

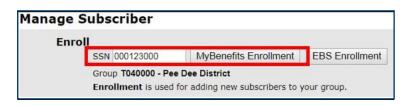
EBS Enrollment Transaction Guide

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.

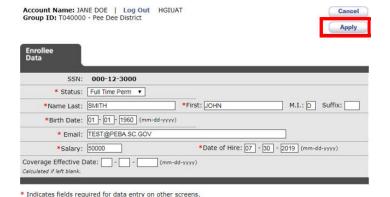


Step 2: Enter the SSN and select **MyBenefits Enrollment**. EBS Enrollment will allow you to submit a transaction through the existing EBS to MyBenefits or you may use the Current EBS method.



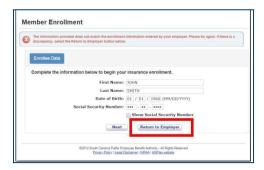


Step 3: Enter all the required data for the employee and select Apply.



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.



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.





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.

