



# Online Enrollment

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## QUICK REFERENCE GUIDE

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

# Log On – It's Quick

## Online 24/7 Web site

1. From any computer, type: [team.georgia.gov](http://team.georgia.gov).
2. Click on the GaBreeze tab.

Feedback

Print

### Log On

By logging on, you agree to the [Terms of Service](#). Also see our [Privacy Statement](#) to learn how we collect, use, and protect your personal information.

**⚠** For increased security, Social Security Numbers can no longer be used to log on to this site. If you haven't done so already, you must [create your user ID](#)

User ID

Password

Use this site with a screen reader.

[Log On](#)

[Browser and Software Considerations](#) | [Legal Information](#) | [Privacy Statement](#) | [About Hewitt](#)

### Log On Help

- [Register as a New User](#)
- [I Forgot My User ID](#)
- [I Forgot My Password](#)

### Answer Center

- [What Is a User ID?](#)

## 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!

3. Click Register as a New User.
4. For security purposes, enter your personal security information, when prompted.
5. Create your user ID and password. You'll use this user ID and password to access your Flexible Benefits information going forward.
6. 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 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 1-877-3GBreez (1-877-342-7339) and speak with a representative. 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 open enrollment, you can submit and confirm your enrollment on the GaBreeze Web site.

Feedback | Contact Us | Log Off

Home Flexible Benefits Your Profile Print

## Newly Eligible Enrollment

What to Do When  
Birth or Adoption GO

### Before You Enroll in Your Benefits

- 1 Compare plan details
- 2 Find out which plans include your dentist
- 3 Consider a Spending Account
- 4 Add your dependent(s)
- 5 Enroll in your benefits

**Enroll Now!**

You've prepared to enroll by completing the steps above, now make your choices.

1. Go to [team.georgia.gov](http://team.georgia.gov).
2. Click on the GaBreeze tab.
3. 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.
4. Click the Complete Enrollment button to confirm your Flexible Benefit plan selections and view or print your enrollment confirmation statement.

**You will need to go to the Department of Community Health website to make your health benefit election.**

## 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.

The screenshot shows the GaBreeze website interface. At the top left is the GaBreeze logo with the tagline "Direct, Easy Access to Your Benefits". To the right are navigation links for "Feedback", "Contact Us", and "Log Off". Below the logo is a navigation bar with "Home", "Flexible Benefits", and "Your Profile" menus, along with a "Print" icon. The main content area is titled "Change Your Current Coverage" and contains instructions for selecting a life event and entering its date. A dropdown menu shows "No life event has been chosen." and a date field is set to "05-05-2010". A "Continue" button is visible at the bottom of the form. The footer includes "delivered by Hewitt" and various legal and contact links.

WHAT CAN YOU DO?	WHAT IS IT CALLED?
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
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 open enrollment.	Action Needed → Enroll In Your Benefits

**You will need to go to the Department of Community Health website to make your health benefit election.**

# Welcome to



[www.gabreeze.ga.gov](http://www.gabreeze.ga.gov)

## 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 site is the best way to:

- Learn about your Flexible Benefits and coverage details.
- Find a dental 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've 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 your Benefits Professional.
- **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).



[www.gabreeze.ga.gov](http://www.gabreeze.ga.gov)

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