



### IMPORTANT ITEMS THAT REQUIRE ACTION:

- **You must enter beneficiary information.** When you sign up for benefits, you must designate a beneficiary on your life insurance plan. When you reach the beneficiary screen, please complete that information.
- **You must review your dependent information.** Anyone that is covered under any of the plans you select is a dependent. You must verify that ALL dependent information (social security numbers, birth dates, etc) are correct and up-to-date.
- **You must either enroll or waive all benefits.** Be sure that you make your way through each and every benefit screen, all the way to the confirmation statement! When you are done enrolling, you may have two confirmation statements—one from the CCSD Benefits Center, and one from the State Health site if you enrolled there.

### Tips for using the system:

- **I cannot login:** Please review the login information in the box to the right. If you have made too many wrong attempts, the system will lock you out. Contact HR to have your password reset.
- **I do not know a beneficiary's address:** You may fill in just the city and state or use your own home address.
- **Note the menu bar:** The menu bar is at the left of your screen. It shows you what section number you are on and what section is next. If you need to return to a section, you may click on it's name to go back.
- **Advancing to the next screen:** When you are satisfied with your choices on a screen, click the "SAVE" and/or "CONTINUE" button.
- **My choice does not display accurately:** You may be required to submit an Evidence of Insurability form to the benefits office and get carrier approval before the coverage will take effect. Only coverages that are Guaranteed Issue or Carrier Approved will show on the confirmation screen as such. You can download the proper form in the Forms area of the site.

### Access, Login & Log Out

You can access the Clarke Benefits Center located in the Benefits section of the CCSD website or directly at:

[www.clarke.k12.ga.us](http://www.clarke.k12.ga.us), Hover over "Departments & Services", select "Human Resources and Information Support Services", then "Employee Benefits"

You need to enter the following information to login:

**User Name:** Use your full 5 digit Employee ID Number.

**Password:** Last 4 digits of SSN + 8-digit birth date.  
Example: Last 4 = 1234, birthday = March 25, 1980: 123403251980

**District:** clarke

You can **logout** at anytime and your work up to that point will be saved.

**Note:** Do not share your login with anyone. Do not login using another person's credentials.

## State Health Enrollment Tips

State Health is a separate website. You can reach the State Health website through the Clarke Benefits System, or go to:  
[www.myshbpga.adp.com](http://www.myshbpga.adp.com).

If you have never accessed the State system before, click REGISTER—use registration code SHBP-GA. Follow the instructions and note your user name and password. Return to the login screen.

If you have logged in before, even if it was a year ago, you will need to login with the User ID and password you created when you last accessed the system. If you cannot remember your user name or password, click on the "Forgot" links. If you still cannot retrieve it, call SHBP Member Services right away at 1-800-610-1863.



*Note: You CANNOT enroll in State Health on a mobile phone or tablet – only a desktop computer! You also need the latest version of Flash installed on your desktop to ensure the system runs smoothly.*