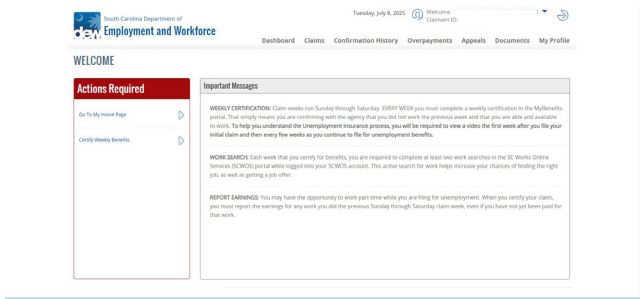
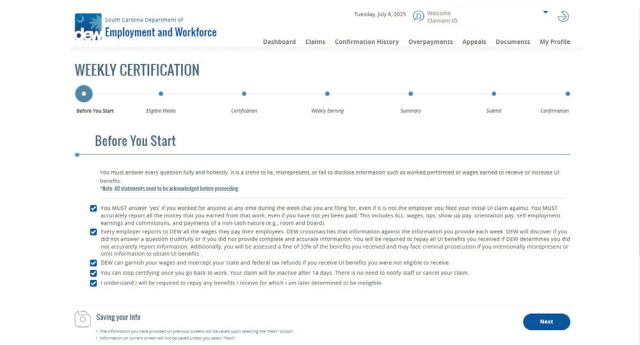


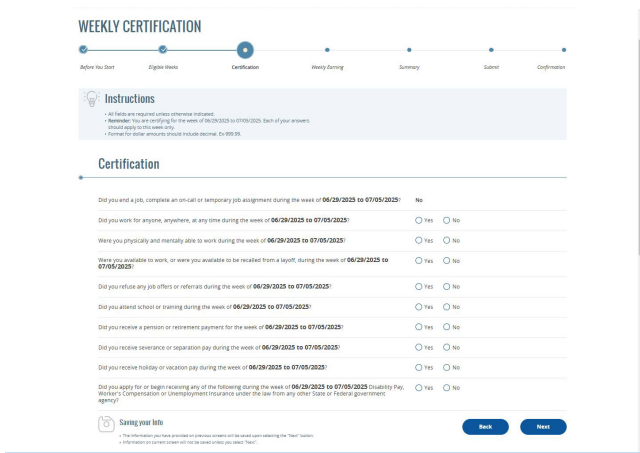
HOW TO FILE A WEEKLY CERTIFICATION IN YOUR MYBENEFITS PORTAL ACCOUNT



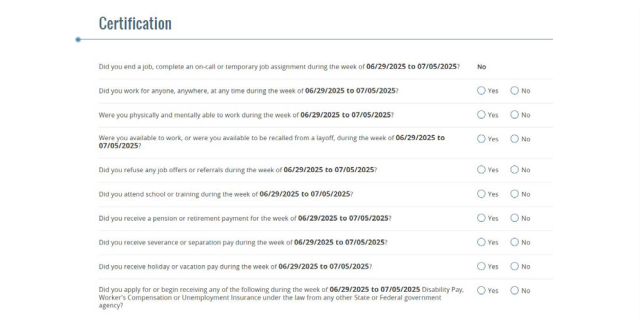
If eligible to file a weekly certification, the Certify Weekly Benefits link will be available under “Action Required”.



Instructions and reminders are provided prior to filing a weekly certification. The tracker at the top of the page tells the claimant where they are in the process of filing the weekly certification. The claimant must carefully read the Before You Start instructions and click the checkbox to acknowledge their understanding of the instructions and reminders. Once the checkboxes have been checked, the claimant will click the “Next” button to continue.



The system will present the first eligible week to be certified. The weekly certification questions are asked for each individual week that is eligible to be certified. The claimant will click “Next” at the bottom of the page once all required questions are answered.



The claimant must answer each certification question as it pertains to the week that is listed. All questions are required unless otherwise stated. The claimant will click the “Next” button once all questions are answered.

Note: Some questions are dynamic and a second question will be asked based on a Yes or No response to the first question.

WEEKLY CERTIFICATION

Before You Start Rights Week Confirmation Weekly Filing Summary **Submit** Confirmation

Summary

Did you end a job, complete an on-call or temporary job assignment during the week of 06/29/2025 to 07/05/2025? NO

Did you work for anyone, anywhere, at any time during the week of 06/29/2025 to 07/05/2025? NO

Were you physically and mentally able to work during the week of 06/29/2025 to 07/05/2025? YES

Were you available to work, or were you available to be reached from a laptop, during the week of 06/29/2025 to 07/05/2025? YES

Did you refuse any job offers or referrals during the week of 06/29/2025 to 07/05/2025? NO

Did you attend school or training during the week of 06/29/2025 to 07/05/2025? NO

Did you receive a pension or retirement payment for the week of 06/29/2025 to 07/05/2025? NO

Did you receive severance or separation pay during the week of 06/29/2025 to 07/05/2025? NO

Did you receive holiday or vacation pay during the week of 06/29/2025 to 07/05/2025? NO

Did you apply for or begin receiving any of the following during the week of 06/29/2025 to 07/05/2025 disability pay, Workers' Compensation or Unemployment Insurance under the law from any other State or Federal government agency? NO

After clicking "Next," the system will present a summary of the weekly certification responses.

Verify Your Answers!
PLEASE REVIEW YOUR ANSWERS CAREFULLY

Note: This information is used to help with verification only and does not indicate that an answer is incorrect. All of these answers apply to the week of 06/29/2025 to 07/05/2025.

- If there are any answers above, please pay special attention to what they say.
- If your answers are correct, select "Next" below.
- If your answers are NOT correct, select "Back" below.

Back **Next**

The claimant will click "Next" once the answers have been verified.

SC Employment and Workforce Dashboard Claims Confirmation History Overpayments Appeals Documents My Profile

WEEKLY CERTIFICATION

Before You Start Rights Week Confirmation Weekly Filing Summary **Submit** Confirmation

Submit

You must adhere to the wage demand requirements as listed below:

If, for example, all of your wages for the week are being withheld for and cause unemployment that pay at least 70% of your last wage earned. Failure to comply with this requirement could lead to a denial of benefits.

WEEKLY CERTIFICATION

- I hereby certify that I reported for work with a state employment agency.
- I certify that I have reported any call-back, morning, and all employment activity for this week, even though I may not have yet been paid.
- I certify that I have reported all unemployment that may involve with my ability to work and accept suitable work.
- I certify that all answers and responses given in this application for benefits are true and accurate.
- I am aware that if I knowingly make false statements, fail to disclose material facts, or misrepresent material facts to obtain or increase unemployment benefits, I may lose my benefits, be required to repay the unemployment benefits with monetary and possibly other legal action to civil and criminal prosecution.
- I acknowledge that if I do not work as listed in this form, my certification will not be processed.

Back **Next** **Submit**

The claimant must adhere to the acknowledgment and click "Submit" to submit the weekly certification for processing.

WEEKLY CERTIFICATION

Before You Start Rights Week Confirmation Weekly Filing Summary **Submit** Confirmation

Confirmation

The South Carolina Department of Employment and Workforce is committed to meeting our Federal and State Requirements to pay benefits when due as efficiently as possible. Please visit the Dashboard for important information and to track changes you can make after you log into the Career Self Service (CSS) Portal. <https://benefits.dew.gov/CSS/Sign-In>. Click on "Dashboard" for the current status of your claim. To learn more about CSS, click on the "Help" link. We also provide a guide about the system to help you understand the system and how to use it.

If you are denied, we will be notified and will make sure you are notified. If you have been denied your certification with the initial and appeal period to make. Please respond as quickly as possible to avoid a denial to your payment. You can provide the information necessary by responding to our mail correspondence or by clicking on the hyperlinked "Send" under the "Next Step/Action" section. If you have been denied, we will make sure you are notified.

You have successfully certified for your weekly benefits for the week ending **07/05/2025**

The confirmation number provided is for tracking purposes. You may print this page for your records. Confirmation Number: **240785**

Please note a claim take 48 to 72 hours from the time your payment is issued to reach your debit card or bank account.

Issue/Deferral Payment	COMPLETE BY	STATUS/ACTION
Questionable Identity/GA		Pending Resolution
Questionable Identity/GA		Pending Resolution
General/Personal Reasons		Pending Resolution

South Carolina Department of Employment and Workforce Contact Information

You must actively search for suitable work each week that you file a weekly certification for unemployment insurance benefits by performing at least two (2) job searches through the South Carolina Career Center System (SCCCS), or the state's job and employment website. Suitable work includes any trade, occupation, or business in which you are qualified based on your training, experience, and work pay at least 90% of your previous salary during your four (4) paid weeks of unemployment and 70% of your previous salary after eight (8) paid weeks of unemployment.

The South Carolina Department of Employment and Workforce may deny you for participation in an Employment Service Program. Failure to report to the South Carolina Department of Employment and Workforce as requested or participate in the Employment Service program can result in a denial or denial of benefits.

Back **Verify My Most Available Week**

After the weekly certification is submitted, the claimant will be presented with a confirmation number. The system will also display any issues pending that are currently delaying payment.