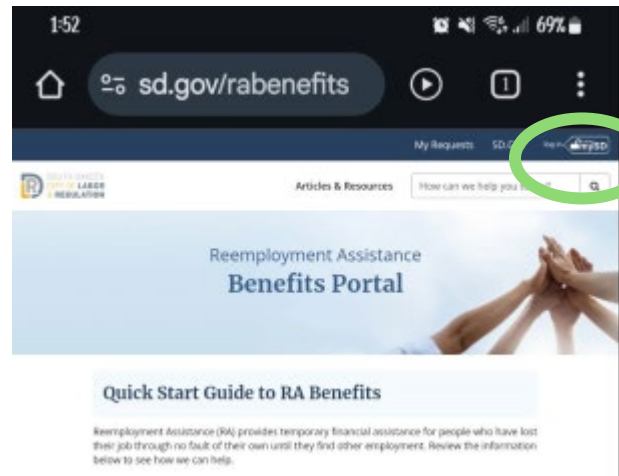


How to File a Payment Request on the RA Benefits Portal: *Android platform*

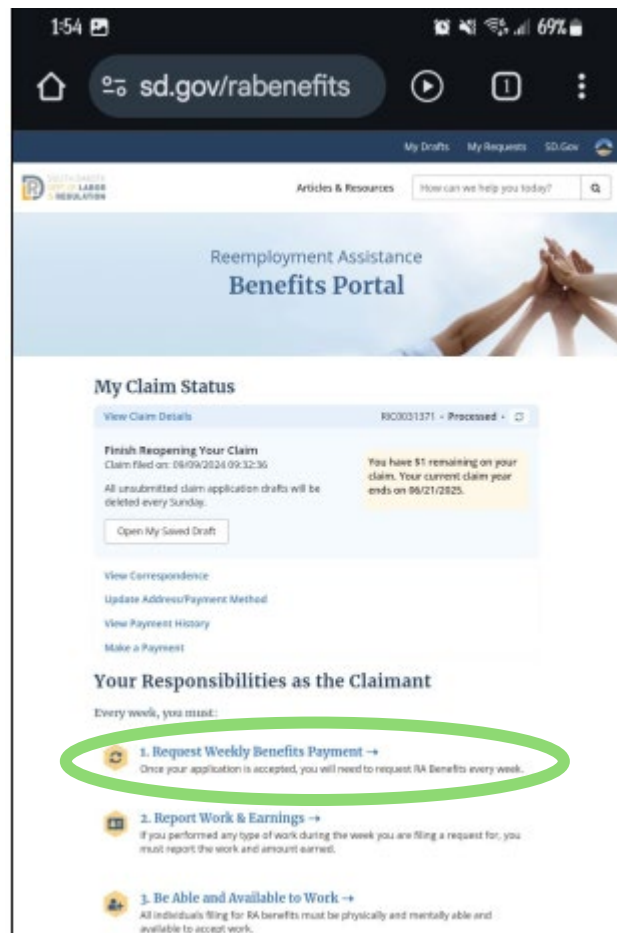
Step 1: Log In to the RA Benefits Portal

1. Open your internet browser and go to **sd.gov**.
2. Select **DLR Reemployment Assistance**, or type **sd.gov/rabenefits** directly into the address bar.
3. Click on **Log in MySD** and enter your **User ID** and **password**.
 - If you don't have an account, create one by following the instructions on the website.



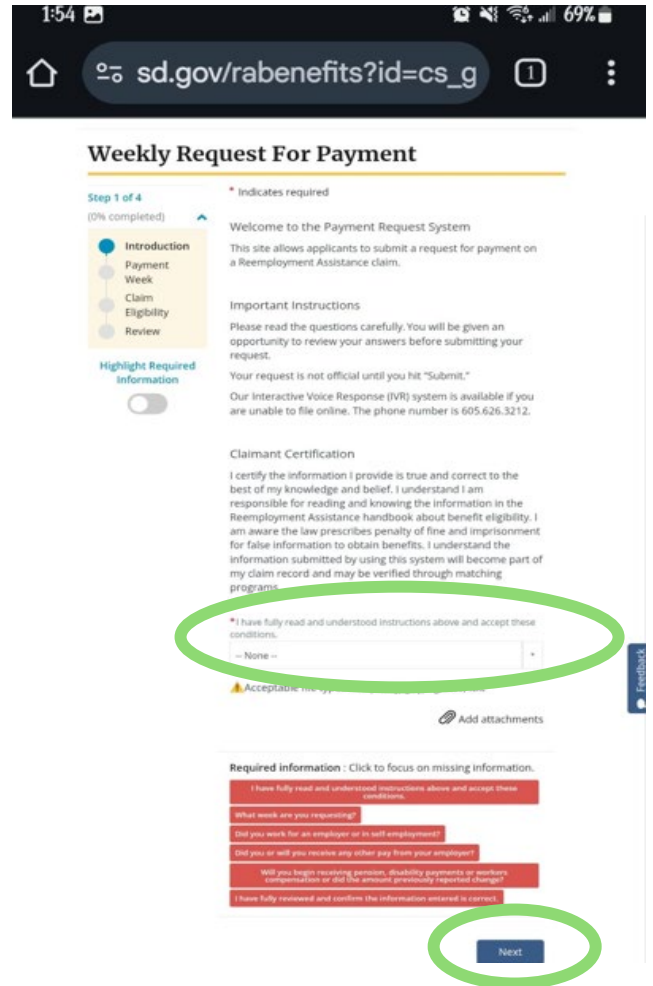
Step 2: Select "Request Weekly Benefit Payment"

1. Once logged in, select **Option 1: Request weekly benefit payment** from the menu.



Step 3: Review Instructions

1. You will be presented with important instructions regarding your payment request.
2. Read the instructions carefully and certify the answers you provide are true and correct.
3. Select **YES** to agree to the terms, then click **Next**.



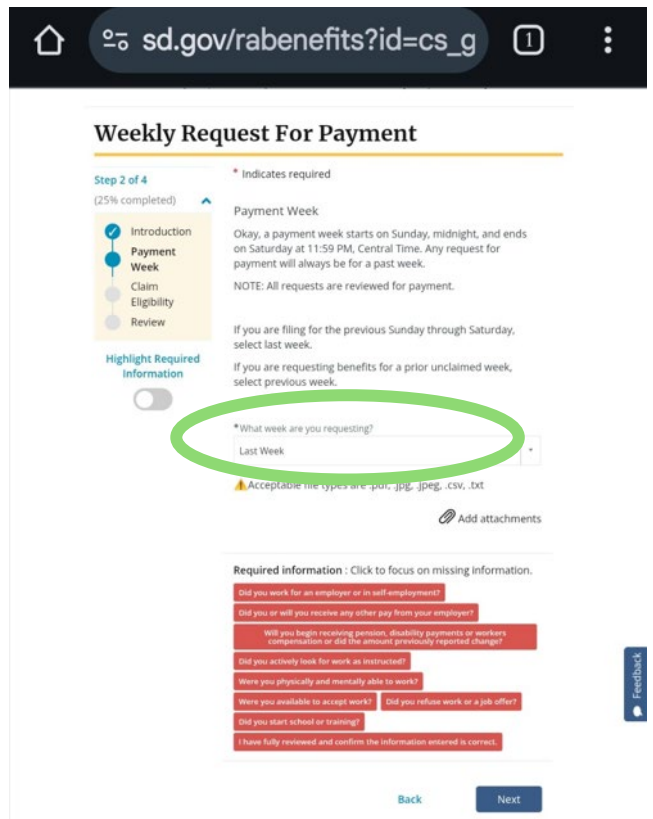
Step 4: Choose the Week for Payment Request

1. After you accept or agree to the terms, you will be taken to the payment request, where you will be asked to select the week for which you are requesting payment.
2. Choose **LAST WEEK** from the options provided.

NOTE: It will tell you the period you are answering the questions for.

Applicable Week

All of the questions below apply to the week of 02/23/2025 to 03/01/2025.



Step 5: Answer Eligibility Questions

1. Answer each question honestly based on your activities during the specified week.

1:56 68%

sd.gov/rabenefits?id=cs_g

Weekly Request For Payment

Step 3 of 4
(50% completed)

- Introduction
- Payment Week
- Claim Eligibility**
- Review

Highlight Required Information

* Indicates required

Claim Eligibility

Applicable Week
All of the questions below apply to the week of 02/16/2025 t

* Did you work for an employer or in self-employment?
No

* Did you or will you receive any other pay from your employer?
-- None --

* Will you begin receiving pension, disability payments or workers compensation or did the amount previously reported change?
-- None --

* Did you actively look for work as instructed?
Yes

Enter Job Contact Information

Claim Eligibility

Add Remove All

Actions	Contact Date	Business Name	Person Contact
No data to display			

* I have finished adding job contacts for this week.
-- None --

* Were you physically and mentally able to work?
-- None --

* Were you available to accept work?
-- None --

* Did you refuse work or a job offer?
-- None --

* Did you start school or training?
-- None --

Acceptable file types are .pdf, .jpg, .jpeg, .csv, .txt

Add attachments

Required information: Click to focus on missing information.

Did you or will you receive any other pay from your employer?
Will you begin receiving pension, disability payments or workers compensation or did the amount previously reported change?

Step 6: Answer Job Contact Questions

1. When prompted, answer **YES** to the question, “Did you actively look for work?” if applicable, and then select **Add** to enter job contact information.

*Did you actively look for work as instructed?

Yes

Enter Job Contact Information

Claim Eligibility

Add Remove All

NOTE: WORK SEARCH IS SUBJECT TO VERIFICATION. You are required to provide sufficient information so the agency can verify.

sd.gov/rabenefits?id=cs_g

Add Row

*Contact Date
02/18/2025

*Business Name
Walmart

Person Contacted

*Job Title or Type of Work
Cashier

*Method of Contact
Online

Business Address
610 S 6th

Business City
Aberdeen

Business State
South Dakota

Business Zip Code

Phone Number

*Website
Walmart.com

*Result of Contact
Submitted application

Cancel **Add**

2. This is what it will look like once you enter the job contacts made. Once you are done, you can select yes to the next question that states “I have finished adding job contacts for this week.”

Enter Job Contact Information

Claim Eligibility

Contact Date	Business Name	Person Contacted	Job
02/18/2025	Walmart		Cas
02/20/2025	UPS		Dri

*I have finished adding job contacts for this week.

Yes

Step 7: Certify and Submit

1. Complete all remaining questions as required.
2. Review all entered information carefully.
3. Certify that all information provided is accurate and complete by selecting the appropriate confirmation option.
4. Click **Submit**.

1:59

sd.gov/rabenefits?id=cs_g

Weekly Request For Payment

Step 4 of 4
(75% completed)

- Introduction
- Payment Week
- Claim Eligibility
- Review

Highlight Required Information

Review

Introduction

Payment Week

Claim Eligibility

* Indicates required

Review

Your request is complete and ready for review. This is the last step before submitting your request.

NOTE: Inaccurate information will result in processing delays. Carefully review your answers as you will not be able to make changes after submission.

* I have fully reviewed and confirm the information entered is correct.

-- None --

Acceptable file types are .pdf, .jpg, .jpeg, .csv, .txt

Add attachments

Submit

Required information : Click to focus on missing information.

I have fully reviewed and confirm the information entered is correct.

Back

Step 8: Confirmation

1. After submitting your payment request, you will receive a confirmation message indicating that your request was successfully submitted.
 - Keep this confirmation for your records.

Additional Notes:

- Ensure all information provided is truthful and accurate to avoid delays or issues with your payment request.
- For assistance or further clarification, contact customer support through the Benefits Portal.

By following these steps, you can efficiently file your payment request each week without complications!

2:00

sd.gov/rabenefits?id=cs_g

Weekly Request For Payment

Request Confirmation

Thank you for submitting request DLRWC0082192

View Request

Go Home