



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

Home | MANAGE SUBSCRIBERS | Enroll | Suspended | Acknowledgement | Approval | Current EBS

Manage | Enroll: File Upload | MANAGE GROUPS | Refunds | Enroll: Reports | Acct. Reports | Balance

Manage Subscribers

Action: Select One
SSN: 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.

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.

Records Needing Approval				
SSN	Name	Status	Supp. Docs?	Date
xxxxxx3000	SMITH III, JOHN D	Pending Employer Approval	Yes	2019-07-30 10:29:00

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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.