

## IMPORTANT ITEMS THAT REQUIRE ACTION:

- **You must either enroll or waive all benefits.** Be sure that you make your way through each and every benefit screen, all the way to the confirmation statement! When you are done enrolling, you should have TWO confirmation statements—one from the BCSS Benefits Center, and one from the State Health site.
- **You must enter beneficiary information.** When you sign up for benefits, you must designate a beneficiary. When you get to the beneficiary screen, complete that information.
- **You must review your dependent information.** Anyone that is covered under any of the plans you select is a dependent. You must verify that ALL dependent information (social security numbers, birth dates, etc) are correct (match social security cards) and up-to-date.

## Tips for using the system:

- **Note the menu bar:** The menu bar is at the left side of your screen. It shows you what section you are on and what section is next. If you need to return to a section, you may click on it to go back.
- **Advancing to the next screen:** When you are satisfied with your choices on a screen, click the “SAVE” and/or “CONTINUE” button.
- **Navigating to State Health:** This system provides a “link” to the State Health/ADP website. You must go to State Health’s own site to enroll or change your health coverage. The link is located on the Health screen in our system. When you click the link it may take several long seconds before the State Health screen comes up, so be patient. Be sure to get a confirmation number from State Health.
- **Returning to the Previous Screen:** If you are working on a particular benefit and want to go back to the previous screen, click the back button toward the bottom of the page or use the menu bar to choose the section you want to go back to.
- **My choice does not display accurately:** You may be required to submit an Evidence of Insurability form to the benefits office and get carrier approval before the coverage will take effect. Only coverages that are Guaranteed Issue or Carrier Approved will show on the confirmation screen as such.
- **I do not know a beneficiary’s address, SSN, etc:** Enter as much information as you can about the person. Their name is all that is required.

## State Health Enrollment Tips

You can reach the State Health website through the Barrow Benefits system, or go to [www.myshbpga.adp.com](http://www.myshbpga.adp.com). If you are a new hire and never accessed the system before, click REGISTER then use registration code **SHBP-GA**. If you have logged in before, even if it was a year ago, you will need to login with the User ID and password you created when you last accessed the system. If you cannot remember your user name or password, click on the “Forgot” links. If you still cannot retrieve it, call SHBP Member Services right away at 1-800-610-1863. Please make sure all names and SSNs match your and your dependents social security cards exactly.

## Access & Login/Out

You can access the Barrow Benefits Center located in the Benefits section of the BCS website at: [www.barrow.k12.ga.us](http://www.barrow.k12.ga.us)

After clicking the into the Benefits Center, the Login screen will appear. You need to enter the following information:

**User Name:** Full Social Security Number without any dashes. For example 444-22-5555 would be 444225555

**Password:** 8-digit birth date. Example: March 25, 1980 is entered 03251980

**District:** barrow

You can **logout** at anytime and your work up to that point will be saved.

**Note:** Do not share your login with anyone. Do not login using another person’s credentials.

