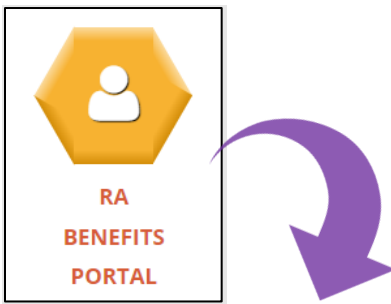# Guide for Logging in/Setting up a Profile in the RA Benefits Portal

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**

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.
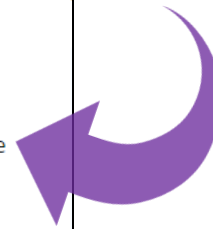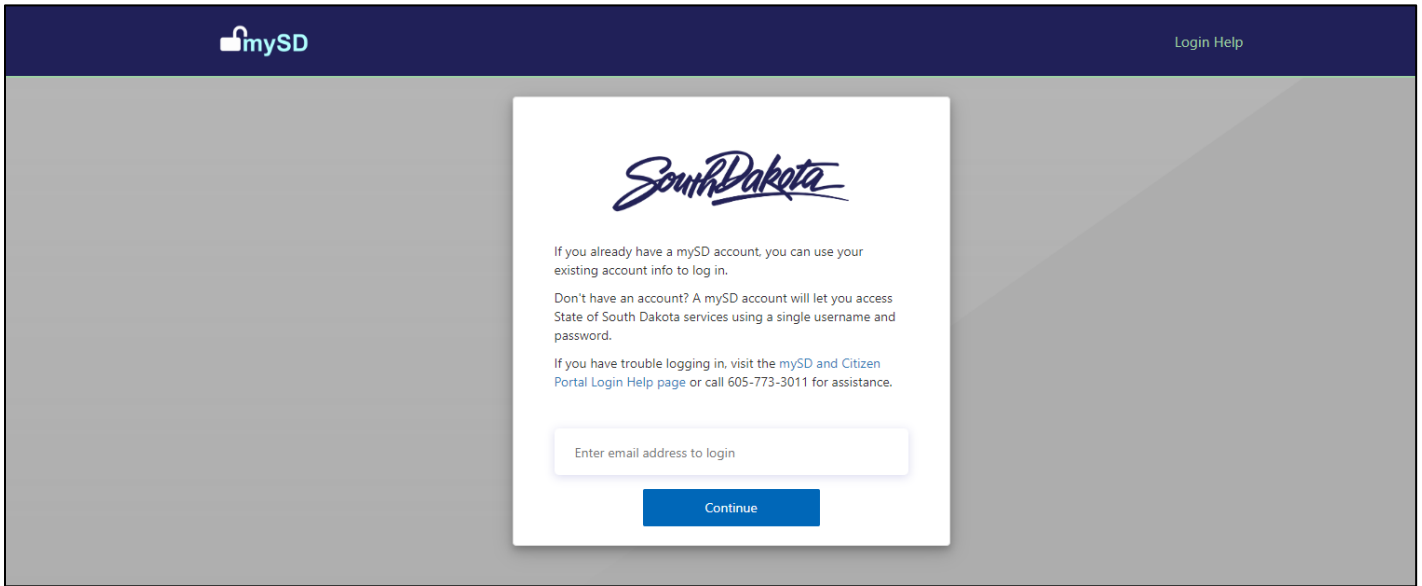
3 ### Filing Your Claim →
Once you've completed your registration and have your required details prepared, you're ready to file your claim.

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.**

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.
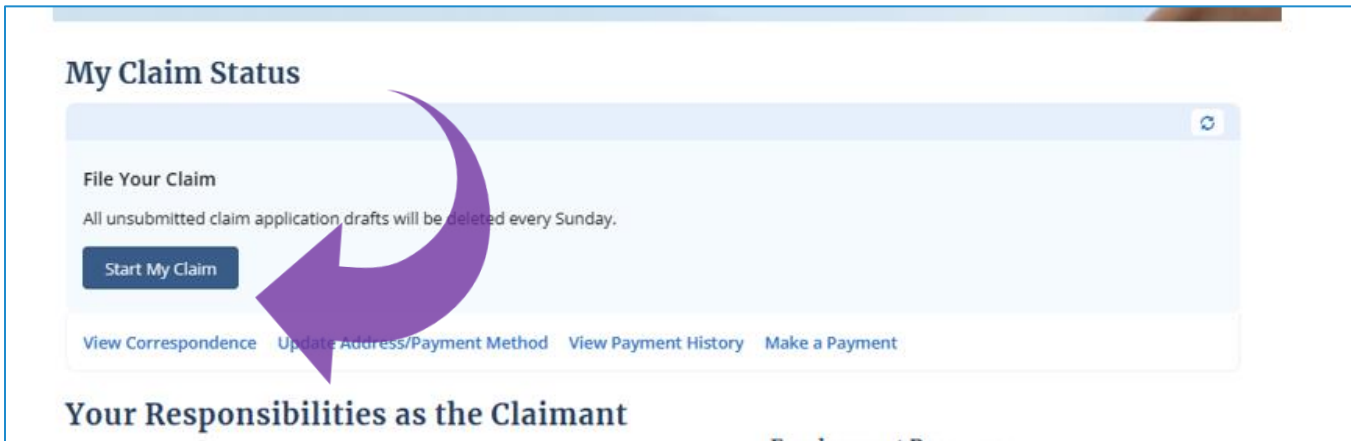

Once your RA Profile Registration has been successfully completed you will see this screen. Click **Go Home** to go the RA Benefits Portal homepage and file your claim.

Once on the benefits portal homepage, **My Claims Status** should now indicate you can **File Your Claim.**
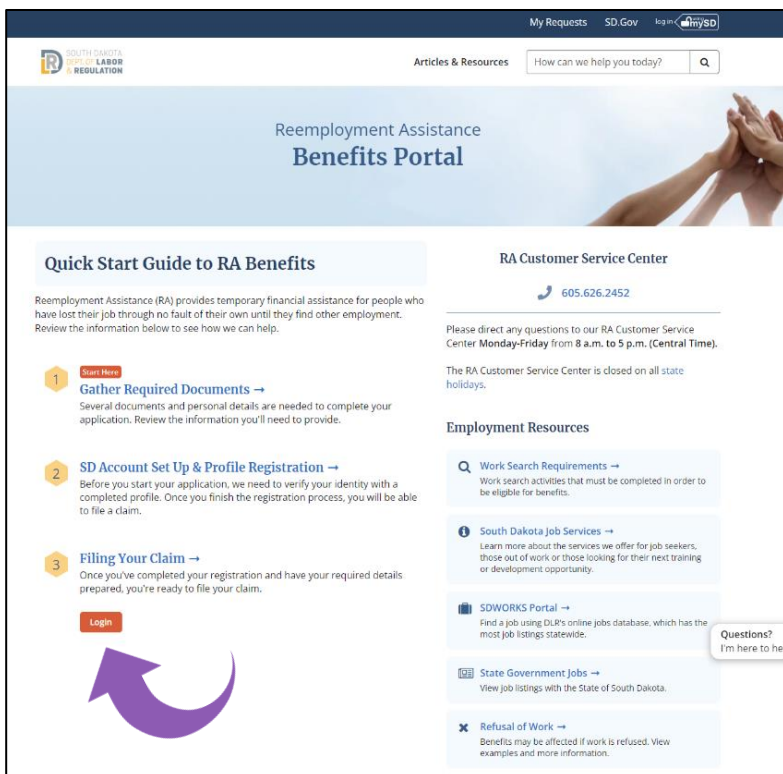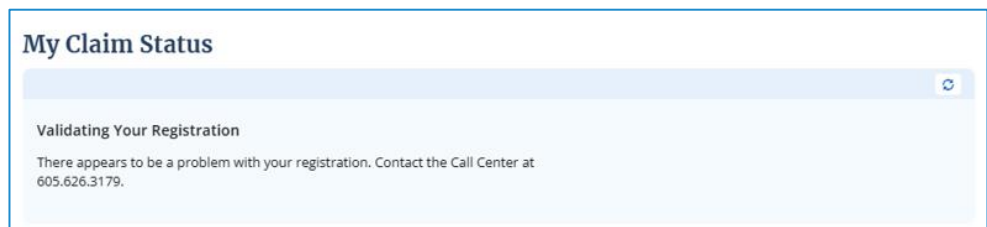
Click the Start My Claim Button to file. The screens will guide you through the information needed to file an initial claim.

My Claim Status

File Your Claim

All unsubmitted claim application drafts will be deleted every Sunday.

[Start My Claim]

View Correspondence   Update Address/Payment Method   View Payment History   Make a Payment

Your Responsibilities as the Claimant

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.

My Claim Status

Validating Your Registration

There appears to be a problem with your registration. Contact the Call Center at 605.626.3179.

When you are <u>logged out</u>, 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

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