



MEMORANDUM

To: All Payroll Locations

From: State Health Benefit Plan (SHBP)

Date: September 21, 2009

Subject: **Employer Intranet Web Site for use during Open Enrollment**

As you know, Open Enrollment is an electronic process and employees are expected to go online to complete their Open Enrollment elections. The State Health Benefit Plan (SHBP) will not accept paper forms for employees who have access to the Open Enrollment Web site.

Report SH523961, MEMS Web Availability Cross Reference Report, will be available on View Direct. This report will list employees who must make their Open Enrollment election on the Web. Any employees not listed on this report should be added using the **Intranet Web Site** so the employee can make their election online. This site, <https://services.georgia.gov/dch/oe/admin/>, can also be used to make an employee's Open Enrollment election on his/her behalf. The site will open on October 9, 2009 and will close at 4:30 p.m. on November 10, 2009 and is for **employer** use only. You should print a confirmation page for each entry you make. The employee should initial the confirmation page as acceptance of the change(s) you have made on their behalf and you and the employee should each keep a copy.

SHBP would like all Payroll Locations to have access to the Intranet Site so please complete the attached access agreement for each HR benefit coordinator you would like to have access to this site and fax the request to the fax number shown on the form. Once SHBP has set you up as a user you will be sent a login ID and password.

Please let Bill Tierney, btierney@dch.ga.gov, know of any questions.