

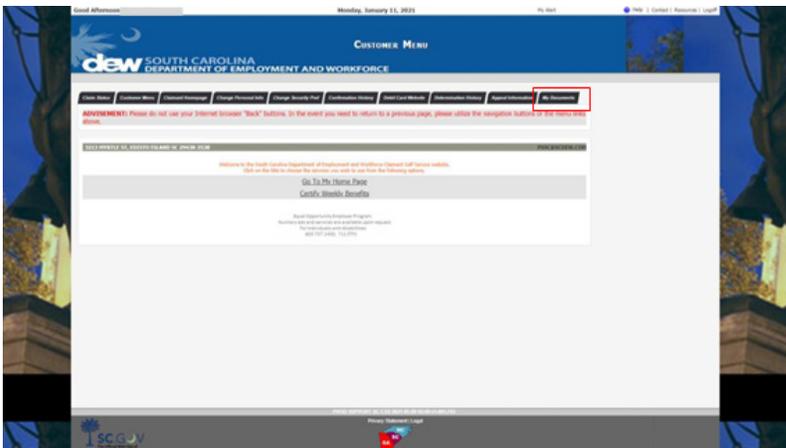


## PUA DOCUMENTATION UPLOAD GUIDE

Under federal guidelines, PUA claimants must provide documentation to DEW in order to remain eligible for PUA benefits. Please visit the Covid 19 Resources for Individuals page on dew.sc.gov for more information about the type of documents you can submit and how to figure out your documentation deadline.

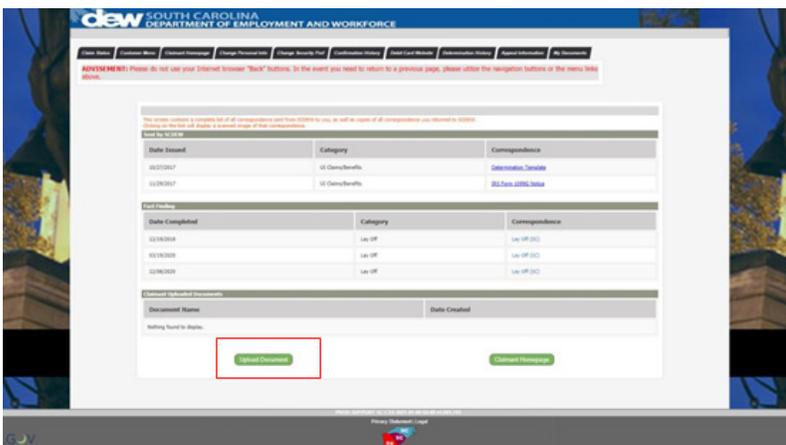
If you have any challenges or need any assistance, please call the Contact Center at (866) 831-1724.

While documentation can be mailed to the agency, the easiest and fastest way to submit it would be to upload documentation directly to your MyBenefits portal.



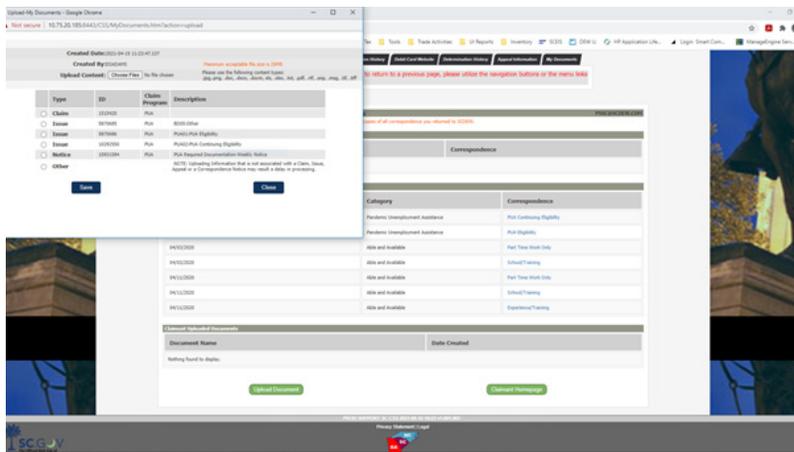
### Step 1

After logging into your MyBenefits portal, click on the My Documents tab on the Customer Menu.



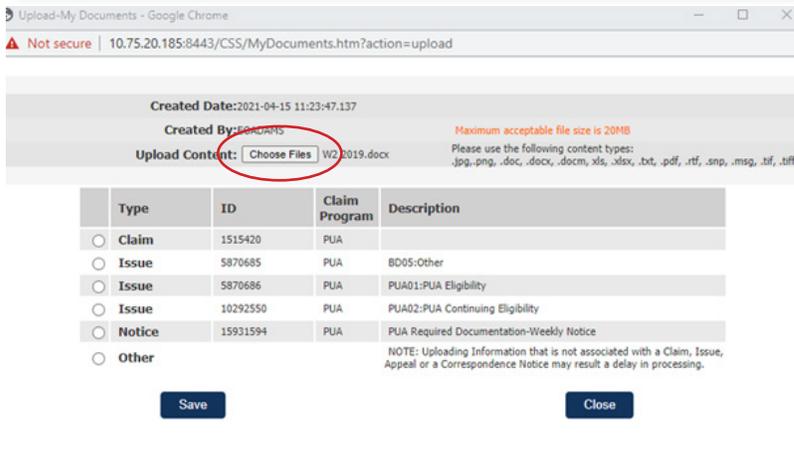
### Step 2

On the My Documents screen, click the Upload Document button.



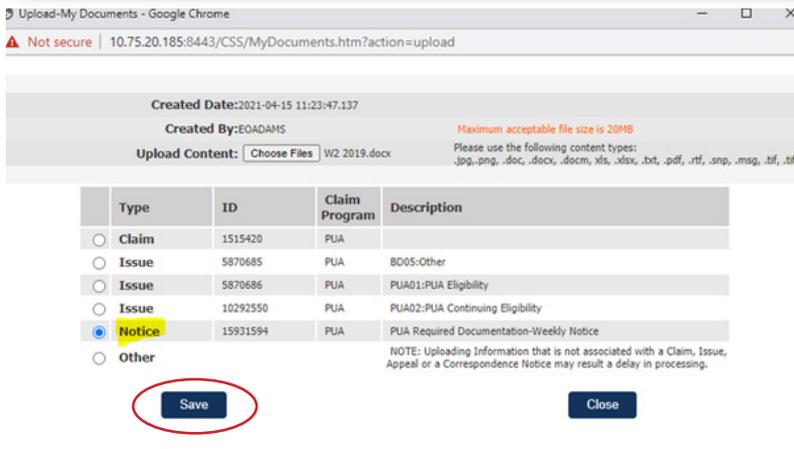
### Step 3

You will be presented with a pop up window that will display all open notices, claims and issues associated with your claimant ID.



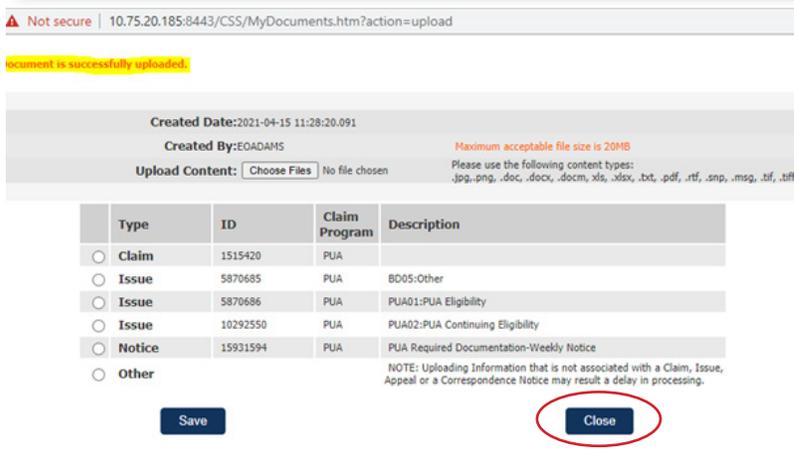
### Step 4

Click the 'Choose File' button and select the file you wish to upload from your device (PC, cell phone, tablet, etc.) and click Open. The screen should populate the name of the file that you have selected to upload.



### Step 5

Select the 'Notice' radio button associated with the PUA Required Documentation Weekly Notice and then Click Save.



### Step 6

The pop up will refresh showing that the document has successfully been uploaded. Then click Close.

