



# Employer Dashboard Overview

Welcome to the S.C. Department of Employment and Workforce's new benefits portal for employers. When you get to the login screen you will enter the account number and PIN that were sent to you by the agency as well as your FEIN *without* the dash.

EMPLOYER SELF-SERVICE LOG IN

**Login To Your Account**

Account Number:

Pin:

Fein:

[Login](#)

Good Afternoon Friday, September 1, 2017 Logoff

**EMPLOYER HOMEPAGE**

Home | Employer Filing | Benefits Information | Multi-Claimant Group | My Alerts

**ACCOUNT INFORMATION**

Mailing Address: 1234 Success St. Metropolis SC 29111  
Preferred Contact Method: bizaddress@gmail.com  
Telephone: 800-123-4567

**SMART LINKS**

- View Recent Correspondence
- Respond to Request for Separation Information
- Respond to Additional Information for Claims Issues

If a SIDES Participant, respond to request for information through SIDES Portal.

BENEFIT INFORMATION		ACCOUNTS	BALANCES
Actual Benefit Charges	Employer Appeal	Tax Account	\$0.00
File Claim	Incident of Late or Inadequate Responses		
Maintain SIDES Participants	Make Employer Filed Claim Payment		
Multi-Claimant Group	SIDES Participation		
Separation History	Submit Tip/Lead		
View Correspondence	View Seminar Information		
Withdraw Claim	Weekly Certification		

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When you first login to the system, the employer homepage will be displayed with all the options available to employers and third party administrators.

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This dashboard gives you access to everything from filing a claim on behalf of an employee, filing an appeal, completing requests for additional information, viewing or responding to separation details, viewing or requesting relief from benefit charges, viewing correspondence history, managing your State Information Data Exchange System (SIDES) as well as leaving tips or leads to reporting UI fraud.



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All of the information displayed in the header of the screen is provided from your tax account.

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If you are a SIDES participant and this is your primary source of information, you will see a note at the bottom of this section indicating that.

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On the right hand side of the header you will notice a section for Smart Links. These hyperlinks are available when there are outstanding issues that need resolution. Some examples of possible links in this section are View Recent Correspondence, Respond to Request for Separation Information, Respond to Additional Information for Claims Issues or Respond to Wage Audit Notices.

\*Please note there will be no Smart Links listed in this section if you have no action items.



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uisides.org

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There could also be a Smart Link for Employer Separations; however, this link is not presented for SIDES participants. Those registered in SIDES will need to go to the uisides.org website to file separation notices.

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The Benefit Information section provides a list of other links you may use to view information or to take action to provide information to the agency. Some examples include Actual Benefit Charges, File Claims, Multi-Claimant Group, SIDES Participation, File Appeal, Separation History, Weekly Certification and more.

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The account section on the right will list your balances for your account set up through the tax section.



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You will also find tabs across the top to take you through the site, such as Employer Filing, Benefits Information and the Multi-Claimant Group page.

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**TelClaim**  
**1-866-831-1724**

For more information on how to use the new benefits portal please see our other tutorials. If you have any challenges and need assistance, please call TelClaim at 1-866-831-1724.