

# Employee Benefits Portal

## Technology Tip Sheet

### IMPORTANT ITEMS THAT REQUIRE ACTION:

- **You must enter beneficiary information.** When you sign up for Benefits, you must designate a beneficiary on your life insurance plan. When you reach the beneficiary screen, please complete that information.
- **You must review your dependent information.** Anyone that is covered under any of the plans you select is a dependent. You must verify that ALL dependent information (social security numbers, birth dates, etc) is correct and up-to-date.
- **You must either enroll or waive all Benefits.** Be sure that you make your way through each and every benefit screen, all the way to the confirmation statement! When you are done enrolling, you should have two confirmation statements—one from our Benefits Portal, and one from the State Health Benefit Plan (SHBP) site if you enrolled there.

### Tips for using the system:

- **I cannot login:** Please review the login information in the box to the right. If you have made too many wrong attempts, the system will lock you out. Contact HR to have your password reset.
- **I do not know a beneficiary's address:** You may fill in just the city and state or use your own home address.
- **Note the menu bar:** The menu bar is at the left of your screen. It shows you what section number you are on and what section is next. If you need to return to a section, you may click on its name to go back.
- **Advancing to the next screen:** When you are satisfied with your choices on a screen, click the "SAVE" and/or "CONTINUE" button.
- **My choice does not display accurately:** You may be required to fill out an "Evidence of Insurability" form and get carrier approval before the coverage will take effect. If this is the case, you will be prompted to complete the form within the Benefits Portal. Only coverages that are "Guaranteed Issue" or "Carrier Approved" will show on the confirmation screen as such.

### Access, Login & Log Out

You can access our Benefits System located in the Benefits section of our website at:

[www.FCBOE.org](http://www.FCBOE.org)

You need to enter the following information to login:

**User Name:** Use your full 5 digit Employee ID Number.

**Password:** Last 4 digits of your SSN + your 8-digit birth date.

Example:

SSN = 555-66-1234

Birthday = March 25, 1980

Password = 123403251980

**District:** fayette

You can **logout** at anytime and your work up to that point will be saved.

**Note:** Do not share your login with anyone. Do not login using another person's credentials.

## State Health Enrollment Tips

The SHBP site is a separate website. You can reach the SHBP website through our Benefits Portal, or go to: [www.myshbpga.adp.com](http://www.myshbpga.adp.com).

If you have never accessed the SHBP system before, click REGISTER—use registration code SHBP-GA. Follow the instructions and note your user name and password. Return to the login screen.

If you have logged in before, even if it was a year ago, you will need to login with the User ID and password you created when you last accessed the system. If you cannot remember your user name or password, click on the "Forgot" links. If you still cannot retrieve it, call SHBP Member Services right away at 1-800-610-1863.



*Note: You CANNOT enroll in SHBP on a mobile phone or tablet – only a desktop computer! You also need the latest version of Flash installed on your desktop to ensure the system runs smoothly.*