

Adding Dependents to State Health

During Open Enrollment each October, you have the opportunity to add a dependent (spouse or child) to the State Health Benefit Plan (SHBP). Remember that children can be covered on your SHBP plan up until they turn 26. There are no other restrictions, even if they are married. Follow the instructions below to get started!



- 1 Login to the SHBP enrollment portal (www.myshbpga.adp.com) and add your dependent. Make sure you enter their name and SSN exactly as it appears on the social security card. Once the request is received, SHBP will need to verify that the person you wish to add is indeed a dependent.
- 2 Gather all documentation that will be required, like your marriage certificate for adding a spouse, birth certificates, social security numbers, etc.
- 3 Closely monitor your e-mail and your mail at home and follow the detailed instructions you receive via mail (and e-mail, if your e-mail address is on file) for completing the verification process. **IMPORTANT: The letter you will receive includes a cover sheet with a bar code on it that MUST be returned with your documentation! DO NOT LOSE THIS SHEET!**
- 4 Follow the instructions and promptly send in all the required documentation*.
- 5 You will begin paying for your requested coverage based on when it becomes effective and documentation is verified. Your new dependents will be covered at that time.

*Note that new dependents will not be covered until SHBP receives and verifies your documentation.

To avoid delays and make sure your dependents are covered, it is important that you take responsibility for the documentation process. Be sure to gather all required documentation. If you are unsure what you need to do, call SHBP to ask about what to send and how at: 1-800-610-1863.

Got Questions? Call SHBP Member Services at:
1-800-610-1863



Gather Documentation!

Adding a spouse?

Gather marriage license and spouse's SSN.

Adding a baby?

Gather birth certificate and SSN for your new baby.

What if I need to add a dependent and it's not Open Enrollment time?

You may only add dependents outside of Open Enrollment if you have experienced a "qualifying event," like marriage, birth, or loss of coverage elsewhere. Please see the Qualifying Event flyer on our Benefits website for more on that process!