



EBS Enrollment Transaction Guide

Step 1: Select the Enroll action under Manage Subscribers. You can also select **Manage** under the left navigation menu and enter a Social Security number (SSN) to enroll an employee.

Account Name: JANE DOE | Log Out HGIUAT
 Group ID: T040000 - Pee Dee District

MANAGE SUBSCRIBERS
 Suspended Acknowledgement Approval Current EBS

Manage

Enroll: File Upload

MANAGE GROUPS
 Refunds
 Enroll: Reports
 Acct. Reports
 Balance

Manage Suspended Records

| SSN | Name | Status |
|-------------------|------|--------|
| No records found. | | |

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Manage Subscribers

Action: Select One
 Select One
Enroll
 Change
 Terminate
 Subscriber Inquiry
 Suspense Inquiry
 Subscriber SOCs

T040000

Step 2: Enter the SSN and select **MyBenefits Enrollment**. EBS Enrollment will allow you to submit a transaction through the existing EBS to MyBenefits or you may use the Current EBS method.

Manage Subscribers

Action: Enroll ▾
 SSN: 000123000
 Group ID: T040000

MyBenefits Enrollment
 EBS Enrollment

Manage Subscriber

Enroll

SSN: 000123000 | MyBenefits Enrollment | EBS Enrollment

Group: T040000 - Pee Dee District
 Enrollment is used for adding new subscribers to your group.

Step 3: Enter all the required data for the employee and select **Apply**.

Account Name: JANE DOE | Log Out HGIUAT
 Group ID: T040000 - Pee Dee District

Cancel
Apply

Enrollee Data

SSN: 000-12-3000

* Status: Full Time Perm ▾

* Name Last: SMITH * First: JOHN M.I.: D Suffix:

* Birth Date: 01 - 01 - 1960 (mm-dd-yyyy)

* Email: TEST@PEBA.SC.GOV

* Salary: 50000 * Date of Hire: 07 - 30 - 2019 (mm-dd-yyyy)

Coverage Effective Date: - - (mm-dd-yyyy)
 Calculated if left blank.

* Indicates fields required for data entry on other screens.

Once you select **Apply**, the employee will receive an email and EBS will create a suspense record. The employee should follow the link in the email, which will take them to MyBenefits where they will be prompted to verify their identity. This information must match what you entered in EBS. If the information does not match, the employee can return the transaction to you for assistance. You'll need to verify that the data entered is correct, or correct the data, if necessary, and resend the email to the

employee. The employee can choose to upload any supporting documents. Once the employee submits their information, they have completed their portion of the enrollment process.

Member Enrollment

The information provided does not match the enrollment information entered by your employer. Please try again. If there is a discrepancy, select the Return to Employer button below.

Enrollee Data

Complete the information below to begin your insurance enrollment.

First Name: JOHN
 Last Name: SMITH
 Date of Birth: 01 / 01 / 1960 (MM/DD/YYYY)
 Social Security Number: *** - ** - ****

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Step 4: You must review and approve the enrollment transaction in EBS and submit to PEBA for processing. The transaction can be found under the Approval tab on the EBS console. Select the transaction and then select **Continue** to review and approve.

| SSN | Name | Status | Supp. Docs? | Date |
|-----------|-------------------|---------------------------|-------------|---------------------|
| xxxxx3000 | SMITH III, JOHN D | Pending Employer Approval | Yes | 2019-07-30 10:29:00 |

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Approval Data

SSN: 000123000
 Name: JOHN D SMITH III
 Employer Group ID: T040000
 Subscriber Type: Active Subscriber

Date Entered: 07-30-2019 Time: 10:29:00
 Change Reason: MyBenefits Enrollment
 Approval Status: Pending Employer Approval
 Supporting Documentation Required: Yes

Review, upload supporting documentation and approve the transaction.
 Delete this Transaction.

Step 5: If the employee elected a flexible spending account, you must enter the total annual pay periods for the employee. You may upload any additional supporting documents that may be required and then select **Approve** to submit to PEBA for final processing.

Review Transaction

Total Annual Pay Periods for Member: Choose one

Note: In order to approve this transaction you must enter the member's total number of pay periods per year. Please select the correct number in the drop-down button above.

Supporting Documents

Supporting Documents Required for this Transaction:

- Birth Certificate of added child(ren) showing the subscriber or spouse as the parent.

Supporting Documents Submitted:

- Chrysanthem.jpg

Note: Please review documents for accuracy and to ensure legibility. Once the transaction has been approved by PEBA, documents will no longer be available for viewing.

To Upload Supporting Documents:

- The maximum size for each uploaded document is 10 MB.
- Supported file types are JPG, GIF, PNG & PDF.
- File name can only contain letters, numbers, dash, underscore and space.
- You can drag & drop files to this webpage.
- Remove all password protection and document security restrictions before uploading. PEBA is unable to process protected documents.

Note: You must choose to either upload all documents or print and mail all documents with barcode to PEBA. If document(s) are uploaded, you will not receive a barcode. Additional documents cannot be uploaded once you have clicked 'Approve'.