SCEIS Central and MySCLearning use the email addresses recorded in employees’ personnel records to send many types of automated notifications. Messages may include working-time notices, actions needed by a manager, enrollment confirmations and more.

The information below assists agency HR staff in using BEX Analyzer to run a report of all email addresses in Infotype 0105. If you do not have access to BEx, contact your agency Data Owner.

**Log in to SCEIS.**

Using Google Chrome, go to the [SCEIS website](https://www.sceis.sc.gov).

a) Click the **SCEIS Logins** tab.
b) Click the **ECC & BW DUO Login** link.
c) Enter your SCEIS user ID and password. Check the checkbox to accept Terms & Conditions. Click **Log On**.
d) On the next screen, authenticate your login with the method your agency has established.

**Access BEX Analyzer 7-3 and run the report RH039Q.**


**Verify all email addresses.**

Look for missing addresses, out-of-date addresses and typos. Make note of needed updates.

**Use a batch upload template to submit updates to SCEIS.**

a) For **50 or more updates**, you may use the [IT0105 Communication batch load template](https://www.sceis.sc.gov).
b) Read the **Instructions** tab first, before entering data on the **Communication** tab.
c) Submit the completed batch upload template to the SCEIS Help Desk, at [https://www.sceis.sc.gov/requests](https://www.sceis.sc.gov/requests).

**Or update users’ information individually.**

For **fewer than 50 updates**, maintain the users’ records in Infotype 0105 individually. See “Maintain Employee Email Addresses in SCEIS.”

*Find more tip sheets at [MySCLearning Tools](https://www.myscl.com).*