



USER NAMES AND PASSWORDS

Your login information will provide access to your year round benefit portals. Please keep them in a secure location, as usernames and passwords cannot be reset at the Benefit Office.

1. To enroll, decline or change existing **medical** coverage during open enrollment or within 30 days of a qualifying event:

- <https://myshbpga.adp.com> or 1-800-610-1863
- Register: You must complete online registration first – use registration code **shbp-ga** (upper or lower case)

Username: _____ Password: _____

- Please note: If you are adding a dependent, you will receive a letter notifying you of what documents are needed to verify your dependents. The letter will have specific information along with a bar code at the bottom that will be used as your cover sheet for faxing in the required documentations.

2. To enroll, decline or make changes to: **dental, vision, disability, life, etc.**; during open enrollment or within 30 days of a qualifying event and/or to enroll, decline, or make changes anytime to Peach State Reserves (401K) and (457) accounts please go to:

- www.gabreeze.ga.gov or 1-877-342-7339 / You must complete online registration first

Username: _____ Password: _____

3. To review your pay history and W-2 forms (*available after first pay period*)

- <https://mydocs.henry.k12.ga.us/index.aspx> / or access by www.henry.k12.ga.us
- Click on Employees (top right corner) / then Scroll down and click on MyDocs

Username is your employee number: _____ Password is the last four of your SS #: _____

4. To access your personal account with the Teacher Retirement System (TRS) (school clerks, paraprofessionals, secretaries, bookkeepers, teachers, etc.) after deductions have begun:

- www.trsga.com or 404-352-6500

Username: _____ Password: _____

5. To access your personal account with, or to access the Public School Retirement (PSERS) (maintenance, school nutrition assistants and bus drivers) after deductions have begun:

- www.ers.ga.gov or 404-350-6300
- Must complete online registration first

Username: _____ Password: _____