

## Employee Benefit Self-Service Resources

- **Asiflex**
  - Online access to Medical Spending Account and Dependent Care Spending Account.
  - Submit/view claims, submit documentation and view account statement.
  - You will need to register if you haven't logged in before by creating a username and password.
  - You can submit claims for reimbursement online, via the mobile app, toll-free fax 877-879-9038 or mail to PO Box 6044 Columbia, MO 65203.
    - For the fax and mail options you will need to complete a claim form as well as the itemized receipt.
    - Claim form is not needed for app or online submittals
  - Reimbursements will be made to you within three business days after receipt of complete claim.
  - Sign up for direct deposit, email and text alerts.
  
- **Blue Cross Blue Shields of SC**
  - Find information on BCBS health and dental providers.
  - Features: provider locator and information on free value-based benefits.
  - MyHealthToolkit® allows you to review your eligibility for services, your claims and pretreatment cost estimates.
  - For claims assistance, contact BlueCross at 803.736.1576 or 800.868.2520. MUSC Health group number is 002036601 and dental group is 00S006601.
  
- **Express Scripts**
  - Find information about your prescription drug benefits.
  - For the Prescription Drug Program Customer Service, call 855-612-3128.
  
- **EyeMed**
  - Find an eye doctor and view benefits details.
  - View claim status and get special offers.
  
- **Member Access**
  - Active members in PEBA retirement can:
    - Obtain contribution statements and review/update beneficiary information.
    - SCRS members can apply for service retirement or apply for a refund.
    - Change address and contact information.

- SCRS members can create benefit estimates and submit service purchase requests.

- **MyBenefits**

- Update address and contact information for insurance purposes.
- Update beneficiary information for Basic Life and Optional Life insurances.
- Make changes to benefits due to birth, marriage, divorce or adoption.
- Make Open Enrollment changes.
- Upload any required documentation for changes to benefits.
- Complete new hire enrollment elections after employer initiates the process.

- **Retirement Manager**

- Change your 403b contributions.
- You can increase, decrease or stop contributions year-round.
- Please allow 1-2 weeks for enrollment/contributions changes to take effect on your paycheck.
- To set up a 403b account, you must contact the vendor first to establish your account. Once the account has been established, you will need to create an account with Retirement Manager by clicking “I’m a new user” to establish contributions online.

- **SC Deferred Compensation Program**

- Participants of the Deferred Compensation Program may log in to their Deferred Comp account or call Empower Retirement at **877.457.6263** to make contribution changes to existing 401k or 457.
- Open a 401k or 457 account:
  - Contact the **Benefits Department** at [benefits@musc.edu](mailto:benefits@musc.edu) for online enrollment instructions.
  - Or refer to the **Supplemental Retirement Plans** section on the MUSC website (Charleston, SC) for online enrollment details.
- Once your 401k or 457 account is set up, you can register for an online account.