



## EBS Enrollment Transaction Guide

Securely initiate individual enrollment transactions in EBS for new hires. By selecting the *MyBenefits Enrollment* option, new hires can complete their insurance elections online and upload any required supporting documentation. Direct new hires to [peba.sc.gov/new-employees](http://peba.sc.gov/new-employees). To assist with the online election process, provide the *Insurance Enrollment Guide for New Hires* flyer.

**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 to enroll an employee.

**Step 2:** Enter the new hire SSN and select **MyBenefits Enrollment**.

Before selecting EBS Enrollment, you should have written documentation from the new hire of their insurance elections. Enter the elections on behalf of the employee, then either apply the transaction to MyBenefits for the employee to review and approve their elections, upload any required supporting documents and electronically sign; or apply the transaction to Current EBS (requires the signed signature page be uploaded or mailed to PEBA).

**Step 3:** Enter the required data for the employee and select **Apply**.

\* Indicates fields required for data entry on other screens.

When you select **Apply**, an enrollment email is sent to the employee. Using the *Make your insurance elections* link in the email, the employee can complete their new hire elections through MyBenefits and upload any required supporting documents.

A suspense transaction (*Pending Subscriber Enrollment*) is available in EBS under the Suspended tab.

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

Suspended
Acknowledgement
Approval
Current EBS
RFR

Manage Suspended Records

SSN	Name	Status	Due Date
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 4:** 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 to PEBA for processing.

Suspended
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Records Needing Approval

SSN	Name	Status	Supp. Docs?	Date
1234	TEST, EMPLOYEE A	Pending Employer Approval	No	2025-09-19 9:04:00

Approval Data

SSN: 000001234  
Name: EMPLOYEE A TEST  
Subscriber Type: Active Subscriber

Date Entered: 09-19-2025 Time: 09:04:00  
Change Reason: MyBenefits Enrollment  
Approval Status: Pending Employer Approval  
Supporting Documentation Required: No

Continue

Review, upload supporting documentation and approve the transaction.

Delete

Delete this Transaction.

**Step 5:** 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.

Review Transaction

Total Annual Pay Periods for Member: 

Choose one

Note: In order to approve this transaction you must enter the member's total number of pay periods per year. Please select the correct number in the drop-down button above.

**Step 6:** 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.

Supporting Documents

Supporting Documents Required for this Transaction:

- Birth Certificate of added child(ren) showing the subscriber or spouse as the parent.

Supporting Documents Submitted:

- Chrysanthemum.jpg

View

Delete

Note: Please review documents for accuracy and to ensure legibility. Once the transaction has been approved by PEBA, documents will no longer be available for viewing.

To Upload Supporting Documents:

- The maximum size for each uploaded document is 10 MB.
- Supported file types are JPG, GIF, PNG & PDF.
- File name can only contain letters, numbers, dash, underscore and space.
- You can **drag & drop** files to this webpage.
- Remove all password protection and document security restrictions before uploading. PEBA is unable to process protected documents.

+ Add Docs...

Upload All

Cancel All

Delete All

**Step 7:** 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**