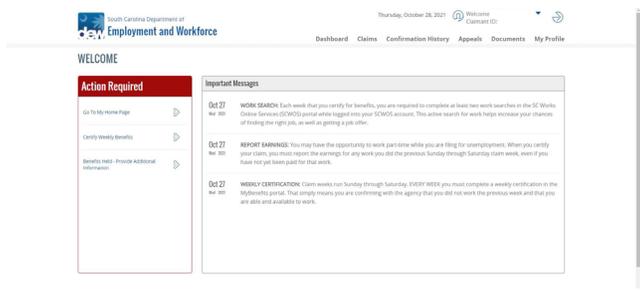
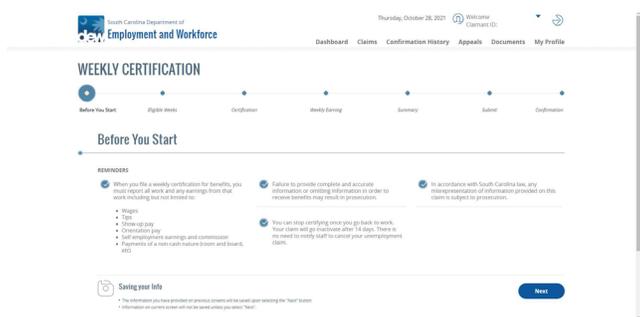


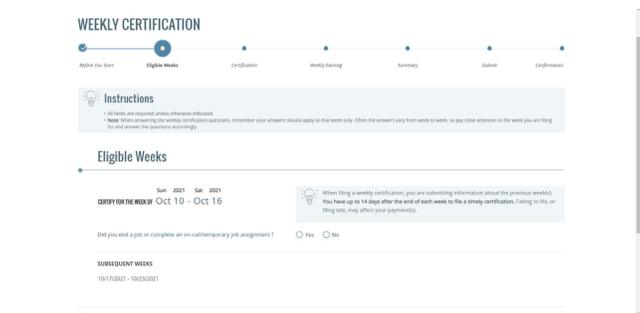
# HOW TO FILE A WEEKLY CERTIFICATION IN YOUR MYBENEFITS PORTAL ACCOUNT



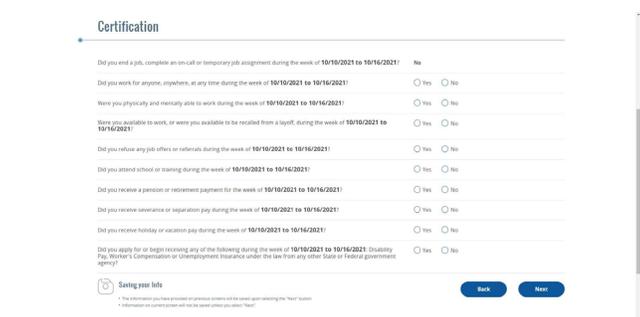
If eligible to file a weekly certification, the Certify Weekly Benefits link will be available under “Action Required”.



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 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.

