



Enrollment Instructions for Employee Benefit Package

Go to: www.habershamschools.com

Click: Employee Benefits

STEP 1 – Green Button – Benefit Information

Hover over and click on dropdown link (MYBENEFITS) for more information about each benefit. You will find plan details, documents, rates, videos, comparisons, and other helpful info.

- **MY BENEFITS:** Dropdowns include State Health Benefits Plans, Dental Plans, and Vision Plans, Short Term & Long Term Disability Plans, Basic Life and AD&D, Voluntary Life and AD&D, Whole Life Insurance Plan, Critical Illness and Cancer Insurance, Health Care Flexible Spending plan and Dependent Care.

STEP 2 – Red Button – State Health Enrollment & Video Help

First: Click the Red “Video Help” Button. You will find “SHBP Benefits at a Glance”, the 2019 Decision Guide, and the “Enroll” Links here for you to review.

Next: Click the “Enroll” link to log on to the SHBP enrollment portal – or go back to the Red State Health Enrollment Button to be directed to the same SHBP enrollment portal log on. Please follow directions on the screen to log in and access your account. *Refer to the “SHBP Enrollment Portal Quick Reference Guide”, included in your New Hire Packet, for step by step instructions to Register and Enroll.* **Be sure to print a copy of your SHBP confirmation page and keep with your records.**

STEP 3 – Blue Button – Voluntary Enrollment for Other Available Benefits

Voluntary Benefits include everything else: Dental, Vision, Whole Life, Short/Long Term Disability, Basic Life / AD&D, Voluntary Life / AD&D, Critical Illness and Cancer, Health Care & Dependent Care Flexible Spending.

First: Click the Blue “Voluntary Enrollment” button. Read User Name and Password info carefully. Then click “Enroll Here”.

Next: Click the “Welcome” link on the left side of the screen. You will be asked to verify your personal information and then verify your dependents information and your beneficiary information.

Next: Click the “My Benefits” link on the left side of the screen. Please review each individual benefit and make your choices. Once all benefits have been selected, scroll back to the top and click the orange “Finish Elections” button at the top right of the screen.

Be sure to print a copy of your benefit choices and keep with your records.

For Questions: State Health Benefit Plan 1-800-610-1863 and/or Benefits Call Center 1-844-268-0646