

**Subject:** Seats available for the Sept. 17, 2020, ACA100-WEB Affordable Care Act Reporting webinar

**Audience:** HR Directors, Benefits Administrators

Seats are still available for the Sept. 17, 2020, ACA100-WEB Affordable Care Act Reporting webinar. The SCEIS Team encourages HR Directors and Benefits Administrators to register for this webinar.

This is the only ACA100 live webinar scheduled this fall. **Please forward this message to appropriate staff members within your agency.**

### **ACA100 Webinar Details**

**Class Date:** Thursday, Sept. 17, 2020

**Class Time:** 1–5 p.m.

**Note: Please plan to attend the entire class.**

### **Registration Instructions:**

1. In Internet Explorer, use your SCEIS user ID and password to log in to SCEIS Central (<https://sceiscentrallogin.sc.gov>).
2. Click the “My Talent” tile.
3. Click the “MySCLearning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID (for example, ACA100-WEB) and click “Go.”
5. Find the course title and click “See Offerings.”
6. Scroll down and click the “Offerings” tab to view webinar date.
7. Find the webinar date and click “Register Now.”
8. At the Scheduled Offering box, click “Confirm.”
9. Receive the email confirmation; view details and instructions.

If you have any questions about this message, please email [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).