

# Setting up a New Member Access Account



Member Access allows members of a PEBA-administered retirement system to view and update their personal information with PEBA. Create your account today and start managing your retirement information.

**Log in to Member Access 24/7 by entering your user name and password.**

- Review your service credit.
- Create benefit estimates.
- Manage service credit purchases.
- Submit a service retirement application.
- Change your State Optional Retirement Program (State ORP) service provider, if applicable.
- Update your contact information.
- Review your beneficiary information.
- Review your account balance.
- Request a refund.

## Step 1



Go to PEBA's website, [www.peba.sc.gov](http://www.peba.sc.gov), and select the Member Access button on the right.

## Step 2

**New to Member Access?**

**Simple, Secure, & Convenient Access**

Member Access is your online resource to view your personal information on file with the South Carolina Public Employee Benefit Authority. It's safe, secure and available anytime, from anywhere you have Internet access.

Begin by clicking the Register Now button.

**Disclaimer**

THE LANGUAGE USED IN THE PAGES THAT FOLLOW DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS AND DOES NOT CREATE A CONTRACT BETWEEN THE MEMBER AND THE SOUTH CAROLINA PUBLIC EMPLOYEE BENEFIT AUTHORITY OR THE STATE OF SOUTH CAROLINA. THE INFORMATION PROVIDED DOES NOT CREATE A RIGHT OR ENTITLEMENT TO ANY PARTICULAR BENEFIT OR LEVEL OF BENEFIT PROVIDED PURSUANT TO TITLE 9 OF THE SOUTH CAROLINA CODE OF LAWS.

**Already a user?**

USER NAME:

PASSWORD:

**Sign In**

[Trouble Signing In?](#)

To set up your account, click the Register Now button.

## Step 3

**Registration Help**

To register for Member Access, you will need the following:

- Last name
- Social Security number
- Date of birth
- A valid email address

• **Refund:** The net or gross amount of one of your most recent monthly annuity payments if you receive a monthly payment or deferral under the TERI program.

**Questions?**

Reach out to our Customer Contact Center at 803.737.6800 or 888.260.9430 Monday - Friday, 8:30 a.m. - 5 p.m.

Enter your last name, Social Security number and date of birth, and then click Continue.

## Step 4

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Member Access  
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1 About You 2 Verify 3 Create Account 4 Complete

Select your current or previous address:

- 513 SUNDERLAND TER
- 1702 QUAIL VLY E
- 1714 DOUBLE BRIDGES RD
- 126 REMBERT MARTIN PARK APT B
- 800 SHANNON COURT APT #D
- 2112 SHEFFIELD LN
- 212 HIGH BLUFF LN
- 181 STOCKMOOR RD
- 118 BOUNDARY ST
- PO BOX 432

Select your current or previous employer:

- Donalds-Due West Water & Sewer Authority
- Abbeville County Council
- City of Abbeville
- Department of Administration
- Department of Veteran's Affairs
- Confederate Relic Room & Military Comm
- Town of Due West
- Public Employee Benefit Authority
- State Fiscal Accountability Authority
- Dept of Children's Advocacy

Continue

Or [Cancel](#) to return to the Welcome page.

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## Step 5

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RETIREMENT BENEFITS

1 About You 2 Verify 3 Create Account 4 Complete

USER NAME:

PASSWORD:

CONFIRM PASSWORD:

EMAIL ADDRESS:

Continue

Or [Cancel](#) to return to the Welcome page.

**Password Help**  
Please note the requirements for Member Access passwords.  
All passwords must  
• Have at least one lower case character  
• Have at least one upper case character  
• Have at least one number  
• Not be the same as the User Name  
• Be at least 8 characters in length

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Choose a unique user name. Your user name must be at least three characters in length and cannot contain spaces.

## Step 6

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1 About You 2 Verify 3 Create Account 4 Complete

USER NAME:

PASSWORD:

CONFIRM PASSWORD:

EMAIL ADDRESS:

Continue

Or [Cancel](#) to return to the Welcome page.

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## Step 7

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1 About You 2 Verify 3 Create Account 4 Complete

You are ready to use Member Access.  
Proceed to the [Member Access Sign In](#) page.

Continue

**Questions?**  
Reach out to our Customer Contact Center at 803.737.6800 or 888.260.9430 Monday - Friday, 8:30 a.m. - 5 p.m.

Congratulations! You are now ready to use Member Access. Click Member Access Sign In to get started.

Choose a password for your account, keeping in mind the requirements in the gray box. Enter a valid email address, and then click Continue.