

# HOW TO REQUEST MULTI-CLAIMANT GROUP ACCESS IN THE EMPLOYER SELF SERVICE (ESS) PORTAL

South Carolina Department of Employment and Workforce  
Monday, October 26, 2021

**DASHBOARD**

Actions Required: 0

Accounts: 0

Account Information

EMPLOYER NAME: [Redacted]  
MAILING ADDRESS: [Redacted]  
PREFERRED CONTACT METHOD: [Redacted]  
TELEPHONE: [Redacted]

Quick Links

<b>EMPLOYMENT</b> Refusal of Job Offer Employer Statement Separation History Failure to Rehire Contract History of Loss of Multiple Response	<b>EMPLOYER FILINGS</b> File Claim Multi-Claimant Group DOCUMENTS Media Sea-Cl Governance	<b>APPEALS</b> Appeal <b>BENEFIT CHARGES</b> Benefit Charge <b>SIDES PARTICIPATION</b> SIDES Participation Entry View SIDES Participation
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In order to file an Employer Filed Claim within the Multi-Claimant Group, you will first have to be granted access. This Guide will provide information about requesting multi-claim access.

In the Quick Links section, you will see a Header saying “EMPLOYER FILING”. Click the “File Claim” link.

South Carolina Department of Employment and Workforce  
Friday, October 29, 2021

**MULTI-CLAIMANT GROUP**

DOING BUSINESS AS: [Redacted] BUSINESS TYPE: Others FEIN: [Redacted] LIABILITY TYPE: Contributor

Instructions

Employer Contact Information

Contact Title: [Redacted] Phone Number: [Redacted]  
Contact Name: [Redacted] Email Address: [Redacted]

I understand and agree to the terms and conditions above.

Cancel Submit

You will be required to provide Contact Information of the Individual who will be responsible for submitting the File. Please read all of the information on the next page.

- Mark the check box if you agree. Then, click Continue.
- If you do not agree, click Cancel to be directed back to the multi-claimant group page. Click Submit.

South Carolina Department of Employment and Workforce  
Wednesday, October 27, 2021

**MULTI-CLAIMANT GROUP**

DOING BUSINESS AS: Richard County School BUSINESS TYPE: Local Government FEIN: 57-600243 LIABILITY TYPE: Reimbursable

Request Access

**PENDING**

In order to file a Multi-Claimant Group, you must be granted access. Your request is Pending and will be completed within 24-48 business hours. After your request is granted, you will have access to file a Multi-Claimant Group. If you need immediate assistance, please contact our Employer Filed Claims Unit at 1-866-831-1724

Exit

Once completing the Employer Contact Information you will be navigated to the Pending Access requested Screen. Where a member of SCDEW will have to grant access. Once access has been granted you may begin filing your claim on behalf of your employees.