

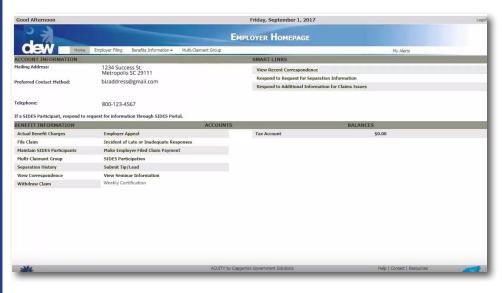
## **Employer Dashboard Overview**



Welcome to the S.C. Department of Employment and Workforce's new benefits portal for employers. When you get to the login screen you will enter the account number and PIN that were sent to you by the agency as well as your FEIN without the dash.



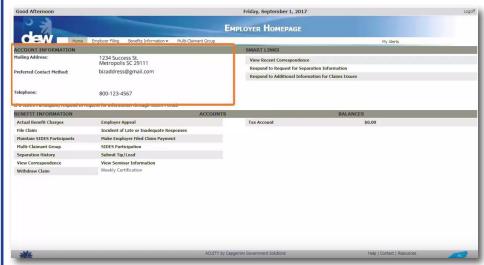
When you first login to the system, the employer homepage will be displayed with all the options available to employers and third party administrators.



This dashboard gives you access to everything from filing a claim on behalf of an employee, filing an appeal, completing requests for additional information, viewing or responding to separation details, viewing or requesting relief from benefit charges, viewing correspondence history, managing your State Information Data Exchange System (SIDES) as well as leaving tips or leads to reporting UI fraud.

TelClaim: 866-831-1724

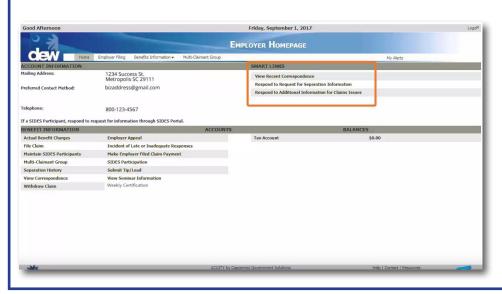




All of the information displayed in the header of the screen is provided from your tax account.



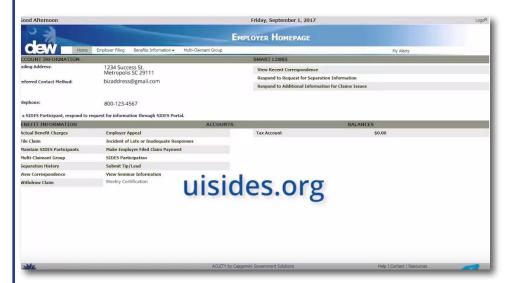
If you are a SIDES participant and this is your primary source of information, you will see a note at the bottom of this section indicating that.



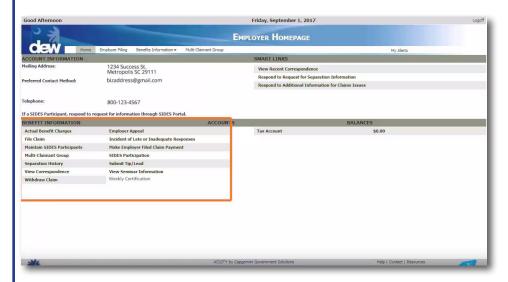
On the right hand side of the header you will notice a section for Smart Links. These hyperlinks are available when there are outstanding issues that need resolution. Some examples of possible links in this section are View Recent Correspondence, Respond to Request for Separation Information, Respond to Additional Information for Claims Issues or Respond to Wage Audit Notices.

\*Please note there will be no Smart Links listed in this section if you have no action items.

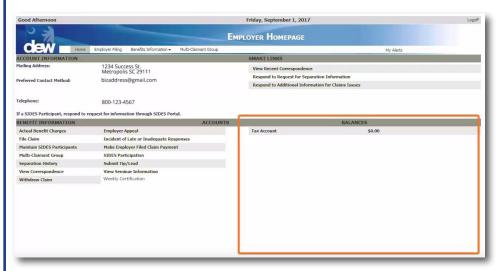




There could also be a Smart Link for Employer Separations; however, this link is not presented for SIDES participants. Those registered in SIDES will need to go to the uisides.org website to file separation notices.



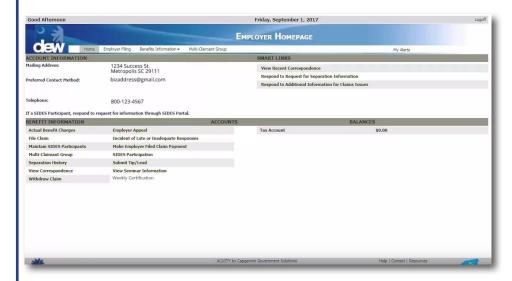
The Benefit Information section provides a list of other links you may use to view information or to take action to provide information to the agency. Some examples include Actual Benefit Charges, File Claims, Multi-Claimant Group, SIDES Participation, File Appeal, Separation History, Weekly Certification and more.



The account section on the right will list your balances for your account set up through the tax section.

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You will also find tabs across the top to take you through the site, such as Employer Filing, Benefits Information and the Multi-Claimant Group page.



For more information on how to use the new benefits portal please see our other tutorials. If you have any challenges and need assistance, please call TelClaim at 1-866-831-1724.

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