



**PEBA Academy**

## EBS, MyBenefits and other tools

Insurance Benefits Training  
2026

  
PEBA  
Public Employee  
Benefit Authority  
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
  - 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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## 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 tutorial.
  - Updating salary information for SLTD.
  - Duo Security.
  - Long term disability claims.
  - Electronic life insurance *Statement of Health* process.
  - National Medical Support Notice.
- Join online sessions and the Employer Advisory Group, hosted by Employer Services, which are announced in *PEBA Update*.

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## Other tools

- 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).
- Important employer publications at [peba.sc.gov/publications](http://peba.sc.gov/publications).
- *Navigating Your Benefits* series available at [peba.sc.gov/nyb](http://peba.sc.gov/nyb).
- Information for new employees at [peba.sc.gov/new-employees](http://peba.sc.gov/new-employees).

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**Get in touch with PEBA**

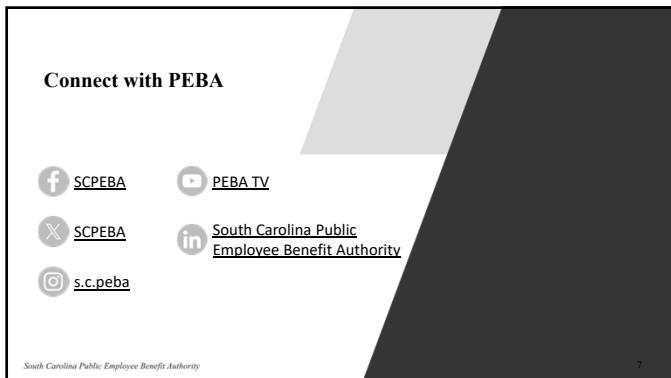
- Customer Service.
  - Use the Contact Us button in [EBS](#); or
  - Email at [peba.sc.gov/contact-employer](mailto:peba.sc.gov/contact-employer).
- ***PEBA Update*** weekly e-newsletter.
  - Employer contacts in EBS with a valid email address will be placed on the distribution list.
  - View archives at [peba.sc.gov/peba-update](http://peba.sc.gov/peba-update).
- Email [EmployerServices@peba.sc.gov](mailto:EmployerServices@peba.sc.gov) to request training assistance and share your feedback.

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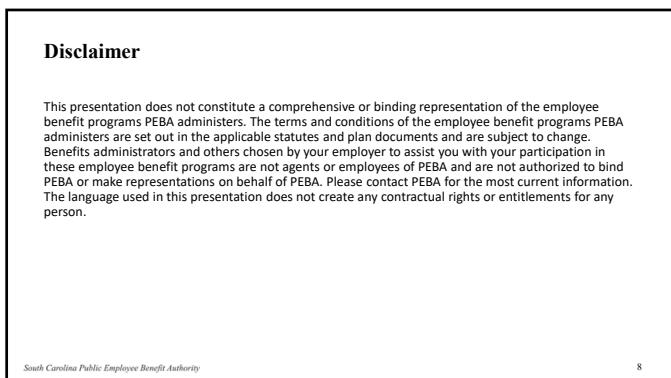
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