

## Welcome to



## How to use this Guide

The GaBreeze Web site is the one place for you to go to ask questions, get help making decisions and enroll in or make changes to your Flexible Benefits. You can reach the site from work, home, or wherever you connect to the Internet.

The GaBreeze Web site makes it easy for you to get the benefits information you and your family need and take action throughout the year. This secure, password-protected Web site is the best way to:

- Learn about your Flexible Benefits and coverage details.
- Find a dental or vision provider in your network.
- Access your Flexible Benefits providers' Web site.
- View a summary of your Flexible Benefits coverage.
- Access claim forms and benefit Summary Plan Descriptions.
- Designate or update your beneficiaries.
- Make changes during the year when you have experienced a qualifying change in status.
- Use special tools to help you compare your benefit choices for features and prices.
- Provide feedback on or contact the GaBreeze Benefits Center.

## Check your personal information

While online, take a close look at your personal information to ensure what is listed on the Web site is correct.

- **Check your home address:** An outdated or incorrect address could prevent you from receiving important benefits information that is mailed to your home! If any changes to your address are required, you need to notify the HR Professional at your work site.
- **Review your covered dependents:** Make sure your dependents are listed on the GaBreeze Web site! If you need to add a covered dependent or update dependent information, contact the GaBreeze Benefits Center at 1-877-3GBreez (1-877-342-7339).

State Personnel Administration  
2 M. L. King, Jr. Drive  
Atlanta, Georgia 30334

www.gabreeze.ga.gov



## Flexible Benefits Program QUICK REFERENCE GUIDE

This guide will help you and your family understand how to take advantage of your Flexible Benefits and the GaBreeze Benefits Center throughout the year. Keep it on hand so you can refer to it whenever you have questions on how to access and use the GaBreeze Benefits Center.

## Log On – It’s Quick

### Online 24/7 Web Site

1. From any computer, [www.team.georgia.gov](http://www.team.georgia.gov) and click on Flex-GaBreeze tab or type [www.gabreeze.ga.gov](http://www.gabreeze.ga.gov)

## First Time User

The first time you log on to the GaBreeze Web site, you’ll need to set up your login information. Don’t worry – it will take less than five minutes!

2. Click “Register as a New User.”
3. For security purposes, enter your personal security information, when prompted.
4. Create your user ID and password. You’ll use this user ID and password to access your Flexible Benefits information going forward.
5. Set up your password hints and security question responses. If you forget your password, you can see the hints to help you remember your password. When you have security questions saved at the GaBreeze Web site, you can answer the questions to access the Web site if you forget your password.

### Save Your Email Address at GaBreeze

You can receive password reset information to your preferred email address. After logging on to the GaBreeze web site, choose “Your Profile” from the menu. You’ll be able to save your personal email address in your profile, and receive password assistance by email.

### Need Help?

If you need help setting up your personal security information online, you can call the GaBreeze Benefits Center toll-free at 1-877-3GBreez (1-877-342-7339). Representatives are available to assist you Monday through Friday from 8:00 a.m. to 5:00 p.m. You’ll need to provide your name, date of birth, last four digits of your Social Security Number and your ZIP code to access your Flexible Benefits information.

## New Hire Enrollment

If you’re newly eligible for Flexible Benefits or it’s time to enroll during annual enrollment, you can submit and confirm your enrollment on the GaBreeze Web site.

1. Go to [team.georgia.gov](http://team.georgia.gov) and click on Flex-GaBreeze tab or type [www.gabreeze.ga.gov](http://www.gabreeze.ga.gov).
2. In the Action Needed! section, choose **Enroll** to enroll in your benefits.
  - Compare Plan Details
  - Find out which plans include your dentist: search the plan’s network providers to find your dentist.
  - Consider a Spending Account
  - Add your dependent(s)
  - Enroll in your benefits: review Flexible Benefits plans, select dependents to cover under each plan.
3. Click the **Complete Enrollment** button to confirm your Flexible Benefit plan selections and view or print your enrollment confirmation statement.

You will need to contact the Department of Community Health regarding your health insurance, [www.dch.georgia.gov/shbp](http://www.dch.georgia.gov/shbp)

### Need Help?

You can send questions to the GaBreeze Benefits Center. Choose Contact Us, then Send a Question. Complete the email form and you’ll receive a response within 24 hours (except on weekends or holidays).

### Enroll by Phone

If you can’t get online, you may enroll over the phone, you can call the GaBreeze Benefits Center toll-free at 1-877-3GBreez (1-877-342-7339). Representatives are available to assist you Monday through Friday from 8:00 a.m. to 5:00 p.m., Eastern Time. Even if you enroll by phone, be sure to use the online tools to help you with your decisions.

## Changing Benefits

Do you need to take action to update your Flexible Benefits? Do you have a question about what your plan covers? Do you need to find a provider or find a claim form? Use these tools to help you make the most of your Flexible Benefits. Go online to the GaBreeze Web site to check out these tools.

WHAT CAN YOU DO?	TOOLS NAVIGATION
Review your current Flexible Benefits coverage.	Flexible Benefits At-a-Glance →Choose the More button.
Update your Flexible Benefits after a qualified status change. You have 30 days to change your benefits. A qualified change in family status includes (but is not limited to): <ul style="list-style-type: none"> <li>• The birth or adoption of a child</li> <li>• A change in marital status</li> <li>• The death of your spouse or dependent</li> <li>• A change in employment status for you or your spouse</li> <li>• One or more of your dependents becoming ineligible for coverage</li> </ul>	What to Do When →Choose your status change and review what you need to learn, do and consider.  NOTE: For Qualifying Status Changes not listed on the chart, you will need to call the GaBreeze Benefits Center to change your benefits.
View your plan for details.	Flexible Benefits →Flexible Benefits Summary →Your Current Coverage →Choose a plan for details
Search for in-network dentists, vision care providers, and facilities near you.	Flexible Benefits →Flexible Benefits Summary →Find a Provider
Download Flexible Benefits claim forms.	Flexible Benefits →View or Print Forms and Materials
Access Flexible Benefits enrollment guides, Summary Plan Descriptions, and other information.	Flexible Benefits →Plan Information
Enroll in Flexible Benefits during annual enrollment.	Action Needed →Enroll In Your Benefits

You will need to contact the Department of Community Health regarding your health insurance, [www.dch.georgia.gov/shbp](http://www.dch.georgia.gov/shbp)