

## ACA100 Affordable Care Act Reporting

### Description

This instructor-led course explains the SCEIS system changes to accommodate the reporting requirements of the Affordable Care Act. Users will learn how to run Affordable Care Act discrepancy reports in SCEIS.

### Target Audience

Users with the following roles: Benefits Administrator, HR Directors

### Prerequisites

None. However, we recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

### Registration Instructions

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (ACA100) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view class dates.
7. Find the class date you prefer, and click "Register Now."
8. At the Scheduled Offering box, click "Confirm."
9. Receive email confirmation; view details and instructions.

Learn More  
at [sceis.sc.gov](https://sceis.sc.gov)

MySCLearning Tools



If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).