

Qualifying Events & Your Benefits

Outside of Open Enrollment time, you may only add dependents to your benefit plans (State Health, Dental, etc.) 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. You only have 31 days (90 for a new baby) to make changes, so be sure to add benefits to your baby and wedding to-do lists! Follow the instructions below to get started.



- 1 Login to the State Health enrollment portal (www.myshbpga.adp.com) and add your dependent there. 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 Bring all documentation to the benefits office, and let us know what other changes you want to make aside from State Health.
- 4 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 new dependents will not be covered until State Health receives and verifies your documentation.

To avoid delays and make sure your dependents are covered, it is important that you take responsibility for the documentation process. Be sure to gather all required documentation. If you are unsure what you need to do, call state health to ask about what to send and how at: 1-800-610-1863.

Got More Questions? Call our benefits office!



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.

Don't miss the window!

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!