Employee Insurance Program
MyBenefits
User Tutorial

Please visit our website at https://mybenefits.sc.gov. Beginning June 1, you may access through www.eip.sc.gov.

1. Enter your Benefits Identification Number (BIN), last four numbers of your SSN and password on the main MyBenefits screen.

If you enter your login information and receive the error, “You must sign up for MyBenefits before using the system. Please select the Registration link and set up your account.”

2. This message is provided when you have not completed the registration.
3. Please select the Registration link on the main page and register your account.  \textit{NOTE: Selecting the “Back” button from any screen will cause the last screen to be displayed.}

   a. On the initial registration, type in the six characters as they appear (case sensitive).

   b. Enter your First Name, Last Name, SSN, BIN and Date of Birth.
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c. Select the “?” to receive the password rules established for MyBenefits.

d. When registering, remember that no one question should have the same answer. Select four different questions that provide four different answers.
e. A summary of the registration information entered is displayed for verification. You will have the option of entering an email address at the bottom of the page. Selecting the “Done” button completes the registration and returns you to the main page of MyBenefits. Selecting the “Back” button returns you to the previous screen. Selecting the “Cancel” button will delete all information and return you to the main page of MyBenefits.

f. After selecting “Done”, the system returns you to the main MyBenefits page and the message “Your account has been created successfully” is displayed.
4. After entering the correct information, you will be presented with the change reason page.

5. The “Review Benefits” link will display your current benefits information and allows you to print your statement.

6. Select the desired change reason from the drop down menu. The choices are: “Contact Information” and “Beneficiary.” Choosing “Contact Information” will present the current contact information.
7. Make necessary changes to the information presented. When complete, select “Submit” or “Cancel.” Selecting “Cancel” will pop up a Confirm window with the question “Are you sure you want to discard changes?” If you select “Cancel” you are returned to the current contact information screen. If you select “OK” all changes will be removed and you are returned to the change reason page. Selecting “Submit” will bring up the Summary of Changes screen.

8. The Summary of Changes screen shows the previous information and the newly changed information. Options on the screen are: Approve, Cancel and Back. Selecting the “Back” button will take you to the Contact Information page which allows you to make additional changes or corrections. Selecting the “Cancel” button will pop up a Confirm window with the question “Are you sure you want to discard changes?” If you select “Cancel” you are returned to the current contact information screen. If you select “OK,” all changes are removed and you are returned to the change reason page.
9. Selecting “Approve” on the Confirm window will pop up an authorization screen which provides the terms of using the system and authorizes EIP to make the changes. You will receive the same information when selecting “Approve.” You are required to enter the last four numbers of your SSN to electronically “sign” the change. Selecting “Sign” authorizes EIP to make the changes and returns you back to the change reason page. Selecting “Cancel” returns you to the Summary of change. Selecting “OK” returns you to the change reason page which allows you to make additional changes to your benefits.

10. After you enter the last four numbers of your SSN, a pop up window will ask if you would like to print the Summary of Changes.
11. If you choose “No”, the system accepts the change and a message will be displayed “the change has been approved”. If you choose “Yes”, a print pop up window is presented. When you select “Print,” the Summary of Changes document is displayed in a printable form. After you print this document, you are returned to the change reason page and a message is displayed “the change has been approved”.

12. Choosing “Beneficiary” from the pull down menu will present the current beneficiary information.
13. Make changes to the information presented. You may also “Add” a beneficiary or “Delete” a beneficiary as indicated by the box on the left of the beneficiary to be deleted. Your choices when completed are: Submit, Add or Cancel. Selecting “Cancel” will pop up a Confirm window with the question “Are you sure you want to discard changes?” If you select “Cancel” you will returned to the current beneficiary information screen. If you select “Yes”, all changes are removed and you are returned to the change reason page. Selecting “Submit”, brings up the Summary of Changes screen.

14. Selecting “Add” will create another beneficiary and you are required to select the Payee Type of the beneficiary from the pull down menu.

15. When you select the Payee Type, the appropriate entries are presented to be completed. To add more beneficiaries, select “Add” and repeat step #14.
16. After you have entered the information, the choices are: Submit or Cancel. Selecting “Cancel” will pop up a Confirm window with the question “Are you sure you want to discard changes?” If you select “Cancel,” you are returned to the current beneficiary information screen. If you select “Yes,” all changes will be removed and you are returned to the change reason page. Selecting “Submit” allows the system to examine the information presented for errors. If errors are detected, they are displayed at the top of the screen.

17. You will then correct the errors and submit the change again. When a successful submission is completed, the Summary of Changes screen is presented.
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18. The Summary of Changes screen shows the previous information and the newly changed/added beneficiary information. Options on the screen are: Approve, Cancel and Back. Selecting the “Back” button takes you back to the current beneficiary information page which allows you to make additional changes or corrections to your information. Selecting the “Cancel” button will pop up a Confirm window with the question “Are you sure you want to discard changes?” If you select “Cancel” you are returned to the current beneficiary information screen.

19. Selecting “Approve” on the Confirm window will pop up an authorization screen which provides the terms of using the system and authorizes EIP to make the changes. You are required to enter the last four numbers of your SSN to electronically “sign” the change. Selecting “Sign” authorizes EIP to make the changes and returns you back to the change reason page. Selecting “Cancel” returns you to the Summary of changes. Selecting “OK” returns you to the change reason page.
20. After you enter the last four numbers of your SSN and press “sign,” a pop up window will ask you if you would like to print the summary.

21. If you choose “No”, you are taken to the change reason page and a message is displayed “the change has been approved”. If you choose “Yes,” a print pop up window is presented. When you select “Print,” the Summary of Changes document is displayed in a printable form. After you print the document, you are returned to the change reason page and a message is displayed “the change has been approved”.

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