



New SHBP Enrollment Portal Job Aid

For SHBP Employing Entities

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NEW SHBP ENROLLMENT PORTAL OVERVIEW

The New SHBP Enrollment Portal is powered by the MyADP platform. Benefits of MyADP include:

- Integration of features from the former platform to provide a smoother transition;
- The elimination of the use of Adobe Flash;
- Accessibility on mobile devices (e.g., smartphones, iPads, etc.) to view, change and elect coverage, and submit Dependent Verification documentation;
- On demand printable benefits summaries and confirmation statements;
- As well as the most important benefit, a user-friendly platform that allows members to take control of their healthcare needs, which means less work for SHBP Employing Entities (“Employers”).

ACCESSING THE NEW SHBP ENROLLMENT PORTAL AS ADMIN

DESIGNATED BENEFITS ADMINISTRATOR

If you are a Designated Benefits Administrator for your SHBP Employing Entity, you may view the same information in the SHBP Enrollment Portal that your employees see, such as coverage status, coverage effective dates, coverage end dates, plan options and tier, pending dependents, and recent activities.

For SHBP purposes, a Designated Benefits Administrator is an individual employed in an Employer’s Human Resources, Finance, Payroll, or similarly situated Departments that manage employee health insurance, premium payments and/or Employer Contributions. If you are a Designated Benefits Administrator and your Employer has not requested you have access to the SHBP Enrollment Portal, please complete the Access Agreement on the Employer’s section of the SHBP website at <https://shbp.georgia.gov/employers-0/your-employing-entity/shbp-enrollment-portal>.

Tip: Designated Benefits Administrators must have an employee profile in the SHBP Enrollment Portal showing they are an employee in the Employer’s Payroll Location prior to them being granted access to view employee data.

For example, if you are an HR Business Partner that does not have a profile in the SHBP Enrollment Portal because your Employer has not submitted a New Hire Record to SHBP or the New Hire Record transmitted errored out or was rejected and your Employer took no further action, then you will be unable to view employee data in the SHBP Enrollment Portal until a successful New Hire Record is transmitted.



REGISTERING FOR THE SHBP ENROLLMENT PORTAL

For Designated Benefits Administrators who have registered in the SHBP Enrollment Portal as an employee and completed their Access Agreement in accordance with the instructions

provided, SHBP will Approve their request for access as a Designated Benefits Administrator.

For Designated Benefits Administrators who have not already registered in the SHBP Enrollment Portal as an employee, SHBP will not review their Access Agreements and will automatically Deny their request for access as a Designated Benefits Administrator. Prior to resubmitting another access agreement, they should follow the instructions below:

1. Register for a Username and Password in the SHBP Enrollment Portal the same as all members and employees. For instructions on registering for the SHBP Enrollment Portal, visit <https://shbp.georgia.gov/enrollment/enrollment-portal>. If you require assistance, you must contact SHBP Member Services at 800-610-1863. ***Tip:** SHBP Employer Services is unable to assist with Usernames and Passwords.*
2. After registering in the SHBP Enrollment Portal, resubmit the SHBP Enrollment Portal access agreement.

FORGOT YOUR USERNAME OR PASSWORD?

Your Username and Password is the same whether you are accessing the SHBP Enrollment Portal as a member or employee managing your own benefits, or managing another member's or employee's benefits in your role as a Designated Benefits Administrator.

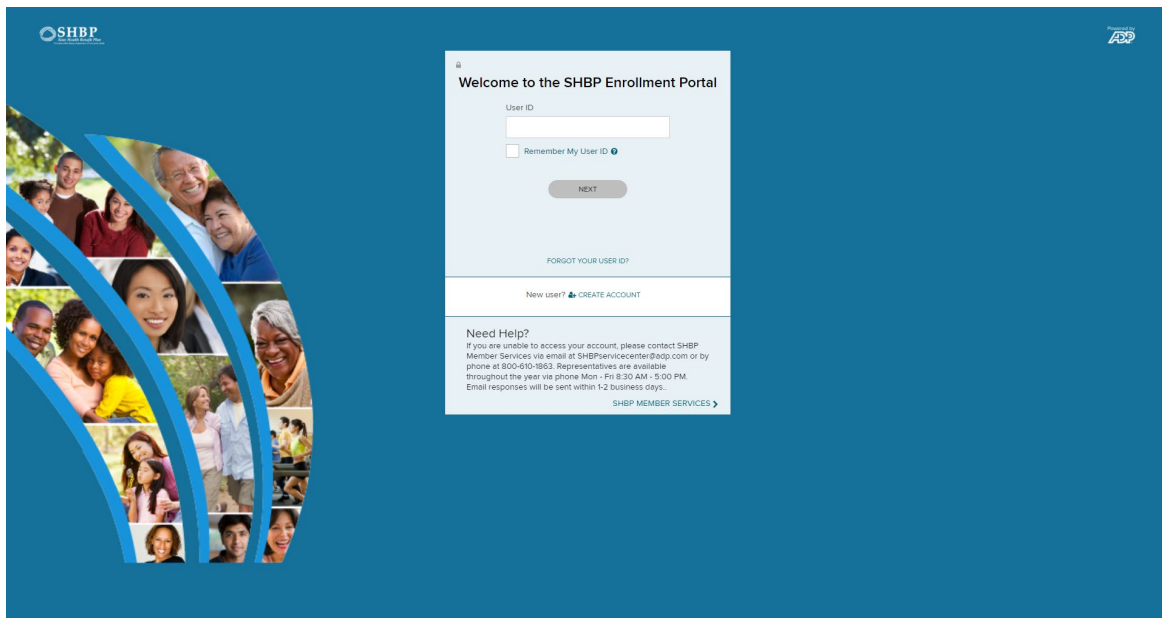
If you have forgotten your Username or Password or your Password needs to be reset, click **Forgot Username or Password** on the SHBP Enrollment Portal and follow the prompts.

If you are still experiencing issues with your Username or Password, please **contact SHBP Member Services at 800-610-1863**. ***Tip:** SHBP Employer Services is unable to assist with Usernames and Passwords.*

LOGGING INTO NEW SHBP ENROLLMENT PORTAL AS ADMIN

Once SHBP approves your access to the SHBP Enrollment Portal as a Designated Benefits Administrator, open a browser and navigate to the SHBP Enrollment Portal URL:

<https://myshbpga.adp.com/shbp>.



SHBP

Welcome to the SHBP Enrollment Portal

User ID

☐ Remember My User ID

NEXT


[FORGOT YOUR USER ID?](#)

New user? [CREATE ACCOUNT](#)

Need Help?
If you are unable to access your account, please contact SHBP Member Services via email at SHBPServicecenter@adp.com or by phone at 800-610-1853. Representatives are available throughout the year via phone Mon - Fri 8:30 AM - 5:00 PM. Email responses will be sent within 1-2 business days.


[SHBP MEMBER SERVICES](#)

Sign-in displays. Enter **User ID** and click **NEXT**.




Welcome to the SHBP Enrollment Portal

User ID

☐ Remember My User ID 

NEXT

[FORGOT YOUR USER ID?](#)


New user?  [CREATE ACCOUNT](#)

Need Help?

If you are unable to access your account, please contact SHBP Member Services via email at SHBPServicecenter@adp.com or by phone at 800-610-1863. Representatives are available throughout the year via phone Mon - Fri 8:30 AM - 5:00 PM. Email responses will be sent within 1-2 business days..


[SHBP MEMBER SERVICES >](#)

Enter **Password** and click **Sign In**.



Welcome to the SHBP Enrollment Portal


User ID

☐ Remember My User ID 

Password

SIGN IN

[FORGOT YOUR PASSWORD?](#)

New user?  [CREATE ACCOUNT](#)

Need Help?

If you are unable to access your account, please contact SHBP Member Services via email at SHBPServicecenter@adp.com or by phone at 800-610-1863. Representatives are available throughout the year via phone Mon - Fri 8:30 AM - 5:00 PM. Email responses will be sent within 1-2 business days..

[SHBP MEMBER SERVICES >](#)

The SHBP Enrollment Portal landing page displays. Your Initials and Name will display in the upper right-hand corner of the screen.

ADP Client : SHBP / Georgia Department of Community Health, State Health Benefit Plan

LEKEISHA JOHNSON

Benefits Marketplace (Admin)

Member Search

First Name Last Name SSN

Person ID Alternate ID

RESET SEARCH

+ Add Subscriber

Helpful Links

Connect to SHRT

Manage My Benefits

The landing page allows Employers to search for their employees.

The Employers can view their own benefits by clicking on the **Manage My Benefits** under the **Helpful Links** section on the right-hand side.

ADP Client : SHBP / Georgia Department of Community Health, State Health Benefit Plan

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Benefits Marketplace (Admin)

Member Search

First Name Last Name SSN

Person ID Alternate ID

RESET SEARCH

+ Add Subscriber

Helpful Links

Connect to SHRT

Manage My Benefits

LOGGING OUT OF NEW SHBP ENROLLMENT PORTAL AS ADMIN

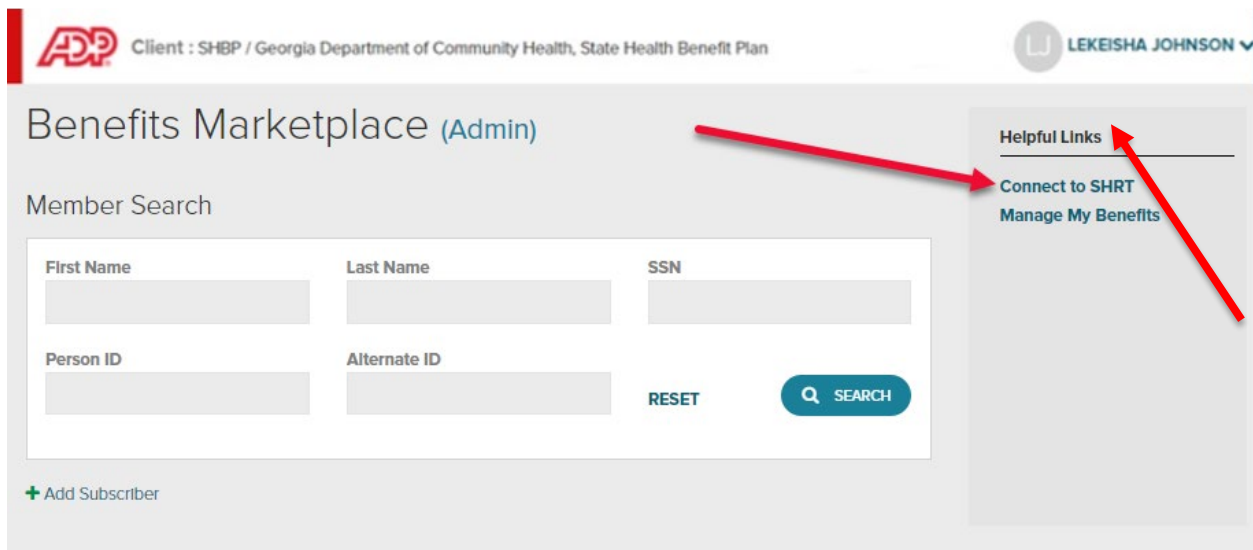
You can log out of the SHBP Enrollment Portal from any page, by clicking your name in the upper right-hand corner and selecting **LOGOUT**.



Note: For security reasons, the system automatically logs out after 15 minutes of inactivity.

STATE HEALTH REPOSITORY TOOL (SHRT)

After logging into the SHBP Enrollment Portal as an administrator, on the top right side of the landing page, there is a section of **Helpful Links**. Below Helpful Links is a **Connect to SHRT** link. Click **Connect to SHRT** to access the State Health Repository Tool (SHRT).



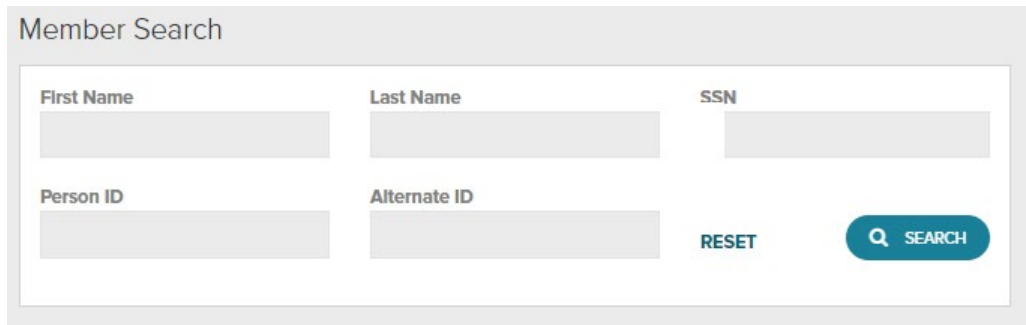
Once you have clicked on the Connect to SHRT link, you must review the Terms & Conditions and click **Accept** in order to continue.

For more information on the files and reports available in SHRT, please visit the Employer: Educational Tools section of the SHBP website at <https://shbp.georgia.gov/employers-0/your-employing-entity/employers-educational-tools>.

Note: Due to security requirements, failure to access SHRT every **90 days** will result in termination of your access. If your SHRT access is terminated for this reason, please complete a new Access Agreement by visiting the Employer's section of the SHBP website at <https://shbp.georgia.gov/employers-0/your-employing-entity/shbp-enrollment-portal>.

SEARCHING FOR A MEMBER IN THE NEW SHBP ENROLLMENT PORTAL

The search feature allows Designated Benefits Administrators to search for members or employees using several methods of search criteria.



Member Search

First Name Last Name SSN

Person ID Alternate ID

RESET SEARCH

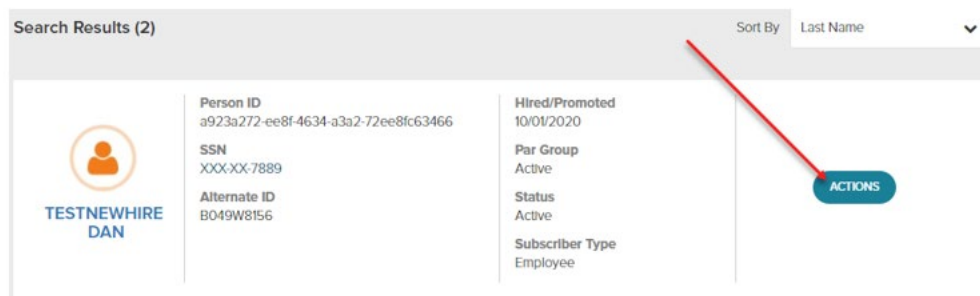
The Member search feature will search by the following:

- Full or partial first names
- Full or partial last names
- Full or partial first name and last name
- Social Security Number

Note: Employers only have access to those current employees that are enrolled in their Payroll Location(s), meaning Employers do not have access to other Employers employee data. If you discover you have access to employee eligibility data for individuals who are not employed with your organization or access to a Payroll Location that is not assigned to your organization, please notify your SHBP Employer Services Specialist immediately.



VIEWING SEARCH RESULTS

The search results as well as the number of records meeting the search criteria you entered will display directly below the Member Search feature. Click **Actions** in the record you are searching for.

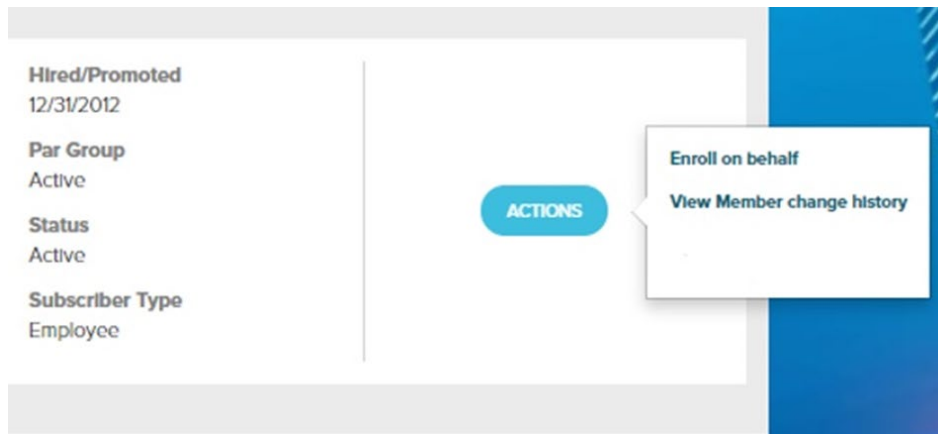


Search Results (2)

Sort By Last Name

 TESTNEWHIRE DAN	<p>Person ID a923a272-ee8f-4634-a3a2-72ee8fc63466</p> <p>SSN XXX-XX-7889</p> <p>Alternate ID B049W8156</p>	<p>Hired/Promoted 10/01/2020</p> <p>Par Group Active</p> <p>Status Active</p> <p>Subscriber Type Employee</p>	
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These Actions will display: **Enroll on behalf** and **View Member change history**.



Note: Your specific access privileges may result in you not seeing any or all these options. SHBP has the right to change these privileges at any time.

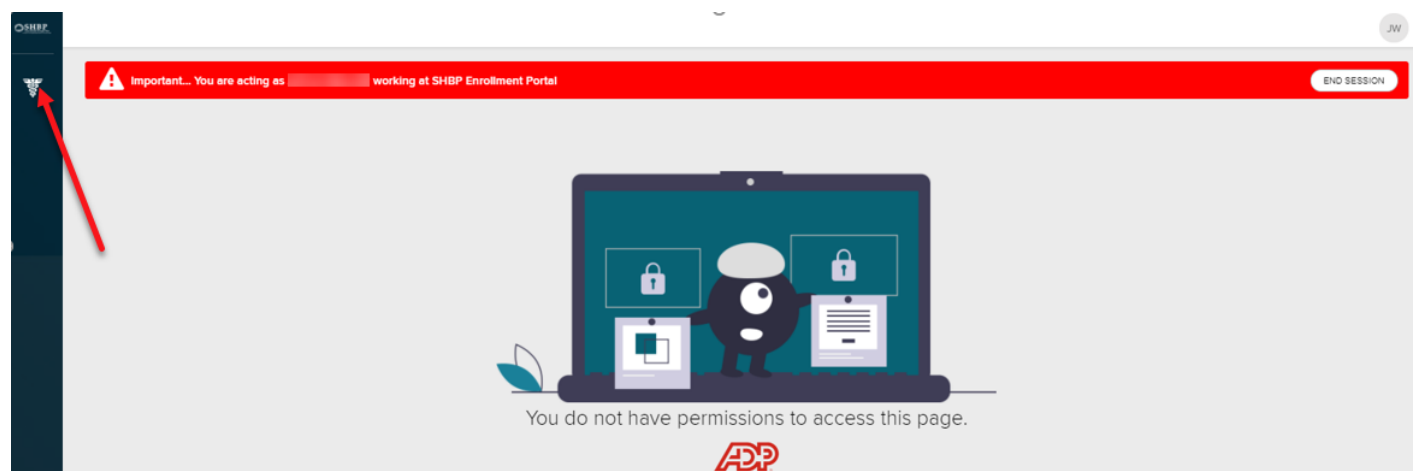
After selecting an employee record, you may navigate back to your previous employee search results on the Member Search page by clicking **Back to Employee Search Results** at the top of the page.

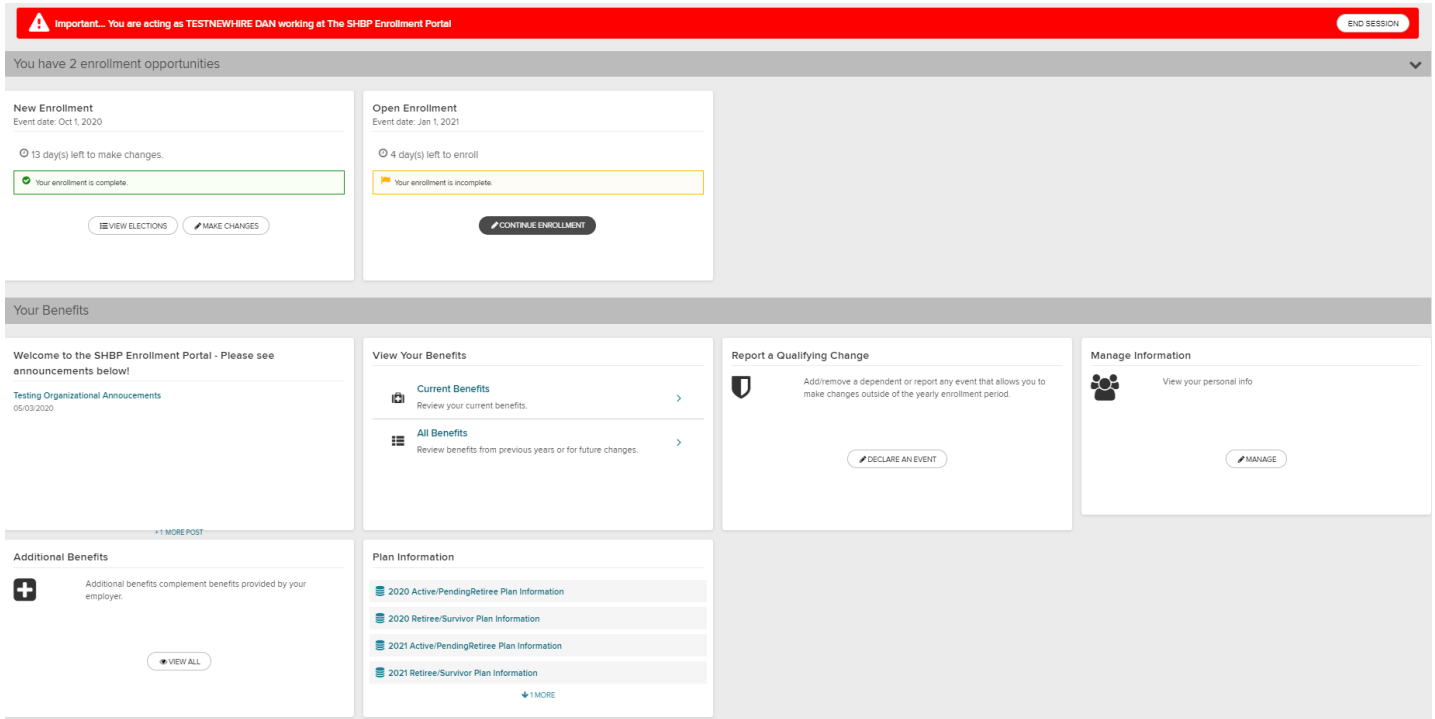


ENROLL ON BEHALF

Enroll on behalf allows you to act as if you were the actual member or employee and there will be a notice at the top that you are '**Acting as <member name> working at the SHBP Enrollment Portal**'. This enables you to see the exact same information that the member is viewing when logging in.

If the following screen appears, click on the medical icon on the left-hand bar to access Benefits.





Here you may view the following for the member or employee:

- Enrollment Opportunities (i.e., enrollment windows)
- Announcements
- Benefits
- Report a Qualifying Change (i.e., Qualifying Events)
- Manage Information
- Plan Information

Note: Your specific access privileges may result in you not seeing any or all these options. SHBP has the right to change these privileges at any time.

VIEW MEMBER CHANGE HISTORY

View Member change history navigates to the member or employee's Profile on the Audit Employee page. It displays the following information:

- profile and coverage summary
- benefits summary
- personal information
- employment information
- recent activities
- coverage summary
- dependent information

Audit Employee

The Profile and Coverage Information displayed on this page are as of

12/01/2020



GO

Benefits Summary



TESTONE DUNCAN



Person ID

74aa5d01-37f1-428c-aa5d-0137f1028c79

Participation Group

NOBENS

Legal ID

XXX-XX-1919

Date of Birth

XXXX/XXXX

Phone Number

Gender

Male

Alternate ID

B052W5259

Home Address

123 anywhere st
atlanta, GA 30301

Email Address

Associate AOID

G37K5RTXVP9JAZH5

Tobacco

MBI

Term or Last Deduction Date

Reported by Employer

Employment Status

Active

Hire Date

01/01/2021

Original Hire Date

01/01/2021

Payroll Location

14181

BOE Coverage Start Date

BOE Coverage End Date

ERS, TRS, or Participating Retirement System

Years of Service

Premium Type

5 YOS on 1/1/2012

YOS Rate Driver

SHBP coverage on 1/1/2012

Med Coverage Rate Driver

Recent Activities

All Events

Work/Life Events

System Events



ActiveAge65

Declared

11/18/2020

Event Date

01/01/2050



DefaultDataChangeEvent

Declared

11/18/2020

Event Date

11/18/2020



New Hires or Newly Eligible Employees

Declared

11/18/2020

Event Date

01/01/2021

1



Open Enrollment

Declared

11/18/2020

Event Date

01/01/2021



PendAge65

Declared

11/18/2020

Event Date

01/01/2050



1

- 2



Coverage Summary

Confirmation Statements

No coverages as of this date.

PROFILE & COVERAGE INFORMATION

The Profile and Coverage information automatically defaults to the current date displayed at the top right corner of the Audit Employee page and includes a member's or employee's profile and coverage status as of that current date.

Audit Employee The Profile and Coverage Information displayed on this page are as of 10/26/2020 GO

[Benefits Summary](#)

Tip: To view a member's or employee's profile and coverage status as of an earlier or later date, enter the date by typing it in or select the month, date and year in the calendar icon and **click GO**.

BENEFITS SUMMARY

Benefits Summary is located at the top right-hand corner of the member's or employee's Profile on the Audit Employee page. When clicking on the Benefits Summary link, a Benefits Elections Summary will display, and includes benefits, elections, dependent(s), and premium costs as of the date displayed in the Profile and Coverage information.

ADP Client : SHBP / Georgia Department of Community Health, State Health Benefit Plan LEKEISHA JOHNSON

BACK TO EMPLOYEE SEARCH RESULTS

Audit Employee The Profile and Coverage Information displayed on this page are as of 11/09/2020 GO

TESTNEWHIRE DAN

Person ID: a923a272-ee8f-4634-a3a2-72ee8fc63466

Recent Activities

All Events Work/Life Events System Events

[Benefits Summary](#)

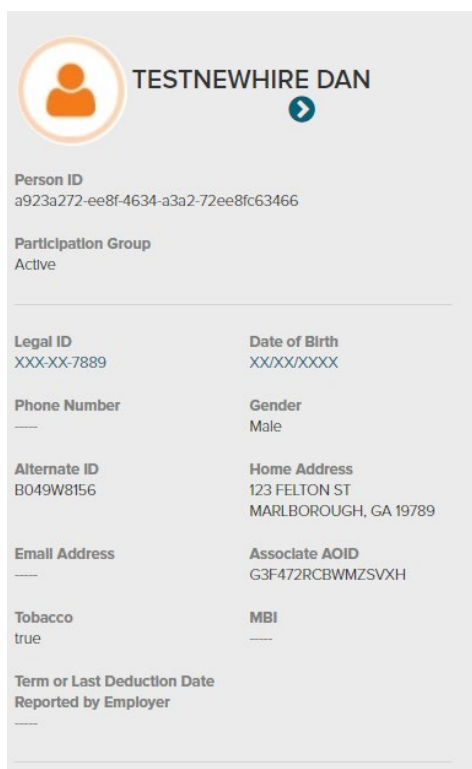
Sample Benefits Election Summary:

Benefit Elections Summary				
Benefit election for TESTNEWHIRE DAN as of 11/09/2020.				
Your Elections				
Benefit	Option	Effective Date	Employee Pay Period Cost	Employment Period
Pre-Tax Benefits				
HEALTH COVERAGE	Kaiser HMO – You and Family	11/01/2020	\$482.37	
TOBACCO SURCHARGE	Applied – You Only	11/01/2020	\$80.00	
Total Pre-Tax Cost:			\$562.37	
Total Pay Period Cost:			\$562.37	\$0.00
Your Dependents				
Name	Relationship	Birthdate	Health Coverage	Tobacco Surcharge
TESTCHILD DAN	Child	XX/XX/2009	✓	✗
TESTSPOUSE DAN	Spouse	XX/XX/1980	✓	✗

PERSONAL INFORMATION

Personal Information includes the following:

- **Basic demographic information:** Name, Legal ID (SSN), Date of Birth, Home Address, Phone Number
- **Participation Group:** Active, Retiree, NOBENS (no benefits), etc.
- **Alternate ID:** Healthcare ID issued by SHBP
- **Email Address:** Email address provided by the Employer or email address the member used to register for the SHBP Enrollment Portal. ***Tip:** If at any time the member or employee provided an email address to register in the SHBP Enrollment Portal that is different from the one provided by the Employer, the email address provided by the Employer is disregarded.*
- **Associate AOID:** Unique enrollment portal identifier
- **Tobacco:** Did the member declare that they were a tobacco user? True = Yes, False = No
- **MBI:** Medicare Beneficiary Identifier issued by Social Security Administration
- **Term or Last Deduction Date Reported by Employer:** populated when an Employer transmits an eligibility record via an Add Update File (AUF)



The screenshot displays a user profile for 'TESTNEWHIRE DAN'. At the top, there is an orange circular icon with a person silhouette and a blue arrow pointing right. Below this, the 'Person ID' is shown as 'a923a272-ee8f-4634-a3a2-72ee8fc63466'. The 'Participation Group' is listed as 'Active'. A horizontal line separates this from a table of personal details. The table has two columns: the left column contains 'Legal ID' (XXX-XX-7889), 'Phone Number' (a redacted line), 'Alternate ID' (B049W8156), 'Email Address' (a redacted line), 'Tobacco' (true), and 'Term or Last Deduction Date Reported by Employer' (a redacted line). The right column contains 'Date of Birth' (XXXX/XXXX), 'Gender' (Male), 'Home Address' (123 FELTON ST, MARLBOROUGH, GA 19789), 'Associate AOID' (G3F472RCBWMZSVXH), and 'MBI' (a redacted line).

Legal ID	Date of Birth
XXX-XX-7889	XXXX/XXXX
Phone Number	Gender
-----	Male
Alternate ID	Home Address
B049W8156	123 FELTON ST MARLBOROUGH, GA 19789
Email Address	Associate AOID
-----	G3F472RCBWMZSVXH
Tobacco	MBI
true	-----
Term or Last Deduction Date Reported by Employer	

EMPLOYMENT INFORMATION

Employment Information includes the following:

- **Employment Status:** Active, Retired, Terminated, etc.
- **Hire Date:** Displays the member's most recent hire date with current employer
- **Original Hire Date:** Displays the later of 1) the member's most recent original hire date with an SHBP Employing Entity, or 2) 12/31/12 which is the conversion date when the employee's record was added to the SHBP Enrollment Portal.

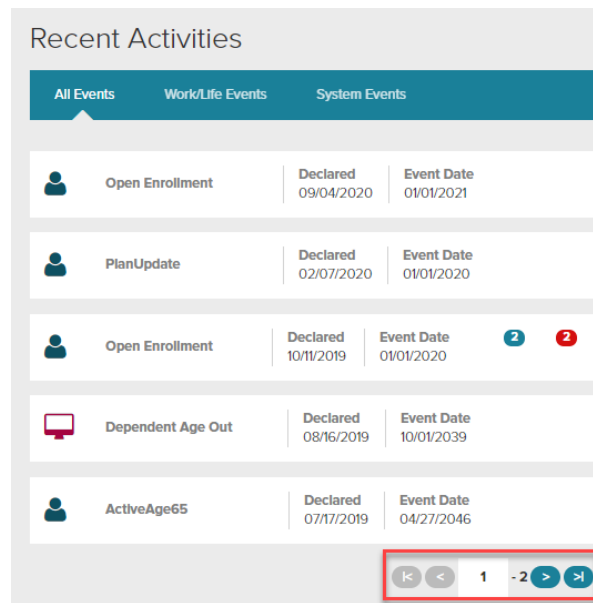
- **Payroll Location:** Employer unique 5-digit payroll location identifier provided by SHBP.
- **BOE Coverage Start Date or BCSD (Boards of Education Only):** Coverage start date chosen by Employer that overrides SHBP coverage effective date calculation rules for employees who transfer during the Summer Transfer Period
- **BOE Coverage End Date or BCED (Boards of Education Only):** Coverage end date chosen by Employer that overrides SHBP termination date calculation rules for employees who terminate employment during the Summer Transfer Period
- **ERS, TRS, Participating Retirement System:** Identifies if a member was associated with multiple State Retirement Systems
- **Premium Type:** Code identifying premium applied to member
- **Retiree Subsidy Indicators:** Identifiers to determine whether a Retiree is subject to the Annuitant Basic Subsidy Policy or Annuitant Years of Service Subsidy Policy, including:
 - Years of Service
 - 5 YOS on 1/1/2012
 - SHBP coverage on 1/1/2012
 - Med Coverage Rate Driver
 - Years of Service Rate Driver

Note: Generally, Employers will not see any data in the Retiree Subsidy Indicator fields on a member's or employee's profile unless they previously retired from a position with an SHBP Employing Entity and have returned to work.

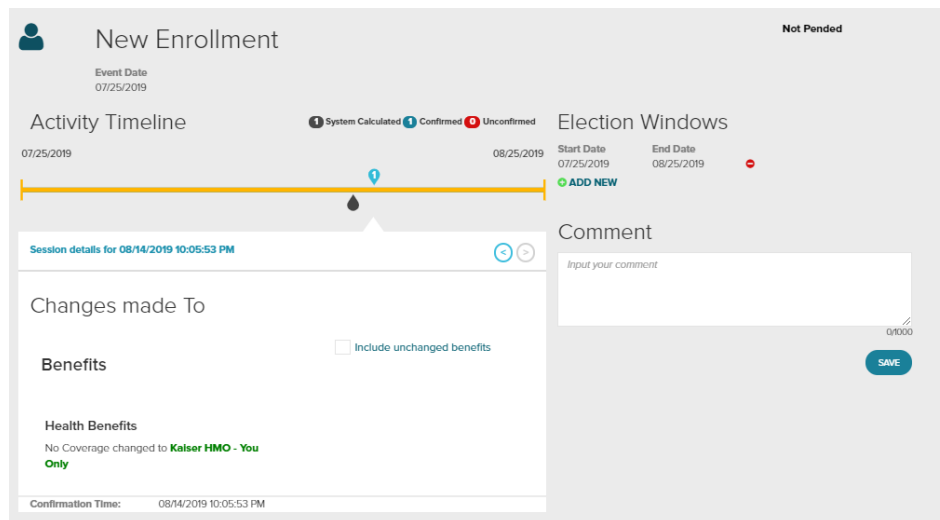
Employment Status Active	Hire Date 10/01/2020
Original Hire Date 10/01/2020	Payroll Location 13640
BOE Coverage Start Date ----	BOE Coverage End Date ----
ERS, TRS, or Participating Retirement System ----	Years of Service ----
Premium Type ----	5 YOS on 1/1/2012 ----
YOS Rate Driver ----	SHBP coverage on 1/1/2012 ----
Med Coverage Rate Driver ----	

RECENT ACTIVITIES

Recent Activities displays a summary of all events on record for a member or employee. The most recent events will appear at the top of the list and includes additional details by clicking event (e.g. Open Enrollment, Dependent Age Out). Employers can view older events by using the arrows at the bottom right of the Recent Activities section.



To view event details, click the name of the event and the event details will display. Below shows a New Enrollment event.



1. **User Activity:** Provides all session details, even if the user attempted but did not complete the enrollment
 - a. *Red Icon:* Identifies number of sessions recorded in the SHBP Enrollment Portal that are not confirmed
 - b. *Blue Icon:* Identifies number of sessions recorded and confirmed in the SHBP Enrollment Portal

2. **Health Benefits:** Provides a brief description of the changes that occurred
3. **Dependents:** If dependents are added, will display their first and last name and the dependent status

New Enrollment Not Pended

Event Date: 07/16/2019

Activity Timeline: 07/16/2019 to 08/16/2019. Legend: 1 System Calculated, 2 Confirmed, 1 Unconfirmed.

Election Windows

Start Date	End Date
07/16/2019	08/16/2019

[ADD NEW](#)

Session details for 07/19/2019 10:20:09 AM

Changes made To

☐ Include unchanged benefits

Benefits

Health Benefits
No Coverage changed to **Kaiser HMO - You and Child(ren)**

Dependents

Dependent Added
Now covered by Health Benefits
Dependent is Pending

Comment
Input your comment
0/1000
[SAVE](#)

Confirmation Time: 07/19/2019 10:20:09 AM

Session Details displays the following:

- **Start Timestamp and End Timestamp** – Displays the start and end time of the session
- **Session Duration** – Displays the amount of time the session lasted
- **Session Activity** – Displays status of enrollment (e.g., Confirmed or Unconfirmed)
- **Confirmation Time** – Displays the completed time of enrollment
- **HR Admin** – Username of administrator

Activity Timeline 1 System Calculated 3 Confirmed 1 Unconfirmed

09/01/2020 to 11/06/2020

Session details for 10/06/2020 01:47:15 PM

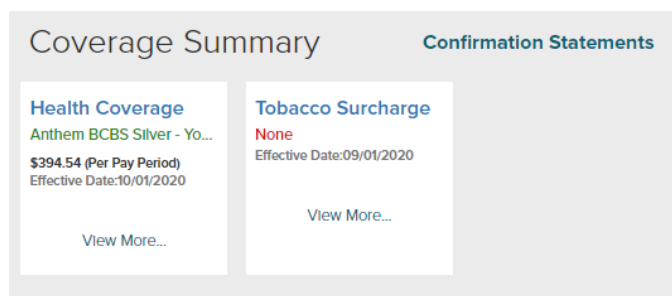
Start Timestamp:	10/06/2020 01:46:12 PM
End Timestamp:	10/06/2020 01:47:15 PM
Session Duration:	00:01:03
Session Activity:	Confirmed
HR Admin:	[Redacted]
Confirmation Time:	10/06/2020 01:47:15 PM

COVERAGE SUMMARY

Coverage Summary will display the *current enrollment information* for Health Coverage and Tobacco Surcharge, and a Confirmation Statements link.

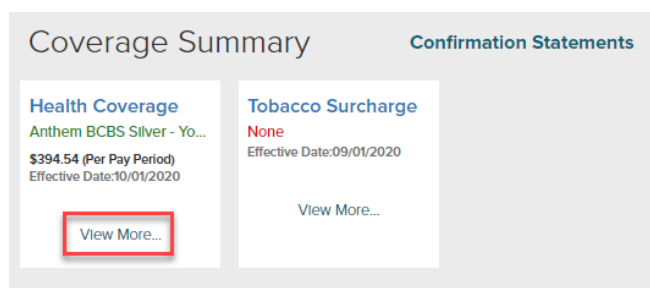
Tip: If you change the date in the Profile and Coverage information displayed in the top right corner of the Audit Page, the Coverage Summary and Tobacco Surcharge displays the enrollment information as of the date selected.

- **Health Coverage:** For members (i.e., your employee's enrolled in SHBP coverage) it will display the current Plan Option, Tier, Premium, effective date of coverage. For your ineligible employees, employees who have waived coverage and terminated employees, it will display 'None'
- **Tobacco Surcharge:** Displays the tobacco usage status and effective date of the tobacco user status. For your ineligible employees, employees who have waived coverage and terminated employees, it will display 'None'



COVERAGE SUMMARY: HEALTH COVERAGE

For Coverage Summary Details for Health Coverage, click **View More...** and additional details will display.



- **Option Description:** Plan Option Name (e.g. Anthem BCBS Silver)
- **Coverage Level:** Tier assigned based upon the dependents enrolled (e.g. You Only, You + Spouse, You + Child, Family)
- **Event Name:** Event associated with the enrollment (e.g. Open Enrollment, New Hire or Newly Eligible Employees)
- **Event Date:** Date of the event
- **Election State:** Identifies if the benefits have been changed due to an event or information received from employer
 - Elected: Member actively enrolled in the benefit option displayed

- Continued: Member is no longer actively employed but benefits continued past termination effective date
- Defaulted: Member's current option was selected by the system
- Cancelled: Member's enrollment was cancelled by the user, employer transaction or system maintenance event
- **Effective Date:** Effective date of enrollment in the Plan Option and Tier
- **Effective End Date:** If a termination record has been transmitted by an Employer, this field will include the calculated date when the member's SHBP coverage will be terminated.
 - This field replaces the 'SHBP Coverage Ends' field appearing on the Profile page of the previous SHBP Enrollment Portal
 - The field remains displayed until the *coverage* is actually terminated (e.g., if Employer transmits a Term or Last Date of Deduction of January 17, 2020, the Effective End Date field will remain populated through February 28, 2020, which is the last date of coverage per SHBP eligibility requirements). ***Tip:** if you need to see an Effective End Date no longer populated, change the date in the Profile and Coverage information displayed in the top right corner of the Audit Page to the earlier of the Term or Last Date of Deduction displayed in employment information or the date of the Event in recent activities resulting in a Plan Option and/or Tier change, then click GO.*
 - If the member is currently employed and enrolled in coverage (excluding COBRA) this field will not be displayed
- **Per Pay Period:** Monthly cost for the member (note: each Employer's pay period(s) is different, so the field only shows the monthly premium costs)
- **Employee Per Pay Period Cost:** Monthly cost for the member (note: each Employer's pay period(s) is different, so the field only shows the monthly premium costs)
- **Coverage Status:** Identifies if the declared event is pending Dependent Verification or Event Documentation

← BACK TO COVERAGE SUMMARY	
Health Coverage	
Option Description	Anthem BCBS Gold
Coverage Level	You Only
Event Name	New Enrollment
Event Date	08/01/2019
Election State	Continued
Effective Date	09/01/2019
Effective End Date	02/29/2020
Per Pay Period	\$168.73 (Pre-tax)
Employee Per Pay Period Cost	\$168.73
Coverage Status	Not Pending

COVERAGE SUMMARY: TOBACCO SURCHARGE

For Coverage Summary Details for Tobacco Surcharge, click on the **View More...** and additional details will display.

The screenshot shows a 'Coverage Summary' interface with two main sections: 'Health Coverage' and 'Tobacco Surcharge'. The 'Health Coverage' section displays 'Anthem BCBS Silver - Yo...', '\$394.54 (Per Pay Period)', and 'Effective Date: 10/01/2020', with a 'View More...' link below. The 'Tobacco Surcharge' section displays 'None' and 'Effective Date: 09/01/2020', with a 'View More...' link highlighted by a red rectangle.

- **Option Description:** Will display 'Applied' if answered yes, will display 'None' if answered no.
- **Coverage Level:** If applied, will display as You Only
- **Event Name:** event associated with the enrollment (e.g. Open Enrollment, New Hire or Newly Eligible Employees)
- **Event Date:** Date of the event
- **Election State:** Identifies if the benefits have been changed due to an event or information received from employer
 - Elected: Member actively enrolled in the benefit option displayed
 - Continued: Member is no longer actively employed but benefits continued past termination effective date
 - Defaulted: Member's current option was selected by the system
 - Cancelled: Member's enrollment was cancelled by the user, employer transaction or system maintenance event
- **Effective Date:** Effective date of Tobacco Surcharge status
- **Per Pay Period:** Monthly cost for the member (note: each Employer's pay period(s) is different, so the field only shows the monthly premium costs)
- **Employee Per Pay Period:** Monthly cost for the member (note: each Employer's pay period(s) is different, so the field only shows the monthly premium costs)
- **Coverage Status:** Identifies if the declared event is pending Dependent Verification or Event Documentation

Tobacco Surcharge	
Option Description	Applied
Coverage Level	You Only
Event Name	New Hires or Newly Eligible Employees
Event Date	10/01/2020
Election State	Defaulted
Effective Date	11/01/2020
Per Pay Period	\$80.00 (Pre-tax)
Employee Per Pay Period Cost	\$80.00
Coverage Status	Not Pending

COVERAGE SUMMARY: CONFIRMATION STATEMENTS

The Confirmation Statements link will allow the member or Employer to view a list of events and the number of benefit elections confirmed per event which are grouped by plan year.

Year	Confirmation Statements
ALL	7
2019	1
2017	1
2016	1
2015	1
2014	2
2013	1

Event Name	Event Date	Confirmations
Open Enrollment	01/01/2020	2
Open Enrollment	01/01/2018	1
Open Enrollment	01/01/2017	2
Open Enrollment	01/01/2016	1
Open Enrollment	01/01/2015	1
Loses Group Coverage Elsewhere	09/29/2014	1
Open Enrollment	01/01/2014	2

Click the event to display a list of benefit elections confirmed for the event. Details include a confirmation timestamp, the person who confirmed the event, system transaction id and the option to download the PDF confirmation statement by clicking the **download icon**.

Confirmation Statements			
Event Name	Event Date	Confirmations	
Annual Enrollment	01/01/2019	2	
Confirmation Time	Submitted By	Transaction Id	
09/24/2018 03:08:30 AM	SDAS	20375	
09/24/2018 03:55:38 AM	JSMITH	20378	
Adoption	08/13/2018	1	
Annual Enrollment	01/01/2016	2	
Admin Event	11/10/2015	3	
Adoption	11/01/2015	1	

Sample Benefits Enrollment Confirmation Statement:

Benefits Enrollment Confirmation

Confirmation statement for TESTNEWHIRE DAN
Submitted on 10/21/2020 6:22:18 P.M. EDT by HR Practitioner. Confirmation #50335888

PENDING This statement contains pending items for this event or some other recent event, therefore some of these elections/actions are subject to approval.

Your Elections

Benefit	Option	Effective Date	Employee Pay Period Cost	Employer Pay Period Cost
Pre-Tax Benefits				
HEALTH COVERAGE	Kaiser HMO – You and Spouse	11/01/2020	\$362.49	\$0.00
TOBACCO SURCHARGE	Applied – You Only	11/01/2020	\$80.00	\$0.00
Total Pre-Tax Cost:			\$442.49	\$0.00
Total Pay Period Cost:			\$442.49	\$0.00

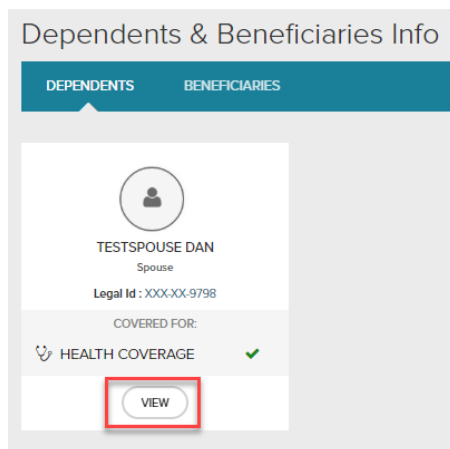
Your Dependents

Name	Relationship	Birthdate	Health Coverage	Tobacco Surcharge
TESTSPOUSE DAN	PENDING Spouse	XX/XX/1980	✓	✗

DEPENDENT & BENEFICIARY INFO

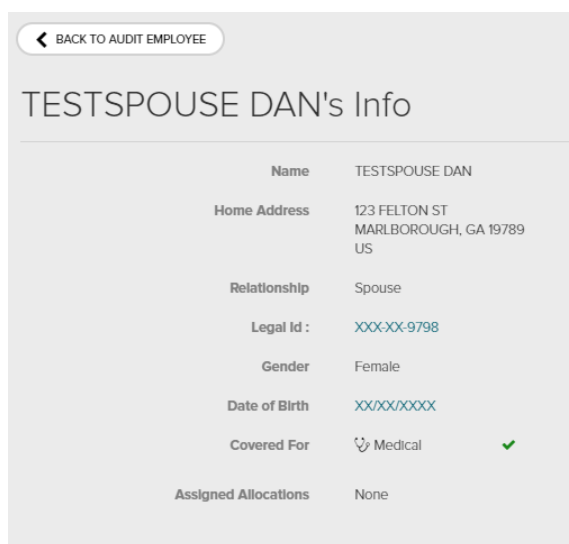
Dependent & Beneficiary Info will display general information for the dependent. The dependent's first name, last name, relationship, Legal ID (SSN) and current coverage status.

Note: Beneficiary information is not stored in the SHBP Enrollment Portal



If additional information is needed for dependents click **View** to display the following:

- First & Last Name
- Home Address
- Relationship
- Legal ID
- Gender
- Date of Birth
- Covered For
- Assigned Allocations
 - *Assigned Allocation is not utilized in the SHBP Enrollment Portal and will always display None.*



QUESTIONS ABOUT THE NEW SHBP ENROLLMENT PORTAL?

If you have questions that are not addressed in this New SHBP Enrollment Portal Job Aid, please contact your designated SHBP Employer Services Specialist(s) via the SHBP (X)change System: <https://shbp.georgia.gov/employers/xchange>.