

# 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.

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

#### 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.





	Туре	ID	Claim Program	Description	
0	Claim	1515420	PUA		
0	Issue	5870685	PUA	BD05:Other	
0	Issue	5870686	PUA	PUA01:PUA Eligibility	
0	Issue	10292550	PUA	PUA02:PUA Continuing Eligibility	
0	Notice	15931594	PUA	PUA Required Documentation-Weekly Notice	
0	Other			NOTE: Uploading Information that is not associated with a Claim, Issue Appeal or a Correspondence Notice may result a delay in processing.	
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### 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.

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## Step 7

You will be directed back to the My Document tab to show the documents have been uploaded.