

Updating Contact Information and Beneficiary Information in the PEBA MyBenefits Portal

Updating Your Contact Information

- 1) Go to the [PEBA MyBenefits portal](#) and log in.



The screenshot shows the PEBA MyBenefits portal login page. At the top, there is a blue header with the PEBA logo (SC Retirement Systems and State Health Plan) on the left, the tagline "Serving those who serve South Carolina" in the center, and navigation links for "Contact us", "Insurance Benefits", and "Browser Support" on the right. Below the header, the page title is "MyBenefits | Insurance benefits". A sub-header reads "Simple, secure and convenient access" followed by a brief description: "MyBenefits is the fastest, most convenient way for subscribers with insurance coverage through PEBA to manage their benefits. Log in or enroll below." The main content area is divided into two sections: "First time user enroll now." and "Already registered?". The "First time user enroll now." section contains a "Register" button and a link "Click here to register". Below this is a photograph of a diverse group of people. The "Already registered?" section contains three input fields: "Enter Benefits Identification Number:" with a question mark icon, "Enter the last four digits of your SSN:" with a question mark icon, and "Enter your password:" with a question mark icon. Below these fields are links for "Forgot/Reset password" and "Get my BIN". At the bottom of this section is a "Sign In" button. The footer of the page contains the copyright notice: "© 2021 South Carolina Public Employee Benefit Authority - All Rights Reserved" and links for "Privacy Policy", "Legal Disclaimer", "HIPAA", and "ASIFlex website".

2) Once logged in, select the “Make A Change” tab to update your Contact Information.



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SC Retirement Systems
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Serving those who serve South Carolina

Contact us
Insurance Benefits
Browser Support

Statement of Benefits as of 09-07-2020 [Sign Out](#)

▶ Enrollee

▶ Coverage

▶ Dependents

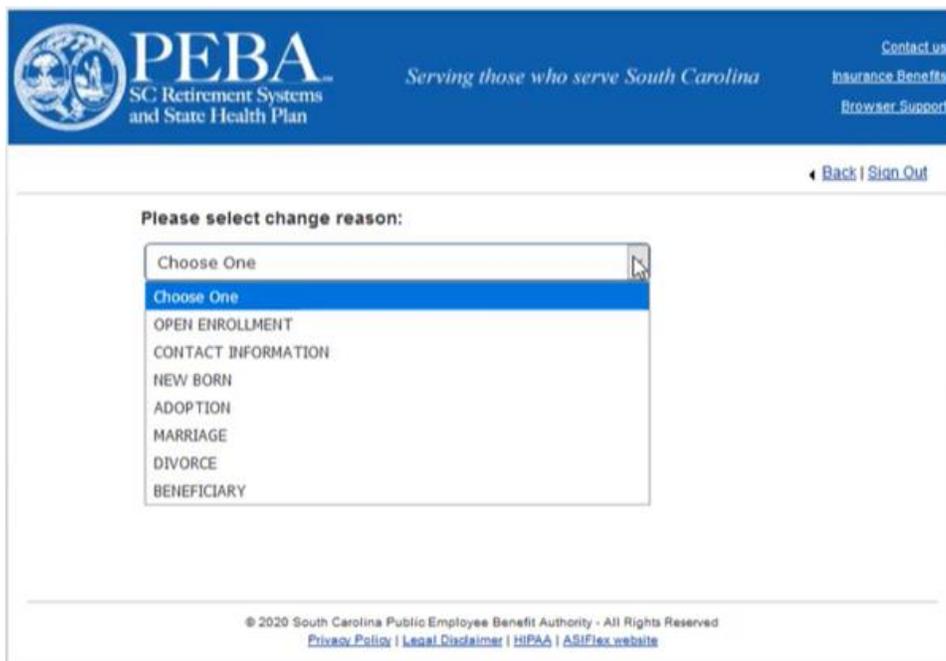
▶ Beneficiaries

Make A Change

[Sign Out](#)

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3) A menu will pop up. Select the “Contact Information” option from the drop-down menu to be directed to the Contact Information page.



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Please select change reason:

Choose One

Choose One

OPEN ENROLLMENT

CONTACT INFORMATION

NEW BORN

ADOPTION

MARRIAGE

DIVORCE

BENEFICIARY

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- 4) From the Contact Information page you can update or edit your contact information. Select “Next” at the bottom of the screen to confirm any changes to your contact information.



The screenshot shows the PEBA (South Carolina Retirement Systems and State Health Plan) contact information form. The header includes the PEBA logo, the tagline "Serving those who serve South Carolina", and navigation links for "Contact us", "Insurance Benefits", and "Browser Support". A "Back | Sign Out" link is located in the top right corner of the form area.

The main form section is titled "Contact Information" and contains the following fields:

- *Country: UNITED STATES (dropdown menu)
- *Street 1: [text input]
- Street 2: [text input]
- *City: [text input]
- Home Phone: ([]) [] - []
- Work Phone: ([]) [] - [] Ext: []
- *State: SOUTH CAROLINA (dropdown menu)
- *County: [dropdown menu]
- *Zip: [] - []
- *Email: [text input]

A legend indicates that fields with an asterisk (*) are required. Below the main form is a section for "Dependent Contact Information" which is currently empty. At the bottom of the form are "Next" and "Cancel" buttons. The footer contains the copyright notice: "© 2021 South Carolina Public Employee Benefit Authority - All Rights Reserved" and links to "Privacy Policy", "Legal Disclaimer", "HIPAA", and "ASIFlex website".

- 5) Having selected, “Next” you will be directed to the Summary of Intent page to confirm any changes to your contact information. Select “Apply” at the bottom of the screen to confirm your changes and electronically sign the document.



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Summary of Intent

This document verifies your intent to change your information or coverage as shown below. This transaction will not be submitted until you select "Apply" at the bottom of the page and electronically sign the document. This transaction must be approved by your benefits office or by PEBA Insurance Benefits. If we have your email address, you will receive confirmation when it has been approved.

SUPPORTING DOCUMENTS		
No supporting document is required.		

CONTACT INFORMATION	PREVIOUS VALUE	NEW VALUE
Name		

COVERAGE INFORMATION	PREVIOUS VALUE	NEW VALUE	PREMIUM

Apply
Edit
Cancel

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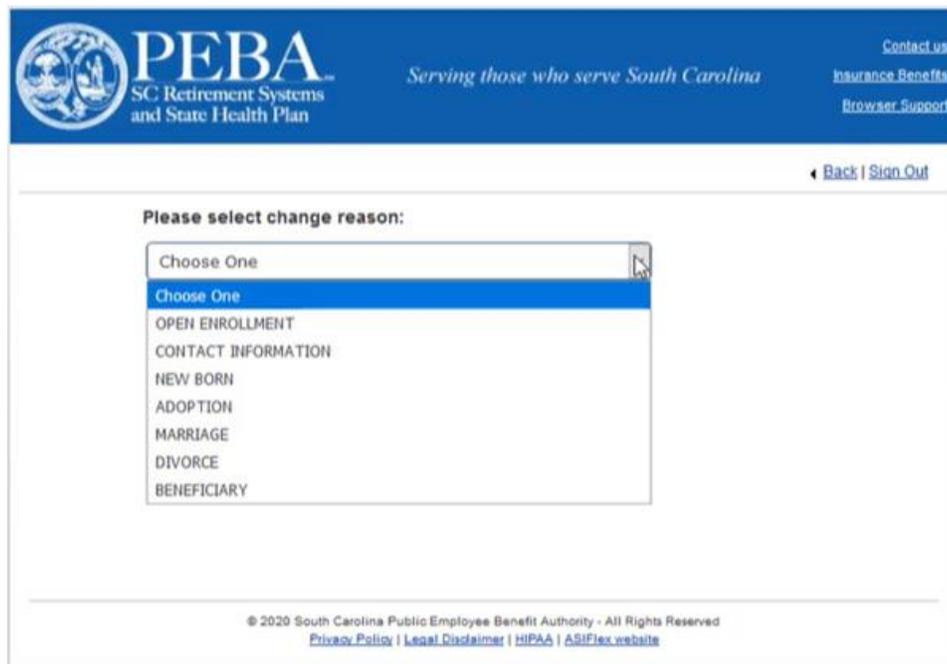
Updating Your Beneficiary Information

- 1) Go back to your Summary of Benefits Page and select “Make A Change.”



The screenshot shows the PEBA (Public Employee Benefit Authority) website interface. At the top, there is a blue header with the PEBA logo, the text "SC Retirement Systems and State Health Plan", and the tagline "Serving those who serve South Carolina". On the right side of the header, there are links for "Contact us", "Insurance Benefits", and "Browser Support". Below the header, the main content area displays "Statement of Benefits as of 09-07-2020" with a "Sign Out" link. A vertical menu on the left contains four options: "Enrollee", "Coverage", "Dependents", and "Beneficiaries", each with a right-pointing arrow. A "Make A Change" button is centered below the menu. At the bottom right, there is another "Sign Out" link. The footer contains the copyright notice "© 2020 South Carolina Public Employee Benefit Authority - All Rights Reserved" and links for "Privacy Policy", "Legal Disclaimer", "HIPAA", and "ASIFlex website".

- 2) Once the menu pops up, select the “Beneficiary” option from the drop-down menu to be directed to the Beneficiary page.



The screenshot shows the PEBA website interface for selecting a change reason. The header is identical to the previous screenshot. Below the header, there is a "Back | Sign Out" link. The main content area features the prompt "Please select change reason:" followed by a drop-down menu. The menu is open, showing a list of options: "Choose One" (selected), "Choose One", "OPEN ENROLLMENT", "CONTACT INFORMATION", "NEW BORN", "ADOPTION", "MARRIAGE", "DIVORCE", and "BENEFICIARY". The footer is the same as in the previous screenshot.

- 3) From the Beneficiary page, you can make updates or change your beneficiary information. Select “Next” at the bottom of the page to confirm your changes. You will then be directed to the Summary of Intent page.



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[Insurance Benefits](#)

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[◀ Back](#) | [Sign Out](#)

Delete this beneficiary

*Payee Type: PERSON

Basic Info.

SSN: - -

*First Name:

*Last Name:

Middle Initial: Suffix:

*Relation:

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

Address

Street 1:

Street 2:

City:

State: Choose One

Zip: -

Coverage	Percentage	Prim/Cont
<input type="checkbox"/> Basic Life	<input style="width: 50%;" type="text"/> Basic Life	
<input type="checkbox"/> Optional Life	<input style="width: 50%;" type="text"/>	

Click ? to get help.

*** Required field**

Next
Add
Cancel

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- 4) From the Summary of Intent page, you can confirm your beneficiary changes, which will be listed under the Beneficiary section. Select “Apply” at the bottom of the page to confirm your changes and electronically sign this document.



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SUPPORTING DOCUMENTS		
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No supporting document is required.

BENEFICIARY	PREVIOUS VALUE	NEW VALUE
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