

# EBS, MyBenefits and other tools

Insurance Benefits Training  
2024

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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 of these benefits.

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### Additional training

- For training resources, visit [peba.sc.gov/insurance-training](http://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 the Employer Advisory Group for online informational or question-and-answer sessions, which are announced in *PEBA Update*.
- Submit online form to request a one-on-one virtual meeting.

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### Other tools

- Employee Benefits Services (EBS).
  - BA console (homepage).
  - Manage subscribers.
  - Manage groups.
- Forms available at [peba.sc.gov/forms](http://peba.sc.gov/forms).
- Employer checklists available at [peba.sc.gov/publications](http://peba.sc.gov/publications).

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### Get in touch with PEBA

- Employer Support line through Customer Service.
  - Select Option 6, then select:
    - Option 1 for insurance accounting;
    - Option 2 for insurance; or
    - Option 3 for retirement.
- [PEBA Update](#) weekly e-newsletter archives.
- Email [EmployerServices@peba.sc.gov](mailto:EmployerServices@peba.sc.gov) to request training and share your feedback.

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### Get social with PEBA

-  [SCPEBA](#)
-  [s.c.peba](#)
-  [SCPEBA](#)
-  [PEBA TV](#)
-  [South Carolina Public Employee Benefit Authority](#)

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**Disclaimer**

This presentation does not constitute a comprehensive or binding representation of the employee benefit programs PEBA administers. The terms and conditions of the employee benefit programs PEBA administers are set out in the applicable statutes and plan documents and are subject to change. Benefits administrators and others chosen by your employer to assist you with your participation in these employee benefit programs are not agents or employees of PEBA and are not authorized to bind PEBA or make representations on behalf of PEBA. Please contact PEBA for the most current information. The language used in this presentation does not create any contractual rights or entitlements for any person.

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