

State Health Benefits



- 1 Go to <http://mySHBPga.adp.com>
- 2 Under the OE window, click on Continue to proceed with your 2025 Plan Year enrollment.
- 3 Click on the **Terms and Conditions message** to review Terms and Conditions before accepting. **You must click Accept Terms and Conditions to continue to the next step of enrollment.**
- 4 To start your Election Process, click on **Go to Make your Elections.**
- 5 Click on **Go To Tobacco Surcharge question.** You **MUST** answer the Tobacco Surcharge question using the radial buttons.
- 6 Click on **Go to Health Benefits** to choose your medical claim administrator and plan options.
- 7 Make your elections.
- 8 Click on **Go to Review and Confirm Changes.**
- 9 Click **Finish.** *NOTE: If "Finish" is not clicked, your enrollment process has not been completed.*