South Carolina Public Employee Benefit Authority
Serving those who serve South Carolina

EBS Enrollment File Upload Guide

Securely initiate multiple enrollment transactions in EBS for batch processing of new hires. This feature is available only for enrollment transactions, not changes or terminations. New hires can complete their insurance elections online and upload any required supporting documentation. Direct new hires to peba.sc.gov/new-employees. To assist with the online election process, provide the *Insurance Enrollment Guide for New Hires* flyer.

Step 1: Select **Enroll File Upload** in the left navigation menu. Review the File Upload Guidelines, then download the **Enrollment File Template**. Using the template, add the enrollment data to create your file. Refer to the File Upload Help for file layout requirements including data formatting.

To upload your completed file, select **Choose File**.

Step 2: Confirm the file is added, then select **Upload File**.

Step 3: If the file contains errors, a message will appear above your employer group number and name. An error report will also be provided. Under **View Error Report**, select either a webpage or PDF version to view the complete list of errors. Once you correct the errors on your file, upload the corrected file.

Enrollment File Upload

File Upload Help

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

[ ] Change Group

E990000 - E990000

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

[Choose File] No file chosen

[Upload File]

View Error Report

[Web Page Version]   [PDF Version]

Step 4: When the file is successfully uploaded, enrollment emails are sent to the employees listed in the file. Using the *Make your insurance elections* link in the email, employees can complete their new hire elections through MyBenefits and upload any required supporting documents.

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.

The following business day, suspense transactions (*Pending Subscriber Enrollment*) will be available in EBS under the Suspended tab.

You can also view the suspense transactions in EBS under Inquiry -> Suspense Inquiry (Status = N).

Suspended	Acknowledgement	Approval	Current EBS	RFR

Manage Suspended Records

SSN	Name	Status	Due Date
	test		
xxxxx1234	TEST, EMPLOYEE A	Pending Subscriber Enrollment	2025-11-01

Suspense Inquiry

Group: [ ] [Browse]

SSN	Name	Transaction Date	Transaction Time	Status
000-00-1234	EMPLOYEE A TEST	09-18-2025	15:28:10	N

Step 5: Monitor the Approval tab in EBS for the completed employee elections (*Pending Employer Approval*). Select the transaction, then **Continue**, to review and finally approve the transaction to submit it to PEBA for processing.

Step 6: If the employee elected a flexible spending account, you must also enter the total annual pay periods for the employee. Select the annual pay periods from the dropdown box.

Step 7: If supporting documents are required, you can add the documents and upload them on behalf of the employee before approving the transaction. If the employee uploaded the required supporting documents, view the documents to confirm accuracy and legibility. Notify the employee if additional documents are needed. If all required supporting documents are uploaded, mail nothing to PEBA.

Step 8: Select **Approve** to submit the transaction to PEBA for processing.

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