

How to Enroll in State Health

To change or confirm your health plan selection for next year, you need to login to the State Health Benefit Plan (SHBP) site during open enrollment. When you finish, be sure to print out a confirmation statement, which will display your health plan selection and confirmation number.

Note: you can ONLY do this on a desktop computer, not a mobile phone or tablet!



- 1 Go to the SHBP website [HERE](#). (Click Register and follow the instructions if this is your first time logging in. Use SHBP-GA as the registration code.)
- 2 Login using your username and password, then click “Continue” under the OE window.
- 3 Review the Terms and Conditions, then click “Accept Terms and Conditions.”
- 4 Click on “Go to Review Your Current Elections.”
- 5 Click on “Go To Review Your Dependents.” Make sure their names and SSNs match their social security card exactly. To add additional dependents, make sure you have their SSN handy! Click on “Add a Dependent.” Scroll down and check the “Include in Coverage” box located next to the newly added dependent. Remember, you may cover children until they are 26 years old.
- 6 Click on “Go to Make your Elections.”
- 7 Click on “Go To Tobacco Surcharge question.” You MUST answer the Tobacco Surcharge question using the radial buttons. Remember that if you or one of the dependents you plan to cover is a tobacco user, there is an \$80 per month surcharge added to your plan cost.
- 8 Decline or accept the opportunity to use the Decision Support Benefit Option Comparison Tool.
- 9 Click on “Go to Health Benefits”
- 10 Make your plan selection for next year.
- 11 Click on “Go to Review and Confirm Changes.”
- 12 **IMPORTANT:** Click FINISH when complete and get a confirmation statement with a confirmation number. That is the only way to prove which plan you selected!



You **MUST** have the latest version of Flash installed on your computer **AND** enabled in your internet browser to use this site!

Forgot your password?

If you cannot remember your username or password, click the link that says, “Forgot Your Username or Password?” If you’re still unable to access your account, call SHBP Member Services at: 1-800-610-1863

Having problems? Check out the troubleshooting guide on the next page.

TROUBLE SHOOTING GUIDE



Pay attention to the special instructions in red at the top of the login screen!

Need More Help?

Note that we have no control over the State Health website. If this troubleshooting guide does not help you, you must contact SHBP directly at SHBPservicecenter@adp.com OR 1-800-610-1863

- 1 If you are getting an error message when you try to get to the site, try these links instead:
 - <https://myshbpga.adp.com>
 - <https://myshbpga.adp.com/shbp/>
- 2 Carefully follow the instructions in red at the top of the screen to make sure Flash is installed on your computer AND enabled in your internet browser. If Flash is not installed, you will not be able to complete enrollment.
- 3 If you cannot remember your username or password, click the green link under the LOGIN button that says, "Forgot Your Username or Password?" to get help.

Adding Dependents?

If you are adding a spouse or children to your State Health plan, you must provide documentation to State Health, like birth certificates. Look for the letter from State Health requesting these documents and respond quickly. Your dependents will NOT be covered until State Health Receives and approves your documentation!