PEBA**Academy**

EBS, MyBenefits and other tools

Insurance Benefits Training
2025

PEBA
SC Retirement Systems
and State Health Plan

Serving those who serve South Carolina

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Important information

- This overview is not meant to serve as a comprehensive description of the insurance benefits offered by PEBA.
- More information can be found in the following:
  - *Benefits Administrator Manual*; and
  - *Insurance Benefits Guide*.
- The plan of benefits documents, certificates of coverage and benefits contracts contain complete descriptions of the insurance benefits offered by or through PEBA. Their terms and conditions govern all these benefits.

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EBS and MyBenefits

- Employee Benefits Services (EBS)
  - BA console (homepage) – view, acknowledge and approve transactions, and manage requests for review.
  - Manage subscribers – enroll, change, terminate, request for review, reinstate and submit life insurance SOH requests.
  - Manage groups – view enrollment and accounting reports, including bills, view and manage employer contacts, and submit online bill payments.

- MyBenefits
  - Encourage subscribers to view coverage information and make changes in MyBenefits.
  - Also allows subscribers to upload supporting documentation.
  - Important resources for subscribers during open enrollment.

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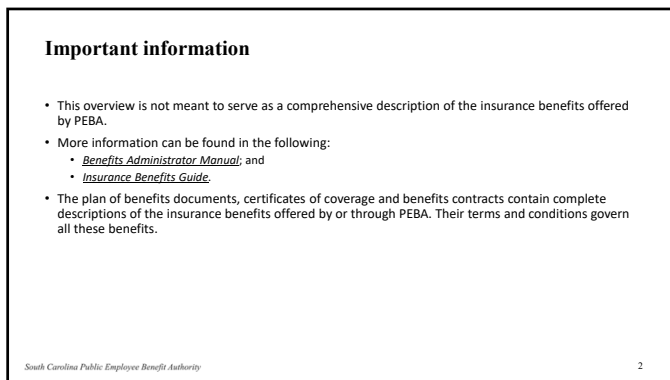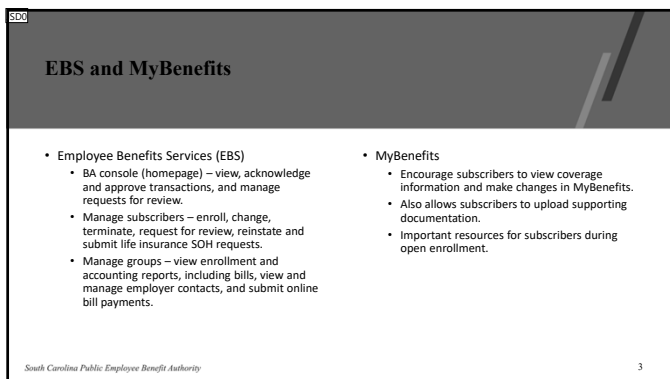
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Additional training

- For training resources, visit peba.sc.gov/insurance-training.
  - Insurance enrollments with EBS.
    - EBS Enrollment Transaction Guide.
    - EBS Enrollment File Upload Guide.
  - Request for Review (RFR) tutorial.
  - Updating salary information for SLTD.
  - Duo Security.
  - Long term disability (LTD) claims.
  - Electronic life insurance *Statement of Health* process.
  - National Medical Support Notice (NMSN).
- Join online sessions and the Employer Advisory Group, hosted by Employer Services, which are announced in *PEBA Update*.
- Submit online form to request a one-on-one virtual meeting.

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Other tools

- Forms available at peba.sc.gov/forms.
- Employer checklists available at peba.sc.gov/publications.
- Important employer publications at peba.sc.gov/publications.
- *Navigating Your Benefits* series available at peba.sc.gov/nyb.
- Information for new employees at peba.sc.gov/new-employees.

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PEBA:Connect

- PEBA is developing a new benefits administration system called PEBA:Connect.
- The goal is to configure an integrated comprehensive system that's user-friendly for employers, members and PEBA.
- When the new system is deployed, participating employers will experience significant changes in administering PEBA benefits.
- Learn more at peba.sc.gov/peba-connect.

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Get in touch with PEBA

- Customer Service.
  - EBS Contact Us button.
- *PEBA Update* weekly e-newsletter.
  - Employer contacts in EBS with a valid email address will be placed on the distribution list.
  - View archives at peba.sc.gov/peba-update.
- Email EmployerServices@peba.sc.gov to request training and share your feedback.

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Connect with PEBA

SCPEBA   PEBA TV

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Disclaimer

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