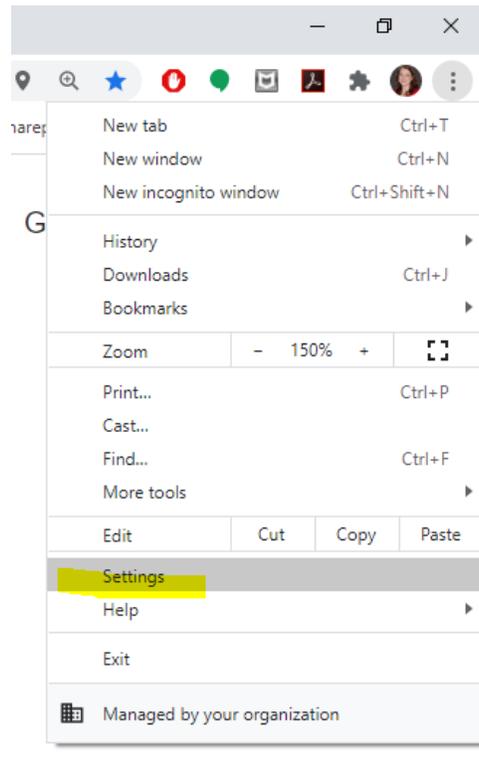


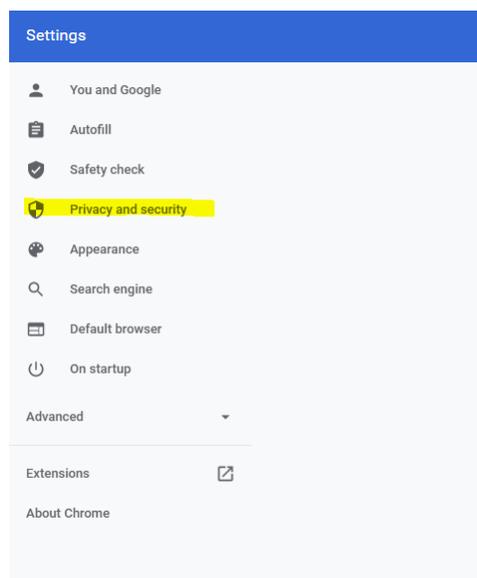
Open Enrollment Browser Help

These instructions are for the Google Chrome browser.

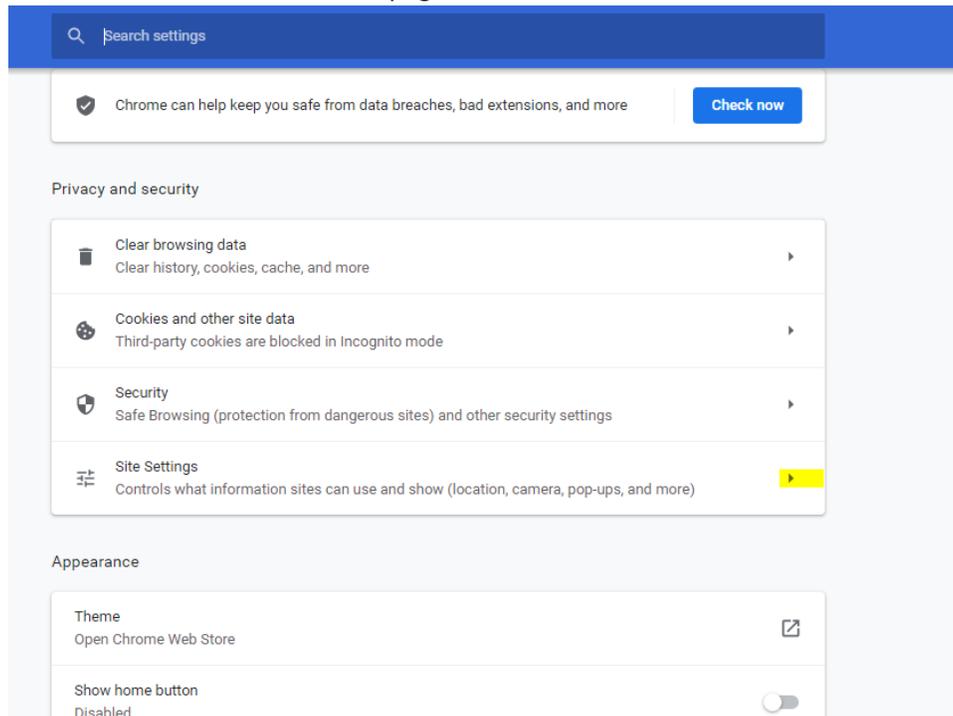
1. Check to see if you have the Flash option turned on in your browser.
 - a. Open Google Chrome and click on the 3 dots in the top left corner, and choose settings.



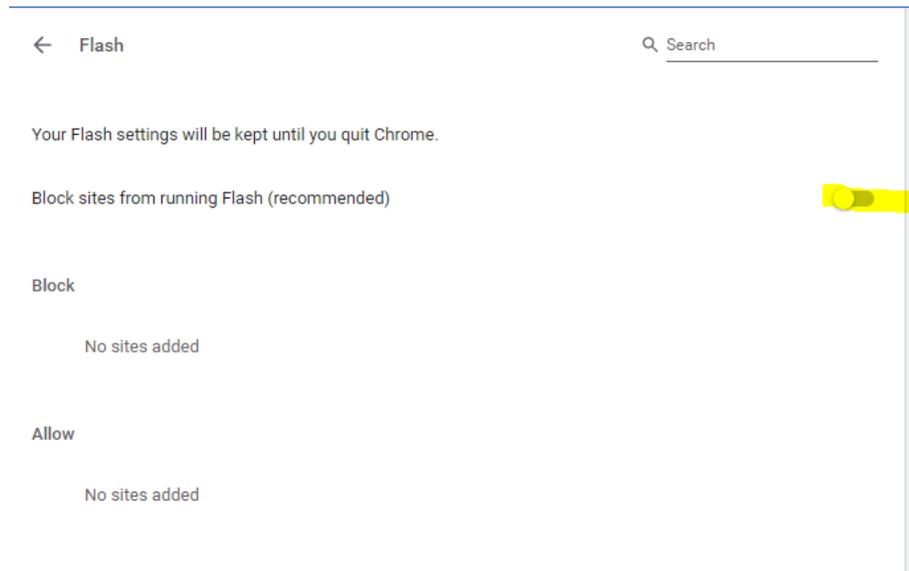
- b. Choose "Privacy and Security" from the left column



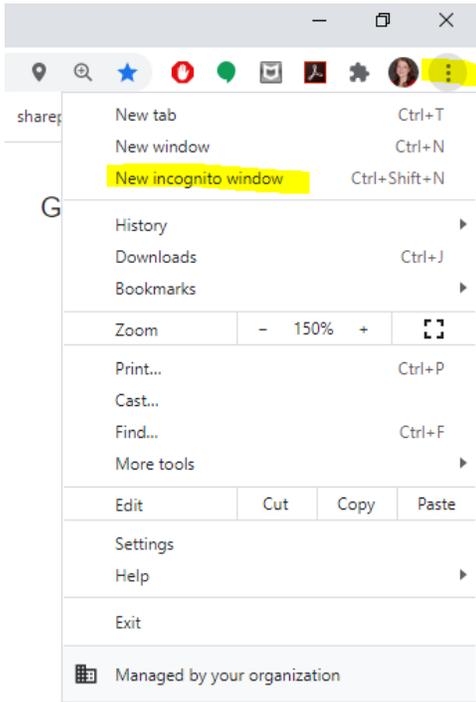
- c. Click on the expansion arrow next to “Site Settings” from the Privacy and security section in the middle of the page



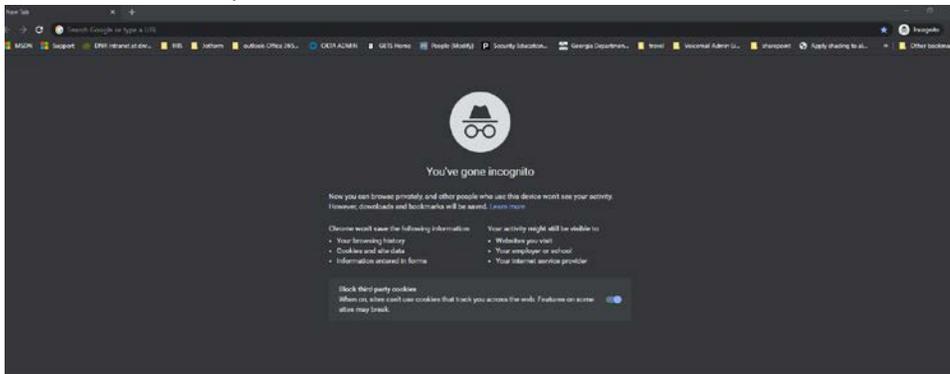
- d. Scroll to content and find “Flash”. If you see “Ask first” below it, you can close the tab and proceed to Step 2. If you see “Block sites from running Flash, click on the expansion arrow and click on the circle to move the slide to blue, then close the tab and proceed to Step 2.



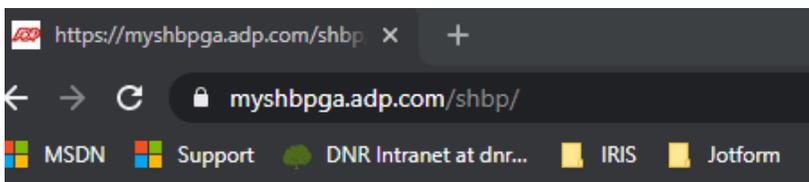
- Open Google Chrome, click on the 3 dots in the top left corner, and choose New incognito window.



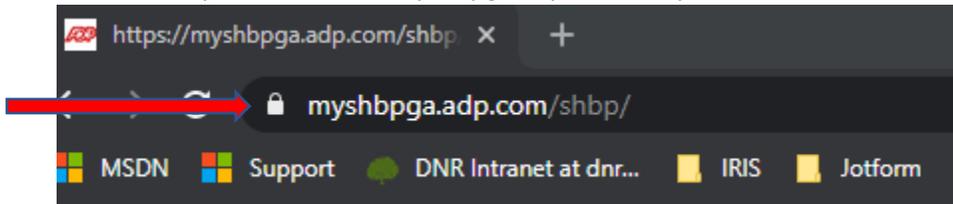
- A window should open that looks like this:



- Type <http://www.mySHBPga.adp.com> in the "Search Google or type a URL box and enter

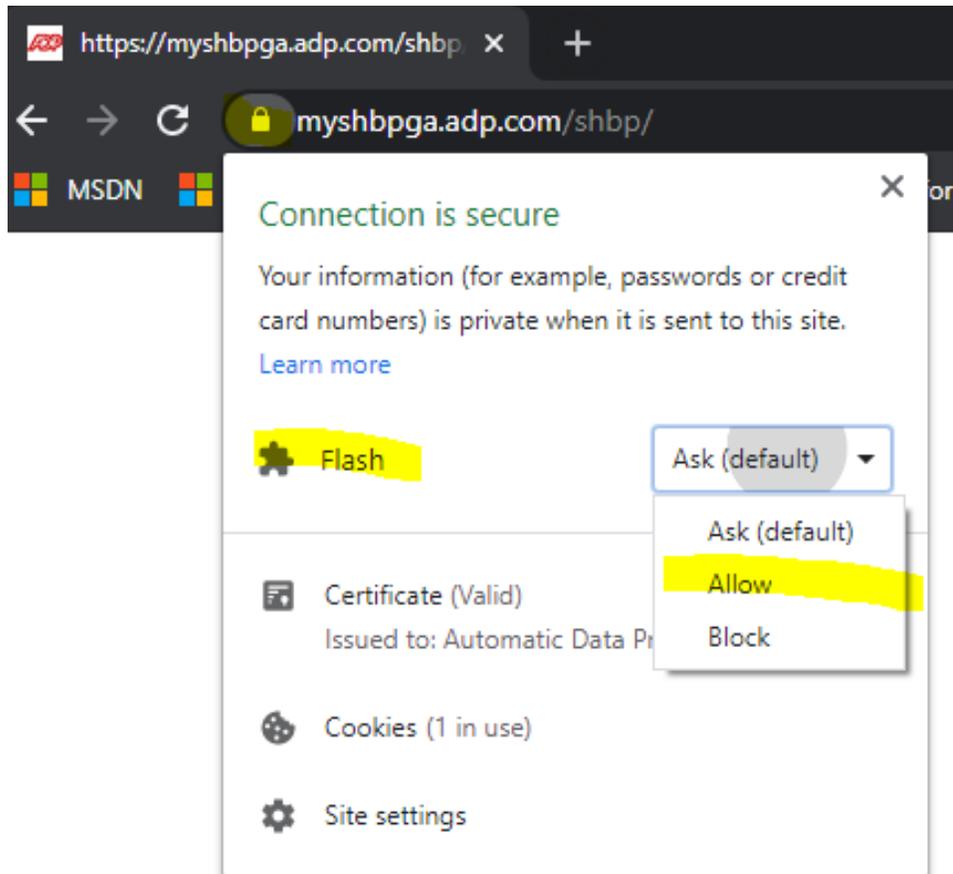


5. Click on the padlock next to myshbpga.adp.com/shbp/ line in the url box



6. The connection is secure window should appear. Choose Allow from the Flash drop down list and click on the username box.

Note: If you don't see the Allow/Block drop down then you need to turn the flash option on.

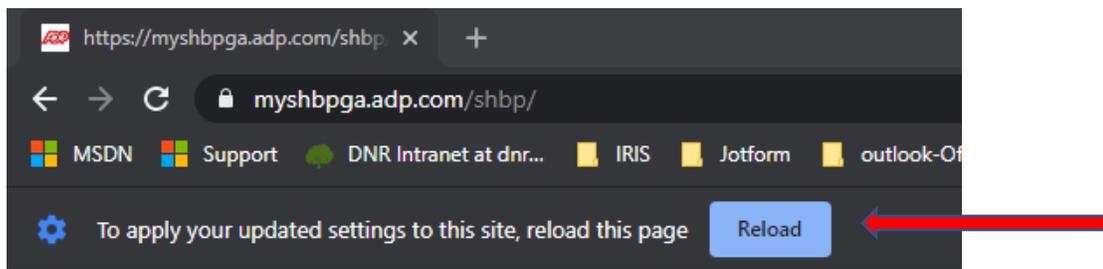


The SHBP Enrollment Portal requires Adobe Flash Player 13, 14, or 15. If you are unsure of whether you have the proper version of Adobe Flash Player, please click this [link](#) and select "Check if Flash Player is installed on my computer". If the proper version of Adobe Flash Player is not installed on your computer, please follow the next steps provided in the link to download and install it on your computer.

If you require assistance, please contact SHBP Member Services by phone at 800-610-1863. Thank you.



7. Click on the blue Reload button.



8. Type in credentials and click login. If you cannot remember your credentials you can click on the "Forgot Your Username or Password?" link (its in green below the login button)

The SHBP Enrollment Portal requires Adobe Flash Player 13, 14, or 15. If you are unsure of whether you have the proper version of Adobe Flash Player, please click this [link](#) and select "Check if Flash Player is installed on my computer". If the proper version of Adobe Flash Player is not installed on your computer, please follow the next steps provided in the link to download and install it on your computer.

If you require assistance, please contact SHBP Member Services by phone at 800-610-1863. Thank you.



9. You should see this: The links to the left are informational. To begin enrollment, click on the “Enroll Now” button on the right side of the screen. (Note: you may be prompted to create a new password. If so, follow the on-screen tips/prompts. Once you have finished that step you will see this refer to step 1)

The screenshot displays the SHBP (State Health Benefit Plan) website interface. At the top, the browser address bar shows the URL myshbps.adp.com/cta/wellcome/home.page. The page header includes the SHBP logo and a welcome message for Robin M. Freeman. The main content area is titled "Open Enrollment - 01/01/2021" and features a calendar for October 2020. A yellow sticky note on the calendar reads "Open Enrollment Oct 15th - Nov 6th". Below the calendar, a horizontal timeline shows the enrollment window from 10/15/2020 to 11/06/2020. A red arrow points to the "Enroll Now" button on the right side of the timeline. The page also includes a "Declare a Qualifying Event" section with detailed instructions for various employee categories and a "Declare Qualifying Event" button at the bottom.