

# Welcome to Open Enrollment 2018, October 16<sup>th</sup> – November 3rd!

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

Consider your current health coverage election with the State Health Benefit Plan. Your current election will remain in effect if you do not actively make a different election. Also, any surcharges you have or do not have will remain in effect if you do not change them.

Click the **RED** "State Health Plan" button or [HERE](#) to elect, change or waive your health insurance election through the State Health Benefit Plan. Use your State Health Username and Password to view your current election. If you have forgotten your Username or Password, please click "Forgot User ID" or "Forgot your Password".

If you have any problems please contact SHBP at 1-800-610-1863. Again, your current election will remain in effect if you do not actively make a different election. ***We strongly suggest that you verify current coverage, address, social security numbers and dates of birth for both you and all dependents.***

## 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. Some plans have changed, and new plans added this year. To make elections, changes or review your local benefits, click the **BLUE** "My Personal Benefits" button or [HERE](#). Create a Username and Password using the instructions below. *If you were a New Hire after 7/19/16, use the same Username and Password you recently created to enroll.*

**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 have a Flexible Spending Account, you must re-enroll in that each year.** If you do not have a Flexible Spending Account, and are not making any changes to your benefits, nothing needs to be done by you. 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.

Open enrollment is October 16<sup>th</sup> – November 3<sup>rd</sup>. Please do not wait until the last week to make changes. Failure to act in a timely manner could result in the inability to elect/change coverages. **Please be sure to print and save a copy of the confirmation pages for both SHBP and Local Benefits.**

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

CCSD local benefits 1-844-268-0687