



## 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.

The screenshot shows the 'Manage Subscribers' interface. On the left, a sidebar has buttons for 'Inquiry', 'Manage' (highlighted with a red box), 'Enroll. File Upload', 'Life Ins SOH', and 'MANAGE GROUPS'. The main area has tabs for 'Suspended', 'Acknowledgement', 'Approval', 'Current EBS', and 'RFR'. Below is a table for 'Manage Suspended Records' with columns for SSN, Name, Status, and Due Date. A message says 'No records found.' To the right is a 'Manage Subscribers' dialog with an 'Action' dropdown set to 'Select One', an 'SSN' dropdown set to 'Select One', and a 'Manage' button (highlighted with a red box) under the 'Enroll' option.

**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).

The screenshot shows the 'Manage Subscriber' interface. On the left, a sidebar has an 'Action' dropdown set to 'Enroll', an 'SSN' field with '000001234', and a 'Group ID' field with 'E990000'. Below is a 'MyBenefits Enrollment' button (highlighted with a red box) and an 'EBS Enrollment' button. The main area has a 'Manage' button. A message at the bottom says 'Enrollment is used for adding new subscribers to your group.'

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

The screenshot shows the 'Enrollee Data' screen. It has fields for SSN (000-00-1234), Status (Full Time Perm), Name Last (TEST), First (EMPLOYEE), M.I. (A), Suffix (empty), Birth Date (01-01-1960), Email (TEST@EMPLOYER.COM), Salary (45000), and Date of Hire (10-01-2025). A note says 'Coverage Effective Date: [ ] - [ ] - [ ] (mm-dd-yyyy)' and 'Calculated if left blank.' At the bottom, a note says '\* 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).

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

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.

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

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.

**Upload 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**