

# MyBenefits

Instructions for setting up a new account

## Step 1



## Step 2



- Go to PEBA's website, [www.peba.sc.gov](http://www.peba.sc.gov), and select the MyBenefits button on the right side of the page.

- If you don't know your Benefits Identification number (BIN), select Get my BIN and follow the instructions to retrieve it.

## Step 3



- To set up an account, click the Register button.
- Follow the five-step process to complete your registration.

You can now access your insurance benefits information in MyBenefits 24/7 by entering your BIN, the last four digits of your Social Security number and your password. You can also update your contact information, change your beneficiaries and make changes to your coverage during the annual open enrollment period in October.

*MyBenefits is the online resource that allows you, as a member of an insurance plan administered by PEBA, to change your coverage during an open enrollment period. It's safe, secure and available anytime from anywhere you have internet access.*