



2 Peachtree Street, NW | Atlanta, GA 30303-3159 | 404-656-4507 | www.dch.georgia.gov

October 2, 2014

**M E M O R A N D U M**

**To:** All Agencies  
**From:** State Health Benefit Plan  
**Subject:** **Webinars - 2015 Open Enrollment Train the Trainer and Phase II Transition Training**

The webinar schedule for the 2015 Plan Year Open Enrollment (OE) Train the Trainer sessions and SHBP Enrollment Portal - Phase II Training are listed below and includes an additional face-to-face training session on Capitol Hill. The Live Meeting Access Information will be emailed to the specific participant group (Automated File Agencies or Indicative Data Management [IDM] Agencies) within two business days of each scheduled webinar.

***Webinars: 2015 OE Train the Trainer and  
SHBP Enrollment Portal - Phase II Transition Training***

<b>FACE-TO-FACE TRAINING SESSION</b>		
<b>DATE and TIME</b>	<b>LOCATION</b>	<b>PARTICIPANTS</b>
October 21, 2014 1:00 p.m. – 3:00 p.m.	200 Piedmont Ave. 5th Floor - West Tower Room 512 Atlanta, Georgia 30334	Automated File Agencies

<b>WEBINARS WITH LIVE MEETING ACCESS</b>		
<b>DATE and TIME</b>	<b>PARTICIPANTS</b>	<b>AUDIO DIAL-IN INFORMATION</b>
October 23, 2014 2:30 p.m. - 4:00 p.m.	Automated File Agencies	Dial-in Number: 800-377-0237 Pass Code: 5739136#
October 24, 2014 1:30 p.m. - 3:00 p.m.	Automated File Agencies	Dial-in Number: 800-377-0237 Pass Code: 5739136#
October 27, 2014 11:00 a.m. - 12:30 p.m.	IDM Agencies	Dial-in Number: 800-377-0237 Pass Code: 5739136#
October 29, 2014 3:00 p.m. - 4:30 p.m.	IDM Agencies	Dial-in Number: 800-377-0237 Pass Code: 5739136#
October 30, 2014 10:00 a.m. - 11:30 a.m.	Automated File Agencies	Dial-in Number: 800-377-0237 Pass Code: 5739136#
October 31, 2014 10:00 a.m. - 11:30 a.m.	IDM Agencies	Dial-in Number: 800-377-0237 Pass Code: 5739136#



**GEORGIA DEPARTMENT  
OF COMMUNITY HEALTH**

For questions or concerns, please contact AST at 800-610-1863, Monday through Friday, 8:30 a.m. to 5 p.m., ET. When prompted, select 'employer services'.



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