

Adding Dependents to State Health

There are two situations in which you might need to add a dependent (spouse or child) to your State Health plan. The first is during Open Enrollment each October. Outside of Open Enrollment time, you may only add dependents to your plan if you experience a “Qualifying Event” – like Marriage, Divorce, Birth, Adoption, loss of healthcare due to job loss/change or aging out of a parent’s plan. Follow the instructions below to get started!



- 1 Login to the State Health enrollment portal (www.myshbpga.adp.com) and add your dependent. Make sure you enter their name and SSN exactly as it appears on the social security card. Once the request is received, SHBP will need to verify that the person you wish to add is indeed a dependent.
- 2 Gather all documentation that will be required—marriage certificate for adding a spouse, birth certificates, social security numbers, etc.
- 3 Closely monitor your e-mail and your mail at home—follow the detailed instructions you receive via mail (and e-mail, if your e-mail address is on file) for completing the verification process. **IMPORTANT: The letter you will receive includes a cover sheet with a bar code on it that MUST be returned with your documentation! DO NOT LOSE THIS SHEET!**
- 4 Follow the instructions and promptly send in all the required documentation*.
- 5 You will begin paying for your requested coverage based on when it becomes effective and your new dependents will be covered at that time.



*Note that verification of dependents is assumed to be approved *before* State Health receives and reviews your documentation. Should State Health determine that your dependents are NOT eligible, you will not receive a refund for the premium you’ve paid.

Failure to turn in the documents by the deadline will result in coverage cancellation for your dependents even though you will pay the premium! You will not receive a refund.

Got Questions? Call SHBP Member Services at:
1-800-610-1863

Don’t Forget: Get Proof!

Adding a spouse or baby?

Gather birth certificate and SSN for your new baby or marriage license and spouse’s SSN.

Adding coverage for you or a dependent due to a loss of coverage elsewhere?

Get a letter from the company who terminated the coverage.

Got a Qualifying Event?

There is a 31 day window to add a dependent to your benefit plan due to a qualifying event (90 days for a new baby). Add your dependent in the State Health Portal, then take all your documentation to the benefits office. If you miss the window, you must wait until the October open enrollment period to add your new family member and coverage would not begin until January 1st - no exceptions!