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

WELCOME		
Action Required		Important Messages
Go To My Home Page	۵	Det 27 WORK SEARCH: Each week that you certify for benefits, you are required to complete at least two work searches in the SK Work Mar 20 Online Services SCWOSD portal where logged into your SKWOS account. This active search for work helps increase your chance of Trengt her right point, and an apexing ago other.
Certify Weekly Benefics Benefics Held - Provide Additional Information	0	Oct 27 BEFORT EMANNOS: You may have the opportunity to work part-time while you are filing for unerripinyment. When you certify your claim, you must report the earnings for any work you did the previous Sunday through Sanutay claim week, even if you have rcd yot been paid for that work.
		Get 27 Memory Detection Detection on the service of the service of the service of the service are able and available to work.



WEEKLY CERTIFICATION

: Instructions

 All finite are required united observations included. - Mark their answerse the versity outchances update to and answer the operators accordingly.

Eligible Weeks
Sur 2021 Set 2021
CONTRY VIDI THE WILKOW OCT 10 - Oct 16

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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.

In you end a tob. complete an on-call or temporary tob assernment during the week of 10/10/2021 to 10/16/2021?	No	
Did you work for anyone, anywhere, at any time during the week of 10/10/2021 to 10/16/2021?	() Yes	O No
Nere you physically and mentally able to work during the week of 10/10/2021 to 10/16/2021?	() Yes	() N0
Wre you available to work, or were you available to be recalled from a layoff, during the week of 10/10/2021 to 10/16/2021?	() Yes	O No
Did you refuse any job offers or referrals during the week of 10/10/2021 to 10/16/2021?	O Yes	() No
Did you attend school or training during the week of 10/10/2021 to 10/16/2021?	O Yes	O No
Ind you receive a pension or retirement payment for the week of 10/10/2021 to 10/16/2021)	() Yes	O No
Ind you receive severance or separation pay during the week of 10/10/2021 to 10/16/2021?	() Yes	⊙ No
Ind you receive holiday or vacation pay during the week of 10/10/2021 to 10/16/2021?	O Yes	O No
Did you apply for or begin receiving any of the following during the week of <b>10/16/2021 to 10/16/2021</b> . Disability /ay, Weinker's Compensation or Unemployment Insurance under the law from any other State or Federal government gency?	() Yes	O No

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.

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Affore You Stort	Eligible Heels	Confection	Weekly Sorring	Summary	Submit	Conference
Summ	iary					
Did you en	d a job, complete an on-call o	r cemporary job assignment d	ating the week of \$8/16/2821 to	6/16/2021? NO		
Did you wo	rk for anyone, anywhere, at a	ny time during the week of 10	/10/2021 to 10/16/20217	NO		
Were you p	obysically and mentally able to	work during the week of 18/1	0/2021 to 10/16/2021 7	785		
Were you a 10/16/2821	rvalable to work, or were you 17	available to be recalled from a	a layalf, during the week of 18/19	2021 to YES		
Did you ref	luse any job offers or referrab	during the week of 10/10/20	21 to 10/16/28217	NO		
Cod you act	end school or training during	the week of 16/16/2021 to 10	/16/28217	NO		
Did you red	teive a pension or retirement	payment for the week of 16/9	8/2021 to 10/16/2821 7	NO		
Did you red	ceive severance or separation	pay during the week of 10/18	2021 to 10/16/2821 P	NO		

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

Note	e: This information is used to help with verification only, and does not indicate that an answer is incorrect. All of these		
arsa	wers apply to the week of 10/10/2021 to 10/16/2021.		
• If ( • If ) • If )	there are any answers above, please pay special attention to what they say. your answers are correct, select "back" below. your answers are NOT correct, select "back" below.		

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



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



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.