



# **E-FORMS ONBOARDING NEW EMPLOYEE USER GUIDE**

The following guide provides information for new employees using the South Carolina DHEC e-Forms Onboarding application to complete New Employee paperwork. e-Forms Onboarding allows new employees to complete their documents electronically, allows the onboarding process activities to be tracked throughout the process for greater visibility, reduces errors and duplication in completing paper documents, and retains security and confidentiality of submitted information.

## PEBA Form 1104-Election of Non-Membership



### PEBA Form 1104-ELECTION OF NON-MEMBERSHIP

#### Steps

1. Click on the above Link to complete the PEBA Form.
2. Save the Form as a PDF file.
3. Print and Sign the Form.
4. Click on Upload Supporting Documents, located at the bottom, and attach a signed PDF version of the Form.