

Congratulations and welcome to the Cobb County School District. We are pleased to offer you a convenient, educational and simple benefits enrollment experience. Please read this entire email before following the links. Enrollment in your benefits is a two-step process. You must enroll or waive health coverage with State Health Benefit Plan. You must also enroll or waive your local benefits such as dental, vision, life, etc. Benefit information can be found at [My Cobb Benefits](#). Click on the green button that reads "Employee Benefit Center."

State Health Benefit Plan Enrollment (Health Insurance)

Follow the link below to elect or waive your health insurance through 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 problems please contact SHBP at 1-800-610-1863. If you are *transferring* from another GA school district to CCSD, you will not enroll in SHBP. Your current SHBP coverage will transfer to CCSD. Please be patient if you get a message stating you are not in the system. It takes SHBP several days to receive your enrollment information. Please proceed to enroll or waive in local benefits.

[State Health Benefit Plan](#)

CCSD Local Benefits Enrollment (Other Voluntary Benefits)

To make selections for your local benefits, create a username and password using the instructions and link below.

User ID: the first 6 letters of your last name, first letter of your first name and the last 4 numbers of your social security number

Password: your social security number WITHOUT dashes

[CCSD local benefits](#)

It is mandatory for all benefit eligible employees to access these websites and either enroll or waive coverages. If you're not enrolling in local benefits, you still must designate beneficiaries for the board pay life benefit.

Please remember you should enroll in benefits within 10 days of your start date. Failure to enroll in a timely matter could result in the inability to elect coverage. **Please be sure to print and save a copy of the confirmation pages for both SHBP and Local Benefits.**

Please verify benefit(s) and tax deductions taken from your pay when you receive your first pay check.

If you have any questions please contact:

State Health Benefit Plan 1-800-610-1863

CCSD local benefits 1-844-268-0687

Sincerely,

Cobb County School District

