

You may login to choose your health plan for 2017 beginning on October 17. You must select a health plan by November 4. Even if you want to keep the same plan you have today, you should still login, make your selection and print out a confirmation statement.



Step 1: Go to the State Health website: www.myshbpga.adp.com (Click Register and follow the instructions if this is your first time logging in. Use SHBP-GA as the registration code)

Step 2: Login using your user name and password.

Step 3: Under the OE window, click on “Continue.”

Step 4: Review the Terms and Conditions, then click “Accept Terms and Conditions.”

Step 5: Click on “Go to Review Your Current Elections.”

Step 6: Click on “Go To Review Your Dependents.” Make sure their names and SSNs match their social security card exactly. To add additional dependents, click on “Add a Dependent.”** When adding a dependent, scroll down and check the Include in Coverage box located next to newly added dependent. You will need social security numbers to add dependents. Remember, you may cover children until they are 26 years old.

Step 7: Click on “Go to Make your Elections.”

Step 8: 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 that you plan to cover is a tobacco user, there is an \$80 per month surcharge added to your plan cost.

Step 9: Decline or accept the opportunity to use the Decision Support Benefit Option Comparison Tool.

Step 10: Click on “Go to Health Benefits”

Step 11: Make your plan selection for 2016.

Step 12: Click on “Go to Review and Confirm Changes.”

Step 13: IMPORTANT—Click FINISH when you’re done and get a confirmation statement with a confirmation number—it’s the only way to prove that you meant to choose your plan!

FORGOT YOUR LOGIN?

If you cannot remember either your user ID, or your password, click the links that say “Forgot User ID” or “Forgot Your Password.” If you still are unable to access your account, call SHBP Member Services at 1-800-610-1863.

ADDING DEPENDENTS?

If you are adding a spouse or children on your State Health plan, you must provide documentation to State Health such as birth certificates. Look for the letter from State Health requesting these documents and respond quickly. Failure to turn in the documents by the deadline will result in coverage cancellation for your dependents even though you will pay the premium.