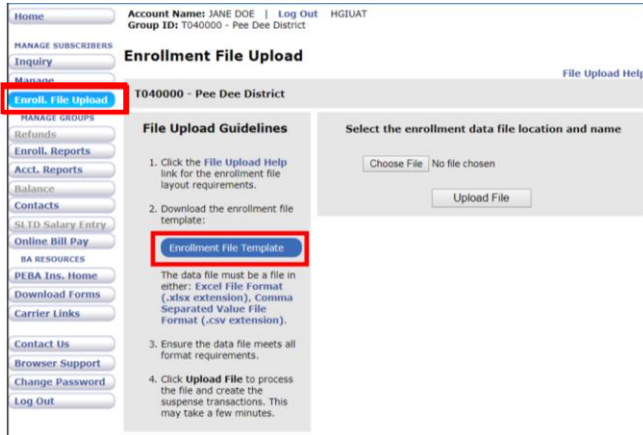
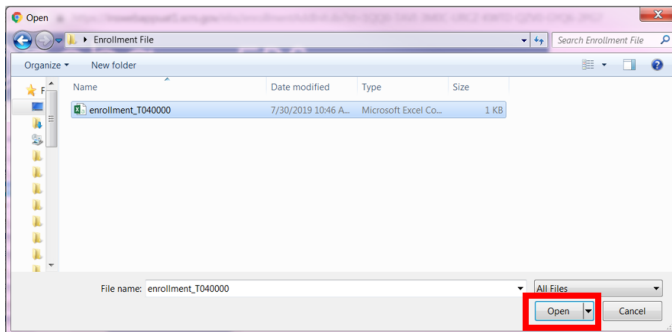


EBS Enrollment File Upload Guide

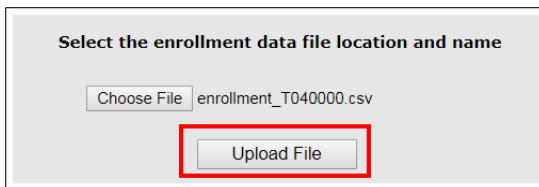
Step 1: Click the **Enroll File Upload** button in the left navigation menu. Follow the File Upload Guidelines and download the Enrollment File Template to begin entering the enrollment data. Refer to the File Upload Help for file layout requirements including data formatting.



Step 2: Click **Choose File** to select the file you created and click **Open**.



Step 3: Once the file has been chosen, click **Upload File**.



Step 4: If the file contains errors, an error report will be provided. Once the file has been corrected, click **Upload File** again.

Enrollment File Upload [File Upload Help](#)

The file contains errors. Review the Error Report, correct the file, and upload again.

T040000 - Pee Dee District

File Upload Guidelines

1. Click the [File Upload Help](#) link for the enrollment file layout requirements.
2. Download the enrollment file template:
[Enrollment File Template](#)

The data file must be a file in either: **Excel File Format (.xlsx extension)**, **Comma Separated Value File Format (.csv extension)**.

3. Ensure the data file meets all format requirements.
4. Click **Upload File** to process the file and create the suspense transactions. This may take a few minutes.

Select the enrollment data file location and name

No file chosen

View Error Report

Step 5: Once the file has been successfully uploaded, the suspense transactions will become available on the EBS Console under the Suspended tab the following business day. The enrollment emails will be sent to the employees listed in the file so that they may complete their enrollment through MyBenefits.

Enrollment File Upload [File Upload Help](#)

The enrollment file records have been uploaded successfully. The suspense transactions will be available on your EBS console the following business day.

T040000 - Pee Dee District

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