

SC PEBA-Life Insurance

Medical Evidence of Insurability Process

Participate in the MoneyPlus Pretax Group Insurance Premium Feature

You may purchase additional Optional Life and Dependent Life-Spouse coverage within 31 days of the date you begin employment or enroll within 31 days of a special eligibility situation. Otherwise, you will need to complete the process during the open enrollment period.

Do not Participate in the Pretax Group Insurance Premium Feature

You may purchase additional Optional Life and Dependent Life-Spouse coverage throughout the year.

Online Statement Process

Employee	<ul style="list-style-type: none">• Complete the applicable section(s) of the Notice of Election (NOE) form and sign it. Must be completed within 31 days of a family status change or during an open enrollment period. Amount entered should reflect the desired total (current amount plus requested amount).• Do not use your SSN when emailing the completed and signed form to your campus benefits office.
USC	<ul style="list-style-type: none">• Initiate the Statement of Health process in PEBA's online system.• Upon receipt of MetLife's approval, enter the approved amount on the NOE if different from the original amount requested by the employee and mail the form to PEBA.• Update employee and PeopleSoft of the new life insurance amount(s).
MetLife	<ul style="list-style-type: none">• Email employees a link to the online Statement of Health form within 10 days of receiving the request from USC.• Review the form and inform the employee of the approval or denial.
Employee	<ul style="list-style-type: none">• Must register on MetLife's portal.• Complete the Statement of Health form.• Update your campus benefits office upon receipt of the approval or denial from MetLife.• Review changes in PeopleSoft and MyBenefits 3 to 5 business days after MetLife's approval if the NOE was completed timely; otherwise, it will be 10 to 15 business days.

Who to Contact and When?

PEBA	MetLife	Your Campus Benefits Office	Payroll
Enrollment and Vendor Contract Questions	MetLife's portal, Statement of Health, Claim, Underwriting Rules, Continuation and Conversion Questions	Enrollment Questions	Payroll Deductions
MyBenefits Questions/Issues	Active Employee's Life Insurance and AD&D, Retiree Life Insurance Claims	PeopleSoft Questions	Arrears
Contact Information:	Contact Information:	Contact Information:	Contact Information:
202 Arbor Lake Drive Columbia, SC 29223 803.737.6800 888.260.9430 Schedule an appointment	eoim@metlifeservice.com 1-800-638-6420, prompt 1 (Statement of Health Unit) 1.800.638.6420, prompt 2 (Claim Questions) 1.888.507.3767 to initiate a claim (Retiree Life Insurance Claims)	Human Resources Office on your campus [pdf]	payroll@mailbox.sc.edu Phone: 803-777-4227 1600 Hampton Street, 7th floor Columbia, South Carolina 29208

Resources:

- [SC PEBA Life-Insurance](#)
- [Insurance Benefits Guide](#)
- [Life Plan Summary](#)
- [Life insurance rates](#)
- [MetLife](#)
- [Active Notice of Election \(NOE\)](#)