



## EBS Enrollment Transaction Guide

**Step 1:** Select the Enroll action under Manage Subscribers. You can also click **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.		

<< first < prev next > last >> 10 ▾

**Manage Subscribers**

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

T040000

**Step 2:** Enter the SSN and click **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 click **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 him to MyBenefits where he will be prompted to verify his 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 his information, he has completed his 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: \*\*\* - \*\* - \*\*\*\*  
 Show Social Security Number

Next **Return to Employer**

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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 click **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

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

**Step 5:** If the employee elected a flexible spending account, you will be required to enter the total annual pay periods for the employee. You may upload any additional supporting documents that may be required and then click **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:

- Chrysanthemum.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.

+ Add Docs... Upload All Cancel All Delete All

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'.

**Approve**