

Dependent Verification

The State of North Carolina requires that UNC Health Care collect proof of dependent eligibility before we are allowed to approve coverage for your benefits. **You have 30 days from the date of hire to provide documentation. Please provide this documentation as soon as possible.**

This proof can take the form of:

- Birth Certificate
- Adoption Papers
- Marriage License
- Marriage Certificate
- Last year's tax forms showing these individuals listed as dependents

This proof must be scanned (or legibly photographed by your phone if you don't have access to a scanner) and uploaded to the benefits enrollment database at your earliest convenience.

1. Log in at <https://shp-login.hrintouch.com/>
2. Click the blue "enroll now" button at the top right of the page
3. Select the icon titled "My Document Center"
4. Click the "+Add Document" button
5. Complete all required fields and select "save"