

Have you chosen your benefits yet? You have until October 31, 2023, to make changes to your insurance coverage for 2024.

How To Make MyBenefits Changes:

* Open Enrollment * Contact Information * Beneficiary

1. Go to <https://mybenefits.sc.gov>
2. Login to your account
3. As soon as you login you will see a screen like this:

The screenshot shows the PEBA SC Retirement Systems and State Health Plan website. The header includes the PEBA logo, the text "PEBA SC Retirement Systems and State Health Plan", and the tagline "Serving those who serve South Carolina". Navigation links for "Contact us", "Insurance Benefits", and "Browser Support" are in the top right. The main content area displays "Statement of Benefits as of 09-25-2020" with a "Sign Out" link. Below this are four expandable menu items: "Enrollee", "Coverage", "Dependents", and "Beneficiaries". A "Make A Change" button is centered at the bottom of the menu items. A "Sign Out" link is also present at the bottom right of the page. The footer contains copyright information: "© 2020 South Carolina Public Employee Benefit Authority - All Rights Reserved" and links for "Privacy Policy", "Legal Disclaimer", "HIPAA", and "ASIFlex website".

4. Click on Make a change and you will see this screen; select open enrollment and click next:

[Back](#) | [Sign Out](#)

Please select change reason:

Choose One

- Choose One
- OPEN ENROLLMENT
- CONTACT INFORMATION
- NEW BORN
- ADOPTION
- MARRIAGE
- DIVORCE
- BENEFICIARY

5. The system will ask you to verify your contact information, please make any necessary changes, however, your work phone number is not necessary

[Back](#) | [Sign Out](#)

▼ Contact Information

*Country: UNITED STATES

*Street 1:

Street 2:

*City:

Home Phone: () -

Work Phone: () - Ext:

*State: SOUTH CAROLINA

*County:

*Zip: -

*Email:

* Required field

Next

Cancel

6. The next screen will show you your current coverages:

▼ Your Current Coverage

Coverage	Plan	Category Level	Monthly Premium
Health	STANDARD PLAN	FULL FAMILY	306.56
Tobacco	REFUSED		0.00
Dental	DENTAL PLUS	FULL FAMILY	99.98
Vision	STATE VISION PLAN	ENROLLEE AND SPOUSE	11.60
Optional Life			
Dependent Life Child	\$15,000		1.26
Dependent Life Spouse			
SLTD	90-DAY WAITING PERIOD		
Pretax Premium Feature	ENROLLED		
TOTAL			

7. If you scroll down to where you see “Make Coverage Changes” the system will allow you to make your allowed changes here. If you choose SLTD, be sure to choose the 90 days, not the 180 day (means you would have to wait 6 months for disability). The system will change your premiums as soon as you make the changes.

i You may add your eligible dependent children with NO increase in premium to the following coverages:
HEALTH
DEPENDENT LIFE

▼ Make Coverage Changes [What Can I Do?](#)

Coverage	Plan	Category Level	Monthly Premium
Health	STANDARD PLAN	FULL FAMILY	
Tobacco	Non-Tobacco User Premium		
Dental	Dental Plus	FULL FAMILY	
Vision	<input checked="" type="radio"/> Enroll <input type="radio"/> Refuse	ENROLLEE AND SPOUSE	
Optional Life (View Premiums)			
Dependent Life Child	<input checked="" type="radio"/> Enroll <input type="radio"/> Refuse		
Dependent Life Spouse			
SLTD	90-DAY WAITING PERIOD		
TOTAL			

(Rates will be higher than those listed above if your age category changed or will change in 2020. See rate chart for accurate 2021 rates for Optional Life, Dependent Life Spouse & SLTD.)

8. Once you have made your changes to your coverage, make sure you have Money Plus that says, “I want my premiums deducted pretax”. This is free and saves you money on taxes.

To maximize your annual MoneyPlus election, you may want to contribute an amount equal to your annual deductible.

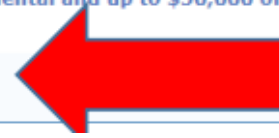
MoneyPlus

How Can MoneyPlus Save Me Money?

This feature allows you to pay insurance premiums before taxes for health, vision, dental and up to \$50,000 of Optional Life coverage unless you refuse.

Pretax Premium Feature ?

I want my premiums deducted pretax. ▾



9. If you wish to participate in a medical or daycare spending account, you will enter those amounts here. If you do not know what those are, you will need to refer to our website where I explain Money Plus accounts.

MoneyPlus

How Can MoneyPlus Save Me Money?

This feature allows you to pay insurance premiums before taxes for health, vision, dental and up to \$50,000 of Optional Life coverage unless you refuse.

Pretax Premium Feature ?

I want my premiums deducted pretax. ▾

Plan	2020	2021 Annual Elections	Monthly Pretax Contributions
You may also choose from the MoneyPlus benefits below to add to your pretax deductions.			
Medical Spending Account ?		\$0 .00	0.00 - 0.00 fee 0.00
Dependent Care Spending Account ?	\$0.00	\$0 .00	0 fee 0.00
TOTAL			0.00



(This estimated monthly contribution amount is based on 12 equal monthly contributions. It does not take into account your specific payroll schedule. Please check with your employer's benefits administrator to know the actual amount of your per-pay-period contribution.)

10. To change which dependents are covered or to add a dependent, you will see this menu:

Dependents

Add New Dependent

Health: Enrolled ▾
Dental: Enrolled ▾
Vision: Enrolled ▾
Dependent Life: Enrolled ▾

Health: Enrolled ▾
Dental: Enrolled ▾
Vision: Refused ▾
Dependent Life: Enrolled ▾

Health: Enrolled ▾
Dental: Enrolled ▾
Vision: Refused ▾
Dependent Life: Enrolled ▾



11. This is what it looks like if you add a dependent. You must list the LEGAL Name and please be sure their SSN is correct:

Relation:

SSN:

First Name: Last Name: Middle Initial: Suffix:

Date of Birth: / / (MM/DD/YYYY)

Gender: Male Female

Home: () - Work: () - Ext:

Email:

12. The last section is beneficiaries. You can change percentages or add or remove beneficiaries:

Beneficiaries

▶ **Basic Life:**
 %

Optional Life:
 %

▶ **Basic Life:**
 %

Optional Life:
 %

13. Once you have completed all sections, click “next” at the bottom of the screen.

14. You will see all your information and if you changed anything there will be something under “New Value”. Review your changes very carefully.

15. Scroll all the way to the bottom and you will see this; either edit if you find a problem or click “apply”:

16. If you do not complete this last step, your changes will not be made. You will see this window, and you will need to scroll all the way to the bottom where you will enter the last 4 digits of your SSN and click “sign”.

Please read the following before you sign

Authorization

I authorize any healthcare provider, prescription drug provider and claims administrator to release any information necessary to evaluate, administer and process claims for any benefits. If applicable, I authorize my employer to deduct my insurance premiums from my salary or PEBA Insurance Benefits to deduct my insurance premiums from my state retirement income, if sufficient.

Disclaimer

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On Sep 25, 2020, 10:14 AM, I, _____, Benefits Identification Number _____ hereby Electronically Sign the Subscriber Authorization, thereby giving PEBA Insurance Benefits approval to make the selected changes on my behalf.

By entering the last four digits of your Social Security number and clicking the Sign button you are committing this transaction. If you want to withdraw the transaction, click the Cancel button.

*Last four digits of your Social Security Number:



17. Once you sign, a new window will open giving you the opportunity to print your changes. The changes will then come to me to review and approve as the Benefits Administrator. You will see that they are pending employer approval on your MyBenefits home page.

▼ Pending Transaction				
Reason	Created	Event Date	Status	Deadline To Complete
OPEN ENROLLMENT	09-25-2020	09-25-2020	Pending Employer Approval	10-31-2020 

18. I will NOT approve your changes immediately because you can still edit or change your mind. This happens a lot, so we leave them there for quite a while in case you wish to change your decisions. Once I approve them, you cannot make additional changes online.

19. If you are required to provide a marriage license or birth certificate and you do not do so by November 15, 2020, your changes will automatically be VOID. Please upload the documents or get them to me immediately.

20. You Did It!!



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