Open Enrollment 2024
State Enrollment Portal Step-by-Step Guide
Use the State Enrollment Portal to enroll in:

- Health insurance
- Tobacco Attestation
Open Enrollment

How to Access the State Enrollment Portal

1. Log into Self-Service via AppalNet (https://appalnet.appstate.edu) with your App State username and password.

2. Select the Employee tab, then click Employee Dashboard.

3. From the list of topics, click Benefits, then click Current Summary.

4. Select the Appalachian State University eBenefits button to enroll in all supplemental plans.
Open Enrollment

01  Click on Enroll Now on the landing page. This will take you to the State Enrollment Portal.
02  Edit Benefits coverage
03 Select Open Enrollment
Read ACTION REQUIRED pop up statement
05 Select Medical plan and add dependents
Tobacco Attestation (Premium Credit $60)

I attest that I am NOT a tobacco user (includes cigarettes, cigars, pipes, chewing tobacco, snuff, vaping or any product containing nicotine). Or if I am a tobacco user, I agree to complete at least one tobacco cessation counseling session by November 30, 2022. (Please note: You may lose your $60 monthly premium credit if you do not visit an in-network Primary Care Provider for a tobacco cessation counseling session by November 30, 2022.) As part of this attestation, I understand that making a false statement, representation or attestation could result in my termination from State Health Plan coverage. I also agree to cooperate with the Plan in any efforts to verify my tobacco status.

Select the appropriate response below:
- I am NOT a tobacco user
- I AM a tobacco user but agree to participate in a cessation counseling program by 11/30/2022
- I AM a tobacco user
07 Read new hire member screen

** Note will display if member is completing initial enrollment and Open Enrollment at same time
Read and confirm Medical Benefits cost summary
09 Read and confirm Benefits coverage review

** The choices you pick will not stick, unless you SAVE them
At top of page, review and save your confirmation for your record

**Print it out, take screen grab, or take picture of it with your cell phone**
Important Notes

• You need to SAVE your choices at the end of the enrollment process
  • Many members overlook this vital, final step and therefore fail to complete enrollment
  • All your enrollment choices will be displayed for confirmation – but you aren't finished yet
  • You need to scroll down and click SAVE to record your enrollment choice. Otherwise, it will be as if you never enrolled

• Printing out your confirmation statement is highly recommended

• If you call into the call center to complete your enrollment, you will receive a mailed confirmation statement
State Enrollment Call Center
855-859-0966

• The Eligibility and Enrollment Support Center will have extended hours during Open Enrollment:
  • Monday-Friday, 8 a.m. – 10 p.m.
  • Saturdays, 8 a.m. – 5 p.m.

• Don’t wait until the last minute

• This year there will be a virtual hold option for members calling in who would rather not hold and receive a call back when a representative is available