

## 2016 Open Enrollment Instructions

Web address: [www.MyHabershamBenefits.com](http://www.MyHabershamBenefits.com)

Must use Safari, Google or Internet Explorer Browser. Firefox will not work.

**Click the Green Button, Step 1 “Benefit Information”** first for access to the Habersham County Schools Employee Benefits Center. This website provides important benefit product information, plan documents, forms, contacts and more. Use the Home, MyHealth, MyLife, MySavings dropdowns at the top right to review each benefit.

**Click the Red Button, Step 2 “State Health Enrollment”** next. This will take you to the State Health website where you will make your health insurance choice. Click the **Red Video Help** Button for more SHBP information.

**Click the Blue Button, Step 3 “Voluntary Enrollment”** last. This will take you thru the enrollment process for all other benefit products. Please follow instructions for logging into website and choosing your products. Click the **Blue Video Help** Button for an overview of these benefits.

**Open Enrollment Window: October 19 – November 6**