

## Benefit Enrollment Instructions

We are excited to offer you a simple and convenient benefits enrollment experience. Please read this entire email before following the links. All information below can be found at [MyCobbBenefits.com](http://MyCobbBenefits.com). Open Enrollment is an easy process:

### STEP 1 See Open Enrollment Instructions at MyCobbBenefits.com

First, visit [MyCobbBenefits.com](http://MyCobbBenefits.com). Click on the **ORANGE** "Open Enrollment Instructions" button or [HERE](#) for complete details on your Open Enrollment process.

### STEP 2 Employee Benefit Center

Benefit information, rates, videos and much more can be found on the **GREEN** "Employee Benefit Center" button or [HERE](#) to view specifics regarding all available benefit plans.

### STEP 3 State Health Benefit Plan Open Enrollment

Click the **RED** "State Health Plan" button or [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. To make elections click the **BLUE** "My Personal Benefits" button or [HERE](#). 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.

If you have any questions please contact:  
State Health Benefit Plan 1-800-610-1863

CCSD local benefits 1-844-268-0687