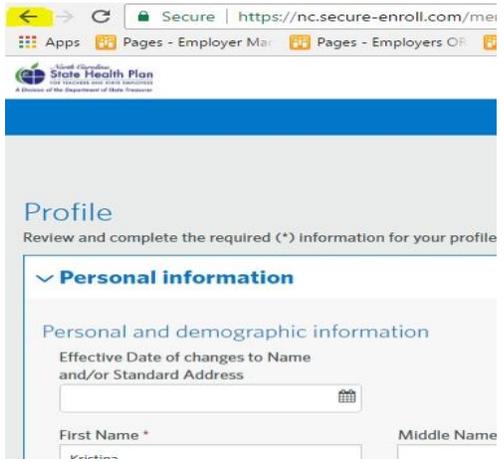

Select "Personal Information".

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.

Profile

Review and complete the required (*) information for your profile below.

∨ Personal information

Personal and demographic information

Effective Date of changes to Name
and/or Standard Address

First Name *   Middle Name   Last Name *

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.
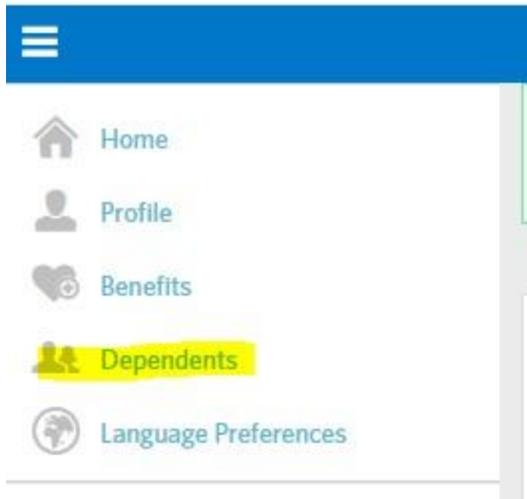
Click the blue "Edit" on the right of your screen beside their name (under the Actions) column to view their social security number and make any changes.
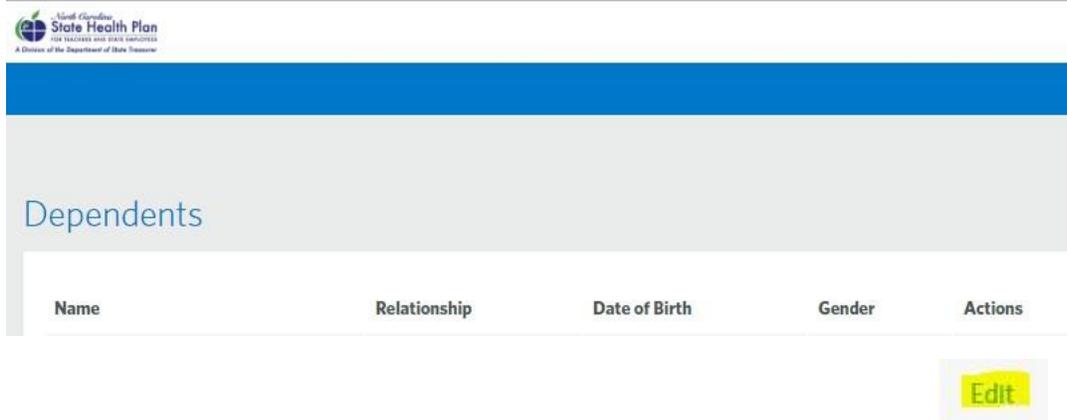
After clicking edit, the following screen will appear:

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.

Please note that any update on Date of Birth, Gender, Relationship and Address could impact benefit rates. Do you want to continue?

Yes   No

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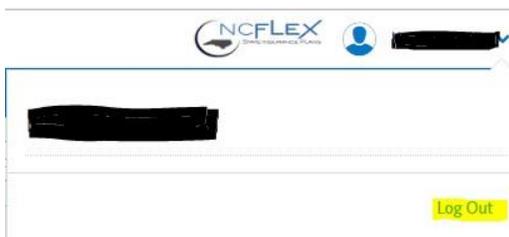
Once you have validated information for all dependents, made any needed changes, and saved your entries, then click on the "Next" box at the bottom left of your screen

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.