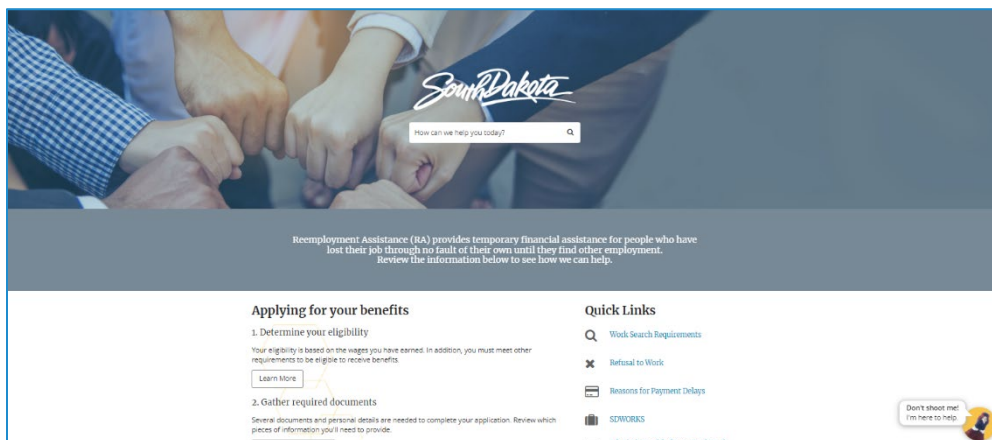


Guide for Logging in/Setting up a Profile in the RA Claims Online System

START on DLR's RA Benefits page

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

Click on **RA Claims Online System** to go to the **NEW RA CLAIMS INTERFACE**.

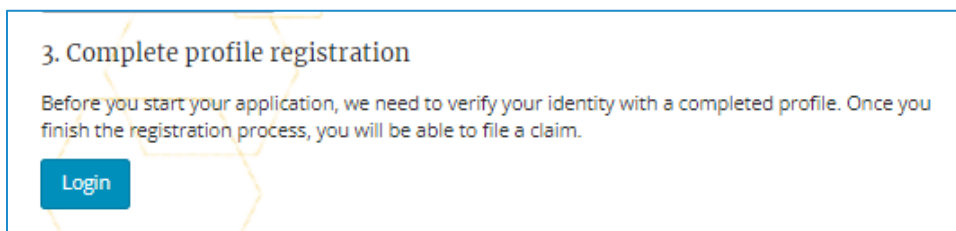


NEW RA CLAIMS INTERFACE (sd.gov.rabenefits)

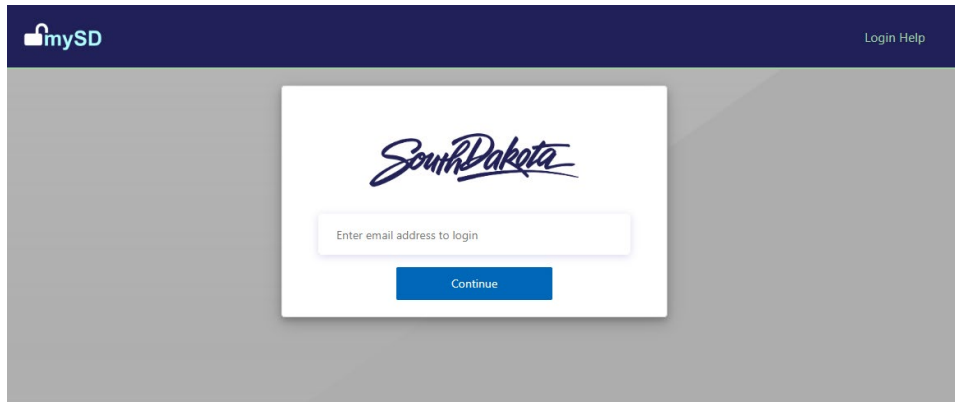
Create a mySD Profile/Login into a mySD Profile

You must **first create or login into mySD (the South Dakota Digital Citizen Portal)** by:

- Clicking on **Login** under **3. Complete profile registration**.



When this screen loads:

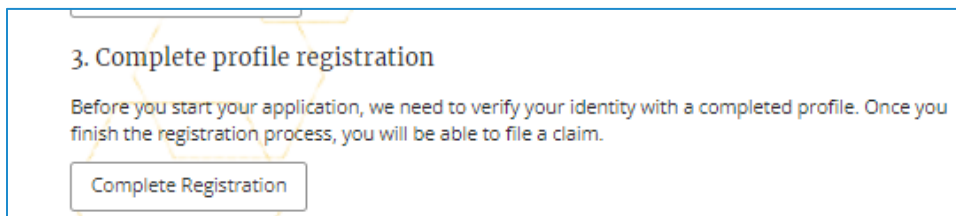


- **If you have already created a login in for mySD, enter your email and password to log in. Once logged in, you will be redirected back to the [NEW RA CLAIMS INTERFACE](#)**
- **If you have not created a profile for mySD or are unsure, click on Login Help in the top right corner for assistance.**

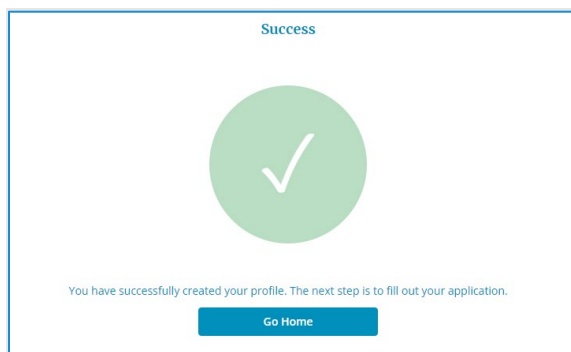
Once you have created a mySD profile, you will be sent back to the [NEW RA CLAIMS INTERFACE](#) to **complete your RA Claims Profile.**

Complete Your RA Claims Profile to Link Your Accounts

Click on **Complete Registration** (found under 3. *Complete profile registration.*) *Do this even if you have already filed an initial claim. You will also need to do this prior to requesting weekly benefit payments or taking other actions in the RA Claims Online System.*



Once your RA Claims Online Registration has been successfully completed you will see this screen. Click on Go Home. You will again be redirected to [the NEW RA CLAIMS SYSTEM INTERFACE](#).



Your RA Claims profiles and mySD profile should now be linked.

File Initial Claim, Request Weekly Benefit Payments, Check Electronic Correspondence, etc.

3. Complete 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.

Registration Complete

4. File your claim

Once you've completed your registration and have your required details prepared, you're ready to file your claim. Please note, the system resets every Sunday. All unsubmitted claim drafts will be deleted.

File a claim

5. Request weekly benefit payments

Once your application is accepted, you will need to request RA benefits every week.

Claiming Your Benefits

6. View additional options

View additional options such as: change payment method, view electronic correspondence, view payment history, and make overpayment repayment.

View Options

#3 now says Registration Complete. Click on the number that corresponds to the action you want to take (e.g., file an initial claim, request weekly benefit payments, view electronic correspondence, etc.)

File an Initial Claim/Reopen a Claim

4. File your claim

Once you've completed your registration and have your required details prepared, you're ready to file your claim. Please note, the system resets every Sunday. All unsubmitted claim drafts will be deleted.

File a claim

To file an Initial Claim, click on #4. The screens will guide you through the information needed to file an initial claim.

SOUTH DAKOTA
DEPT. OF LABOR
& REGULATION

Home

Home > File a Claim Overview > File a Claim

File a Claim

1 — 2 — 3 — 4 — 5

Claim Introduction Profile Employment History Claim Eligibility Review

* Indicates required

Welcome to the Claim Filing System

Note: If reopening, the button will say Reopen a Claim:

4. File your claim

Once you've completed your registration and have your required details prepared, you're ready to file your claim. Please note, the system resets every Sunday. All unsubmitted claim drafts will be deleted.

Reopen a Claim

Reopen a Claim



Request Weekly Benefit Payment

To request weekly benefit payments, click on #5.

5. Request weekly benefit payments

Once your application is accepted, you will need to request RA benefits every week.

Claiming Your Benefits

This screen will load to begin your weekly request for payment.

SOUTH DAKOTA DEPT. OF LABOR & REGULATION Weekly Request for Payment

You are responsible for reading and knowing the information in your claimant handbook about benefit eligibility. Attempting to claim or receive benefits by entering false information could mean a loss of benefits, fine, and imprisonment. Please note that by using this system you are agreeing to have your responses become part of your account record and the information you provide may be verified through matching programs.

Do you understand?

Yes No

Cancel Continue

View Additional Options

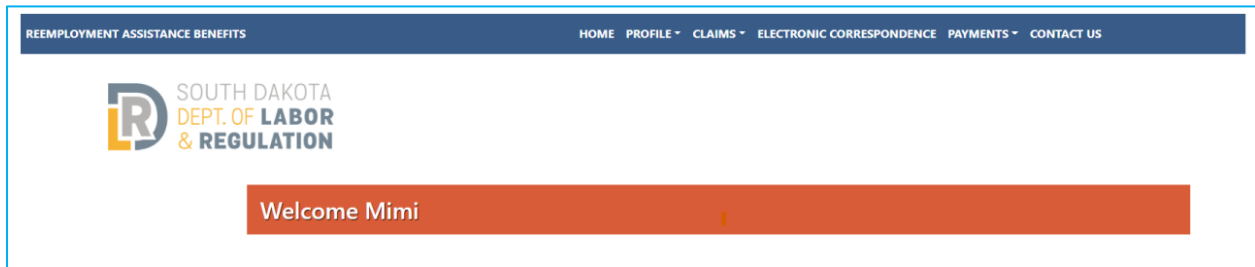
To view additional options such as: change payment method, view electronic correspondence, view payment history, and make overpayment repayment. Click on #6.

6. View additional options

View additional options such as: change payment method, view electronic correspondence, view payment history, and make overpayment repayment.

View Options

Once this screen loads, select from the options in the top blue bar.



Please be sure to log out of mySD and the RA Claims Online System and close all browsers when done.

Questions/Need Assistance?

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