

To: All Full-Time Staff

The State Health Benefit Plan renewed this year. We are pleased to present the attached State Health Benefit Plan video resource. These resources can be used to help you understand the current State Health Benefit Plan provisions. Should you need further information, please refer to your State Health Benefit Plan Decision Guide for more details.

The link to the video is: <http://www.SHBPVideoGuide.com>

Please remember, this informational video is designed to give a high level overview of the Plan and is not intended to serve as the official Plan Document. Should you need further information, please refer to your State Health Benefit Plan Decision Guide for more detailed specifics of the Plans.

You can access the SHBP Enrollment Portal at www.myshbpga.adp.com from Monday, October 21, 12:00 a.m. through Friday, November 8, 2019, 11:59 p.m. or by contacting SHBP member services at 800-610-1863.

It is YOUR responsibility to make your election online before the deadline.

During Open Enrollment, you may elect or discontinue coverage, change plans or options, enroll eligible dependents, or drop covered dependents.

If you do not take any action during the open enrollment period, your coverage will remain the same. It is always a good idea to log in to be sure that all of your dependents are listed.

If you are a first time user, you must first register using the registration code SHBP-GA and set up a password before making your 2020 election. If you are a returning user but have not accessed the website in a while then you must first reset your password before making your 2020 election.

PLEASE NOTE: If you are adding dependents, you must have their social security number and date of birth to enter them. You will also be sent a request for documentation of proof of eligibility. Failure to submit this documentation will result in loss of dependent coverage.

With this falling during the fall break, Mrs. Schofill will **NOT** be coming to the schools to assist with this.

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*Robin Schofill, Payroll/HR
Terrell County Board of Education*