

# New Hire/Open Enrollment Instructions

**Full instruction and benefit details can be found at [MyCobbBenefits.com](http://MyCobbBenefits.com)**

**Please read this entire email before following the links.** Steps listed below is brief description of the Portal Page at [mycobbbenefits.com](http://mycobbbenefits.com).

## STEP 1 Open Enrollment Instructions

Follow steps 2 thru 4

## STEP 2 Employee Benefit Center

Benefit information, rates, videos and much more can be found by clicking [HERE](#) to view specifics regarding all available benefit plans.

## STEP 3 State Health Benefit Plan Open Enrollment

Click [HERE](#) to elect or waive your health insurance election through the State Health Benefit Plan. Click on “register” and use the passcode SHBP-GA. You must register, create a user ID and your password.

If you have any questions, please contact SHBP at 1-800-610-1863.

## STEP 4 CCSD Local Benefits Enrollment/Review (Other Available Benefits)

And last, you are also eligible for local benefits, such as Dental, Disability, Life insurance, etc. Click [HERE](#) to elect or waive Local Benefits. Create a Username and Password using the instructions below.

**Username:** *UP TO the first 6 letters* of your last name, first letter of first name and the last 4 numbers of your social security number.

**Password:** Your social security number WITHOUT dashes. You will then be asked to create a new password and set up your security questions.

Ex. 1: Jane Doe, Social Security 123-45-6789

Ex. 2 Jane Anderson, Social Security 123-45-6789

Username: doej6789

Username: andersj6789

Password example: 123456789

Password example: 123456789

**If you participate in a Flexible Spending Account, you must re-enroll in that each year.** However, we recommend that all benefit-eligible employees access these websites and review their current elections. We also encourage you to review and update your beneficiary(ies) for the board-paid life insurance benefit.

CCSD local benefits 1-844-268-0687