



CLAYTON COUNTY PUBLIC SCHOOLS 2021 OPEN ENROLLMENT

Division of Human Resources: **BENEFITS UNIT**

PRIOR OPEN ENROLLMENT

- ☐ PLEASE remember to **review and update or complete personal beneficiaries** online for the following:
 - CCPS Sponsored Basic Life Insurance Minnesota Life/Securian – www.lifebenefits.com
 - GaBreeze Supplemental Life Insurance: MetLife – Flexible Benefits – www.metlife.com/georgia or call 877-255-5862
 - Retirement Accounts: TRS/PSERS – www.trsga.com OR <https://portal.ers.ga.gov/>
- ☐ Login to Munis under the Employee Self Service Portal to update all personal information (i.e., address, email, phone/mobile numbers).
- ☐ Locate or update User ID and password for enrollment website logins www.mySHBPga.adp.com www.gabreeze.ga.gov.

HOW DO I REGISTER FOR THE STATE HEALTH BENEFIT PLAN (SHBP) ENROLLMENT PORTAL?

- Step 1:** Go to the Enrollment Portal: www.mySHBPga.adp.com
- Step 2:** If you are a first-time user, you must first register. (For users requiring a password reset, see steps below). Click “Register Here” on the main page. Use the registration code **SHBP-GA** and set up a password before making your election.

HOW DO I RESET MY SHBP ENROLLMENT PORTAL FOR MY MEDICAL INSURANCE?

- Step 1:** Go to the Enrollment Portal: www.mySHBPga.adp.com
- Step 2:** Click Forgot Your Password
- Step 3:** Enter Your User ID
- Step 4:** Follow the instructions to answer a series of security questions
Note: If you do not know the answers to the security questions contact SHBP Member Services at 800-610-1863 to assist you with the password reset process.
- Step 5:** Create a new password
- Step 6:** Click Continue

HOW DO I REGISTER FOR THE GABREEZE ENROLLMENT PORTAL FOR MY FLEXIBLE BENEFITS?

- Step 1:** Go to the Enrollment Portal: www.gabreeze.ga.gov
- Step 2:** If you are a new user, you must first register. For users requiring a password reset, you must have a mobile number on file, you will request a one-time code by clicking on “Forget User ID or Password.” A message will be sent to your mobile number on file. After five failed login attempts your account will be locked, you will need to click on the “Forget User ID or Password” link to request a password reset. **Please Note: The instructions to reset your password will be sent to you via postal mail.** For additional information contact **GaBreeze Member Services** at 877-342-7339.

- ☐ **Check out GaBreeze Dental Program:** CCPS pays a monthly subsidy for the employee dental. Basic Employee Dental is free for all CCPS benefit eligible employees. Regular dental checkups and cleaning can provide a healthier lifestyle and rewards.
- ☐ **Health Care Flexible Spending Accounts**, you use it or lose it. Make sure you spend your credits before 2020 year end. For your convenience, here is the Flexible Spending Account Store. <https://fsastore.com/>
- ☐ Remember that Flu shots are available for you and your family member(s)

PLEASE UTILIZE THE CONTACT INFORMATION LISTED FOR EACH NON – STATE ADMINISTERED PLAN TO INQUIRE:

- ☐ **Independent AFLAC:** Various AFLAC policies [Hospital Protection, Accident Indemnity and Cancer Care] that you independently enrolled in on CCPS campus **Contact Georgia Insurance Solutions** at 678-817-0813 or email gisgadmin@georgiaisg.com (Excluding Critical Illness offered through GaBreeze)
- ☐ **If you are concerned about having enough money for your retirement watch this video!**
<http://s7d2.scene7.com/is/content/aigassets/valic/video/aig-trs-georgia-autox576-1500k.mp4>
- ☐ **Fidelity/ Lincoln/ AIG/ Voya:** To enroll or update Annuities 403(b) and 457(b) Retirement Savings Plan
<https://www.clayton.k12.ga.us/common/pages/UserFile.aspx?fileId=24271217>

DURING OPEN ENROLLMENT

2021 Open Enrollment is October 19, 2020 at 12:00 a.m. thru November 6, 2020 at 11:59 p.m.

- ☐ **REVIEW MY BENEFITS:** Use online capabilities, log on to CCPS online benefit portal, review your benefits with your family member(s) and select the best coverage that fit your needs. We encourage online **open enrollment**.
- ☐ **DO NOTHING:** Only if you are satisfied with your current benefits you do nothing. All current benefits except for your Health Care Flexible Spending Account will roll over.
- ☐ If you are planning on retiring at any time in 2021, you must select your benefits before November 6, 2020 at 11:59 p.m.
- ☐ It is **HIGHLY** recommended that you go online to *review and print* the “Completed Successfully” conformation page and report discrepancies immediately. **Always save a copy of your Confirmation Page with the confirmation number!**
- ☐ **Health Care Flexible Spending Account:** Friendly reminder that you will need to select coverage for the new year as this benefit will not roll over automatically. The Health Care:FSA limit is increasing to \$2700 for 2021.
- ☐ If you are requested to provide copies of all supporting documents for dependent’s coverage, please submit directly to State Health Benefit Plans or GaBreeze, as applicable.

AFTER OPEN ENROLLMENT

- ☐ **Review your December 2020 Paycheck:** Check to see if your deductions are correct for the new 2021 plan year. Report discrepancies immediately.
- ☐ Remember to complete any assessment and claims for Wellness Rewards with SHBPs and AFLAC.
- ☐ Begin to enjoy your 2021 benefits and complete all your required annual appointments.

WHAT TO DO?

CHECKLIST