

MyBenefits Online Enrollment

How to Register and Approve Changes

Step 1. Before you can register to use **MyBenefits**, you must first get your *Benefits Identification Number (BIN)*, a unique number that identifies you as one of our subscribers.

- Click on “Get my BIN” at the bottom right of the MyBenefits home page.
- Follow the instructions that follow to get your BIN.
- *Write down your BIN when it appears at the top of the MyBenefits home page.* You will need it to register and log in.

Step 2. Once you have your BIN, click “Register” at the bottom left of the **MyBenefits** home page.

- Type the letters and/or numbers shown exactly as they appear in the box on the security screen.
- Enter your personal information and create a password. *The password must be eight characters long and include at least one number and one special character — ! : # \$ % * [] { } @.*
- Choose and answer four security questions.
- MyBenefits will then create a registration confirmation page (Screen 5 or 5) that includes all of this information. *Print a copy of this page for safekeeping.*

Step 3. Now that you are registered, you can use MyBenefits to approve any pending transactions.

- On the bottom right side of the screen, under “Already Registered,” enter your BIN, the last four digits of your Social Security Number and the password you created when you registered. Then click on “Sign In.”
- If any enrollment transactions are pending, they will be displayed on your screen.
- Review the information, and click “Approve” at the bottom of the page.

You can access your benefits information in MyBenefits 24/7 by entering your BIN, the last four digits of your Social Security Number and your password. You can also update your contact information, change your beneficiaries and make changes during the October enrollment period. If you ever forget your BIN or password, click the link and follow the prompts to retrieve it.

The screenshot shows the MyBenefits home page. At the top, there is a navigation bar with the MyBenefits logo and a 'User Survey' link. Below the navigation bar, the main heading reads 'MyBenefits - A Better Way to Manage your Benefits'. A prominent message states 'Your BIN is 11111111' with the text 'Write down your BIN' next to it. A red circle highlights the BIN number, and a red arrow points from this circle to the instruction in the text. Below this, there are sections for 'First time user enroll now.' and 'Already registered?'. The 'First time user enroll now.' section has a 'Register' button. The 'Already registered?' section has input fields for 'Enter Benefits Identification Number:', 'Enter the last four digits of your SSN:', and 'Enter your password:', along with 'Forgot/Reset password' and 'Get my BIN?' links, and a 'Sign In' button.

This screenshot is identical to the one above, showing the MyBenefits home page. In this version, a red circle highlights the 'Forgot/Reset password' link in the 'Already registered?' section, and a red arrow points from this circle to the text 'You can also update your contact information...' in the text block to the left of the screenshot.



**South Carolina Budget and Control Board
Employee Insurance Program**
803-734-0678 (Greater Columbia area)
888-260-9430 (toll-free outside the Columbia area)

THIS OVERVIEW IS NOT MEANT TO SERVE AS A COMPREHENSIVE DESCRIPTION OF THE BENEFITS OFFERED BY THE EMPLOYEE INSURANCE PROGRAM.