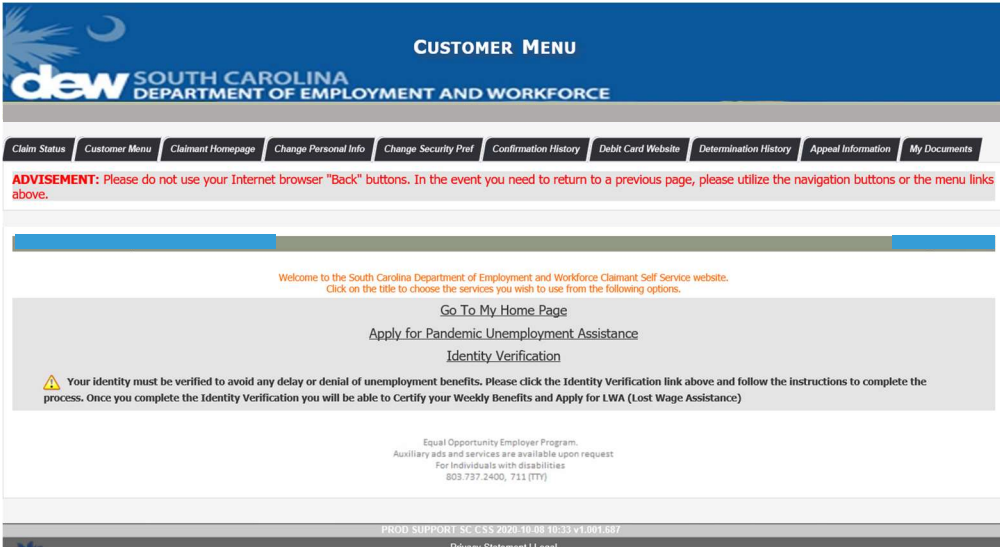




GUIDE TO SUBMITTING AN ONLINE PAYMENT USING CREDIT OR DEBIT

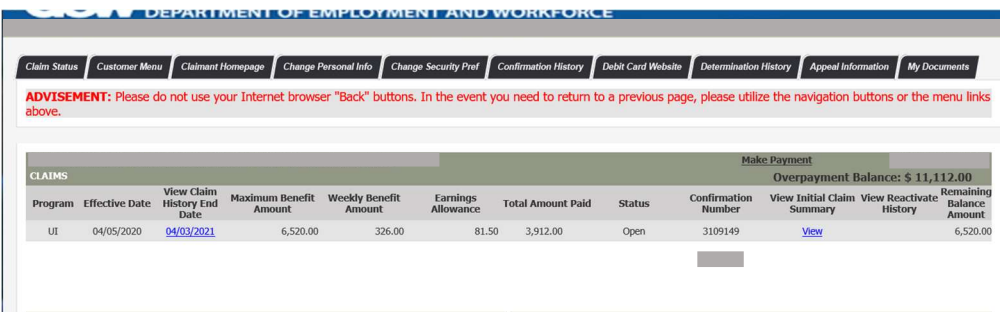
If you have been overpaid unemployment benefits, you must repay the debt to DEW. You may submit payments online using a debit card, credit card or electronic check. This guide provides step-by-step instructions on how to pay with credit or debit. Please note that an online convenience charge will be applied to your payment amount. The convenience charge is administered by a third party and is determined by the method or amount of the payment. Visit dew.sc.gov/overpayments-and-collections for more information.



Getting Started

Log on to MyBenefits.dew.sc.gov, enter your User ID and click **Next**. Enter your password and click **Login**. On the customer menu page, select **Go To My Home Page** located in the center of the page.

You can also click on the **Claimant Homepage** tab.



Overpayment Balance

On the claim information ribbon, you can locate your **Overpayment Balance** on the far right.

Click **Make Payment** to the above and left of your **Overpayment Balance**.



Claim Status Customer Menu Claimant Homepage Change Personal Info Change Security Pref Confirmation History Debit Card Website Determination History Appeal Information My Documents

ADVICE: Please do not use your Internet browser "Back" buttons. In the event you need to return to a previous page, please utilize the navigation buttons or the menu links above.

Payment Options

Outstanding Balance : \$ 11,112.00 Minimum Payment: \$ 489.00

One-Time Payment : By clicking this link, you will be directed to SCDEW's payment portal where you will be able to make a payment by credit card, debit card or e-check. Once you are at the portal, please follow the instructions for making your payment.

Payment Agreement : Click this link if you would like to schedule regular payments through an installment pay agreement with SCDEW. This link will also allow you the option of choosing voluntary wage withholding as method of repayment.

Cancel

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Make Payment

Once you click **Make Payment**, you will be taken to the **Payment Option** screen.

If you have not setup a payment plan you will be provide with two options:

- a) **One-Time Payment**
- b) **Payment Agreement** – Once your payment agreement is approved and setup, you will only see the **One-Time Payment Option** displayed in your portal.

* In order to prevent future collection activity you must be in a current and active payment agreement.

PAYMENT OPTIONS

deW SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

Claim Status Customer Menu Claimant Homepage Change Personal Info Change Security Pref Confirmation History Debit Card Website Determination History Appeal Information My Documents

ADVICE: Please do not use your Internet browser "Back" buttons. In the event you need to return to a previous page, please utilize the navigation buttons or the menu links above.

Payment Options

Outstanding Balance : \$ 11,112.00 Minimum Payment: \$ 489.00

One-Time Payment : By clicking this link, you will be directed to SCDEW's payment portal where you will be able to make a payment by credit card, debit card or e-check. Once you are at the portal, please follow the instructions for making your payment.

Select a Payment Amount

<input type="radio"/> Outstanding Balance	\$ 11,112.00
<input type="radio"/> Minimum Payment	\$ 489.00
<input type="radio"/> Other	\$ <input type="text"/>

Continue

Payment Agreement : Click this link if you would like to schedule regular payments through an installment pay agreement with SCDEW. This link will also allow you the option of choosing voluntary wage withholding as method of repayment.

Cancel

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Payment Options

Click **One-Time Payment**. You will be taken to the **Payment Options** screen with the following payment amount options:

- a) **Outstanding Balance** - This option is chosen if you can pay your balance in full.
- b) **Minimum Payment** - This option is chosen if you plan to pay only the minimum monthly payment amount agreed upon in your payment agreement with DEW.
- c) **Other** - This option is chosen if you cannot provide payment in full or are entered into a payment agreement with DEW.

Once your payment option is chosen, click **continue**. Please note you cannot go back or you will not be able to process your payment until the next day.



SC.GOV | Contact

1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

Transaction Detail

These charges will appear on your statement as two transactions. The total Cost of Sale will be sent to SC DEW. The total Service Fee* SC.GOV will be sent to SC.GOV.

SKU	Description	Unit Price	Quantity	Amount
01	Overpayment Recovery	\$489.00	1	\$489.00
Total				\$489.00

Transaction Summary

Overpayment Recovery	\$489.00
TOTAL	\$489.00

Need Help?
Select Payment Method and Continue to proceed with payment.

Payment

Payment Type

Payment Type *

Select One

3rd Party Payment Site

Once you click **Continue** you will be taken to a 3rd party website, sc.gov.

Payment

Payment Type

Payment Type *

- Select One
- Credit Card
- Electronic Check

Next >

Choose Payment Type

- Choose **Payment Type**:
- a) **Credit Card** – 1.7% merchant charge and a \$1.00 portal charge will be added to each credit card transaction.
 - b) **Electronic Check** - \$2.00 portal charge for using an electronic check.

These fees will not be applied to your outstanding balance, but instead are convenience charges for online payments. Any payments denied due to errors in submission, insufficient funds in your account, or credit card refusal will be added back to the balance owed.

Click **Next** once finished.



Customer Information

Complete all required fields [*]

Country

First Name * Last Name *

Address *

Address 2

City * State

ZIP/Postal Code *

Phone *

Email *

[Next >](#)

Customer Information





After you click **Next**, you are taken to the **Customer Information** page.

Your information will be pre-populated. Please confirm accuracy of information.

Payment Info

Complete all required fields [*]

Credit Card Number *

Credit Card Type
   

Expiration Month *

Expiration Year *

Security Code *

Name on Credit Card *

[Next >](#)

[Cancel](#)

Payment Info

After you click **Next**, you are taken to the **Payment Info** page.

Enter your payment information and click **Next**.

You will be brought to the **Submit Payment Info** page where you will validate all information provided (Payment Type, Customer Info, and Payment Info) and click **Submit**.

When you click **Submit**, your payment will be processed and you will receive a [sc.gov](#) receipt. The receipt page confirms that your payment has been made.

You are encouraged to keep a receipt for your records.

Please allow up to three business days for this payment to be reflected on your portal's account balance.