

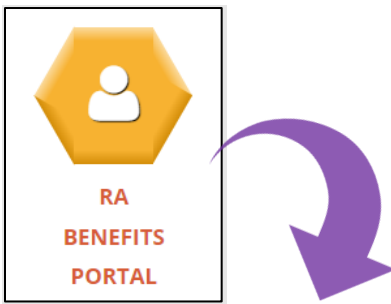
Guide for Logging in/Setting up a Profile in the RA Benefits Portal

This guide only provides information on how to *log in to the new RA Benefits Portal*. If you have questions or need help logging in to or with the new system, you may call 605.626.2452 or email DLRRAClaims@state.sd.us.

START on DLR's RA Benefits page

dlr.sd.gov/ra/individuals/default.aspx

Click on **RA Benefits Portal**



A screenshot of the RA Benefits Portal homepage. The header includes "SOUTH DAKOTA DEPT. OF LABOR & REGULATION" on the left, "Articles & Resources" in the center, and "My Requests SD.Gov log in mySD" on the right. A search bar contains the text "How can we help you today?". The main heading is "Reemployment Assistance Benefits Portal" with a background image of hands clapping. Below this, there are three main sections: "Quick Start Guide to RA Benefits" with a "Start Here" button and three numbered steps (1. Gather Required Documents, 2. SD Account Set Up & Profile Registration, 3. Filing Your Claim), "RA Customer Service Center" with a phone icon and number "605.626.2452", and "Employment Resources" with links for "Work Search Requirements", "South Dakota Job Services", "SDWORKS Portal", "State Government Jobs", and "Refusal of Work". A "Login" button is located at the bottom left of the Quick Start Guide section. A "Questions? I'm here to help" bubble is visible on the right side of the screenshot.

This is the homepage you will see anytime you are not logged in to the RA Benefits Portal.

If you have not logged in to the portal before, this guide will provide the steps to do so.

Create a mySD Profile/Log in to a mySD Profile

To log in to the RA Benefits Portal, you will need to either create a mySD profile or log in to your existing mySD account.

Quick Start Guide to RA Benefits

Reemployment Assistance (RA) provides temporary financial assistance for people who have lost their job through no fault of their own until they find other employment. Review the information below to see how we can help.

1

Start Here

Gather Required Documents →

Several documents and personal details are needed to complete your application. Review the information you'll need to provide.

2

SD Account Set Up & Profile Registration →

Before you start your application, we need to verify your identity with a completed profile. Once you finish the registration process, you will be able to file a claim.

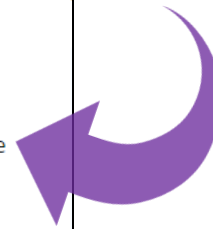
3

Filing Your Claim →

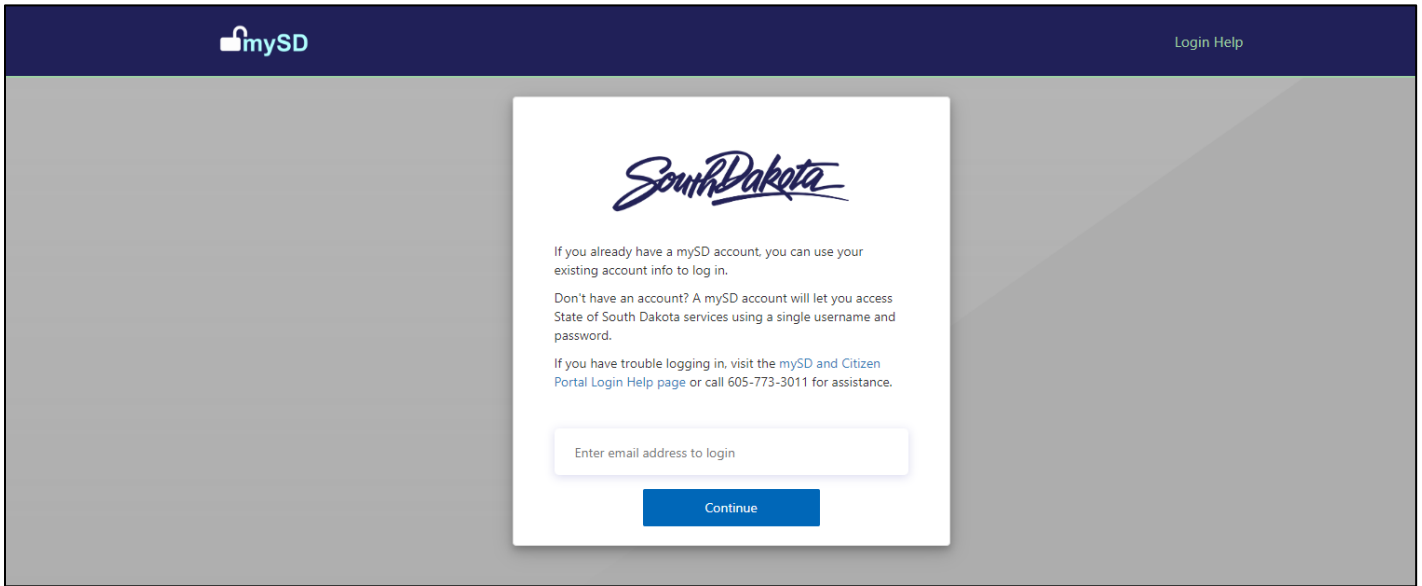
Once you've completed your registration and have your required details prepared, you're ready to file your claim.

Login

After gathering the required documents indicated in Step 1, **create a login for, or log in to mySD (the South Dakota Digital Citizen Portal)** by clicking on either Step 2 or the Login button.



You will be taken to the mySD login screen.



- ***If you have already created a login for mySD, enter your email and password to log in. Once logged in, you will be redirected back to the [RA Benefits Portal](#).***
- ***If you have not created a profile for mySD, are not sure if you have a mySD profile, or are having issues logging in to your mySD account, click on Login Help in the top right corner. A window will pop up with links to FAQs to assist with these questions and more.***

Once you have created/logged into your mySD profile, you will be directed back to the [RA Benefits Portal](#) to **complete your RA Profile Registration.**

mySD is the State of South Dakota's Single Sign-On (SSO) authentication strategy for sd.gov services. It allows users to login to available state services with one login.

- What is mySD?**
- What do I do if I am unable to log in with my mySD account?**
- How do I log in to the Citizen Portal?**
- How do I create a mySD account?**
- What if I am not sure I already have a mySD account?**
- What if I never received an Verification Code in my email or entered my email incorrectly?**
- How do I change my mySD Email Address?**
- How do I change my mySD Authentication Phone Number?**
- How do I change my mySD First or Last Name?**
- How do I change my mySD Address?**

Complete Your RA Profile Registration

Once you have logged in using your mySD profile, you will see **My Claims Status** near the top of the page. This status will update based on the action(s) you need to take.

You will see **Complete Your Profile Registration** if you need to register within the RA portal. This must be done before you can do anything else within the portal, including filing a claim. Click on the **Create Profile** button to get started.

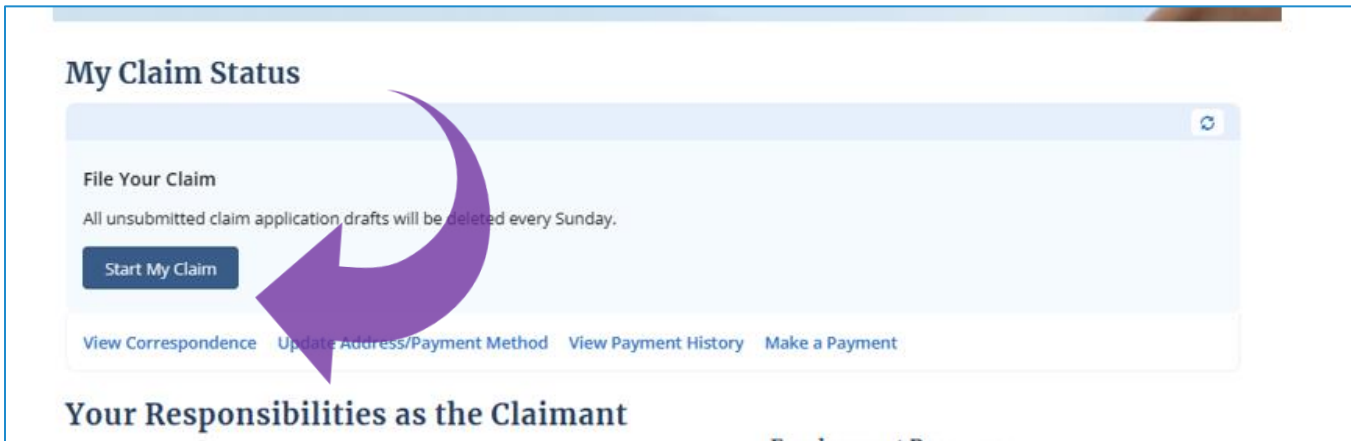
The screenshot shows the 'Reemployment Assistance Benefits Portal' header. Below it is the 'My Claim Status' section. A card titled 'Complete Your Profile Registration' contains the text: 'Before you start your application we need to verify your identity with a completed profile. Once you finish the registration process, you will be able to file a claim.' A blue button labeled 'Create Profile' is at the bottom of this card. A large purple arrow points from the 'Create Profile' button towards the 'Your Responsibilities as the Claimant' section below. To the right, there is an 'Employment Resources' section with a search icon and the text 'Work Search Requirements →' and 'Work search activities that must be completed in order to be eligible for benefits.'

Once your RA Profile Registration has been successfully completed you will see this screen. Click **Go Home** to go the RA Benefits Portal homepage and file your claim.

The screenshot shows a 'Success' message. At the top, the word 'Success' is displayed. Below it is a large green circle containing a white checkmark. The text below the checkmark reads: 'You have successfully created your profile. The next step is to fill out your application.' At the bottom of the screen is a blue button labeled 'Go Home'.

Once on the benefits portal homepage, **My Claims Status** should now indicate you can **File Your Claim**.

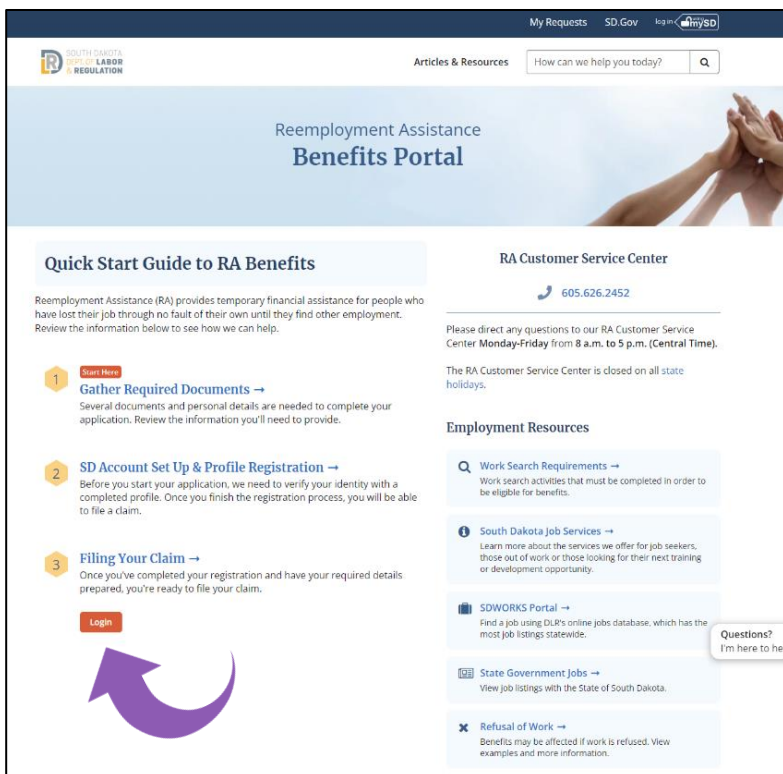
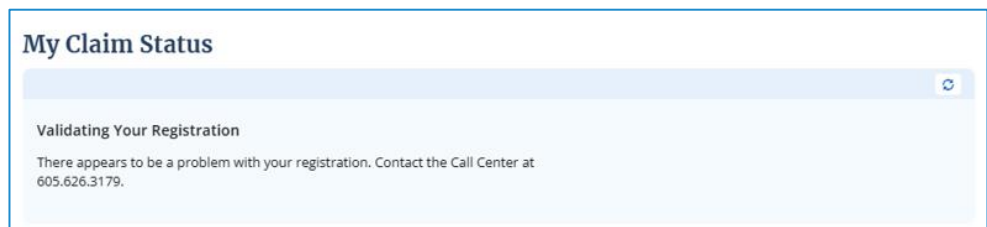
Click the Start My Claim Button to file. The screens will guide you through the information needed to file an initial claim.



Once you've filed a claim, you will be able to log in to check your Claim Status and follow the instructions provided.

Additional Notes

If **My Claim Status** says **Validating Your Registration**, please contact the call center at 605.626.3179 for assistance.



When you are logged out, the portal homepage will look like this even after you have set up your RA Profile. Click the Login button to access your RA account to check your claim status, request weekly payments, check correspondence, update your address or payment method, etc.

If you have questions or need help logging in to or with the new system, call 605.626.2452 or email DLRRAClaims@state.sd.us