

How to Register on the New ADP System for State Health Benefit Plan

Log on to the website: www.mySHBPga.adp.com



REGISTER – FIRST TIME USERS- *Required!*

The first time you access the site, you will be required to create a User Name and Password. Use this log-in information any time you visit the site for quick and easy access.

1. Click “Register Here”
2. Enter the SHBP **Registration Code: SHBP-GA**
3. Follow the steps to create your User Name and Password.
 - * Enter information to verify your identity.
 - * Create a User Name. *Your User Name must be at least 4 characters long and may contain letters, numbers and/or these 4 characters (- @ . _).*
 - * Create a Password. *Passwords are case sensitive and must be at least 8 characters long and contain at least 1 number and 1 letter. It is recommended your Password be 12 or more characters and contain a mix of upper/lower case letters, numbers and special characters.*
 - * Set up your Password hints and security questions, responses. *These hints and responses will help you gain access to the site in case you ever forget your password.*
 - * Provide your e-mail address where you will receive important benefits information. *You are required to include an e-mail address to make online elections.*
 - * Enter your Activation Code from your registration email.
 - * Review and Submit to complete the Registration
4. Use your newly created User Name and Password to log in!

DON'T HAVE AN E-MAIL ADDRESS?

Creating an e-mail address is easy. You can create an e-mail at any one of the following websites, just to name a few, and follow the instructions to create an account.

www.gmail.com • www.yahoo.com • www.outlook.com •

QUESTIONS? NEED HELP?

You can contact SHBP Member Services. The list below outlines where you can go for more information based on the type of question or concern you may have.

WHERE TO GO:	WHY:
SHBP ENROLLMENT PORTAL www.mySHBPga.adp.com 24 hours a day/7 days a week	<ul style="list-style-type: none"> * Enroll in health benefits * Declare a Qualifying Event * Review current health plan election * Reset your password using the “Forgot Password” link
SHBP MEMBER SERVICES BY PHONE 800-610-1863 (Listen to the prompts, and then choose your option) Monday – Friday 8:30 AM – 5:00 PM ET	<ul style="list-style-type: none"> * Reset your SHBP Enrollment Portal Password if you are unable to do so using the “Forgot Password?” link COBRA * Dependent Verification