



How to **CERTIFY YOUR WEEKLY CLAIMS:** Quick Reference Sheet

WHAT DOES "CERTIFY" MEAN?

It means you are confirming that the information submitted for the claim week is correct and that you should receive the Unemployment Insurance (UI) benefits for that week. Once you have submitted your initial claim, you must login to the system every week to certify that you are still unemployed in order to continue receiving benefits.

QUICK TIPS AND TRICKS

- ✓ The benefit weeks begin on Sunday at 12:01 a.m. and ends the following Saturday at Midnight.
- ✓ You have two (2) weeks from the end of the claim week to file.
- ✓ If you are eligible to certify multiple weeks, you need to complete them in order from earliest to latest.
- ✓ If there is a break in certifying your claims for two (2) weeks or more, your claim will be inactivated by the system.
- ✓ You must report any wages received during that claim week. Questions about wage reporting? Please see our **Weekly Benefit Amount and Wages Earned FAQ**.

If you have a week available to certify, it will be displayed on your Customer Menu dashboard.



Click **"yes"** or **"no"** if you worked for the week. This includes temporary work, on-call and part time employment.

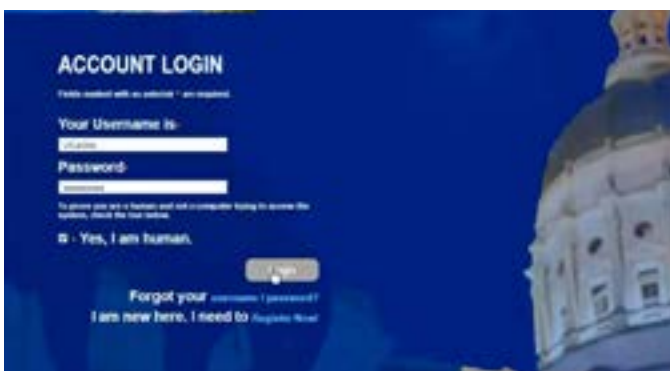


Depending on whether you entered your initial claim or your employer, and some of your answers in the system, you may be required to answer additional questions. Either way, the portal will walk you through the process step-by-step.

*See the back for system questions.

NOTE: DUE TO THE CURRENT WAIVER OF THE WEEKLY JOB SEARCH REQUIREMENT, FOR COVID-19 RELATED UI CLAIMS, YOU CAN ANSWER "NO" TO THE "DID YOU LOOK FOR WORK?" QUESTION AND YOU WILL NOT BE PENALIZED.

BECAUSE THE FIELDS ARE AUTOMATED WITHIN THE APPLICATION PROCESS, YOU MAY SEE A "STOP PAYMENT" MESSAGE WHEN YOU RESPOND WITH "NO" TO THE WORK SEARCH QUESTION. PLEASE DO NOT BE ALARMED! THE WORK SEARCH WAIVER IS NOW BUILT INTO THE ELIGIBILITY REVIEW OF THE SYSTEM, AND IF YOUR CLAIM IS COVID-19 RELATED, PAYMENTS WILL NOT BE STOPPED IF YOU DID NOT SEARCH FOR WORK. YOU SHOULD COMPLETE THE APPLICATION.



CERTIFYING PROCESS

To begin the certifying process, you will log into your MyBenefits portal, which is accessible at the top right of the Department of Employment and Workforce homepage, dew.sc.gov.

Questions about logging in or forgot your username/password? Please see our **Username/Password Hints, Tips and Reset Instructions for Individuals**.

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Once you have completed the process you will have an opportunity to review. Any issues with eligibility will be displayed at the bottom of the screen. You can click the **"I need to correct my answers,"** if you notice an error you wish to correct.

If ready to submit, click **"I wish to certify."**

Date	Claimable By	Status
08/13/2017	08/13/2017	08/13/2017
08/13/2017	08/13/2017	08/13/2017
08/13/2017	08/13/2017	08/13/2017
08/13/2017	08/13/2017	08/13/2017
08/13/2017	08/13/2017	08/13/2017
08/13/2017	08/13/2017	08/13/2017
08/13/2017	08/13/2017	08/13/2017
08/13/2017	08/13/2017	08/13/2017
08/13/2017	08/13/2017	08/13/2017

You will receive a confirmation number if you need to complete any additional fact finding.

If there are items identified, click the links in blue to complete this task.

When finished you will get a message:



"You have successfully certified for your weekly benefits for the week ending in <date.>" It will also list a confirmation number.

If there are additional weeks you can file, you will see a **"Certify my next available week"** button.

QUESTIONS YOU WILL ANSWER IF YOU ARE CERTIFYING AN:

INDIVIDUAL (CLAIMANT) FILED CLAIM

- ✓ Did you end a job?
- ✓ Did you work?
- ✓ Did you look for work?
- ✓ Were you able to work?
- ✓ Did you refuse any offer or referral?
- ✓ Did you attend school or training?
- ✓ Did you receive a pension/retirement?
- ✓ Did you receive severance/separation pay?
- ✓ Did you receive vacation/holiday/bonus pay?
- ✓ Did you apply for/begin receiving disability pay, worker's compensation, or UI from other government entity?

EMPLOYER FILED CLAIM

- ✓ Did you end a job?
- ✓ Did you work?

