

Open Enrollment for 2017 begins October 17th and ends November 4th, 11:59 p.m.

STEP 1 Green Button, Benefit Information

Hover over each tab: **MYHEALTH** **MYLIFE** **MYSAVINGS** heading and then click each individual dropdown link for more information about each benefit. You will find plan details, documents, rates, videos, comparisons and other helpful info here.

MYHEALTH dropdown includes State Health Benefit Plans, Dental Plans and Vision Plans.

MYLIFE dropdown includes Short Term Disability Plan, Long Term Disability Plan, Basic Life and AD&D, Voluntary Life and AD&D, Whole Life Insurance Plan, Critical Illness and Cancer Insurance.

MYSAVINGS dropdown includes Health Care Flexible Spending Plan and Dependent Care.

STEP 2 Red Button, State Health Enrollment & Video Help

Please click the video help button first. You will find “SHPB At A Glance”, the “2017 Decision Guide” and the “Enroll” links here for your review. Once you are ready to make your health benefit selections, choose the enroll button to log on to the SHBP enrollment portal, or go back to the Red Button and you will be directed to the same SHBP enrollment portal log on. Please follow directions on the screen to log in and access your account. If you do not log in and make a different election, your current coverage will remain in effect, including surcharges. ***We recommend that each employee log in to verify their current coverage, address, social security numbers and dates of birth for both themselves and all dependents.***

Please 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 Term Disability, Long Term Disability, Basic Life and AD&D, Voluntary Life and AD&D, Whole Life, Critical Illness and Cancer, Health Care Flexible Spending Plan and Dependent Care Flexible Spending.

To begin, click the “Welcome” button 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.

Consolidated Enrollment will be the next screen you see. Click on the Future Elections tab and then scroll down to see each benefit you are already enrolled in and also the benefits you have previously waived. 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.

Next, choose the “My Benefits” button on the left side of the screen. Choose the My Benefits tab in the middle of the screen and click the print icon on the right side. Please keep this printout of your benefit choices for your records.

Reminders: If you have a Flexible Spending Account, you must re-enroll every year.

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