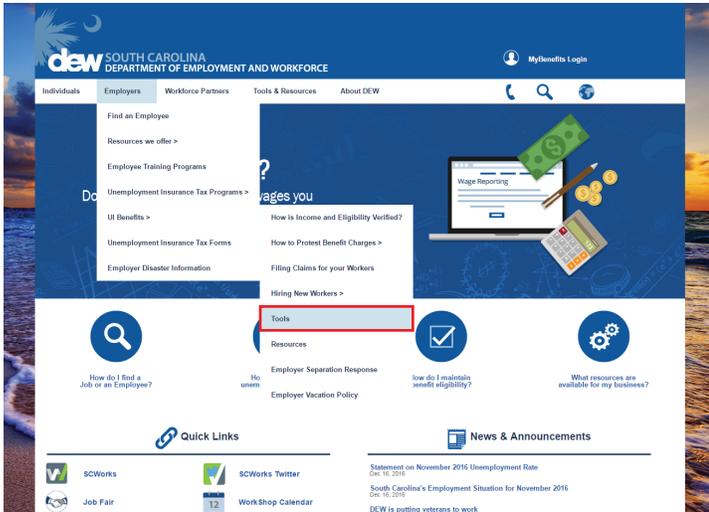


EMPLOYER GUIDE TO RESETTING DEW PIN ONLINE

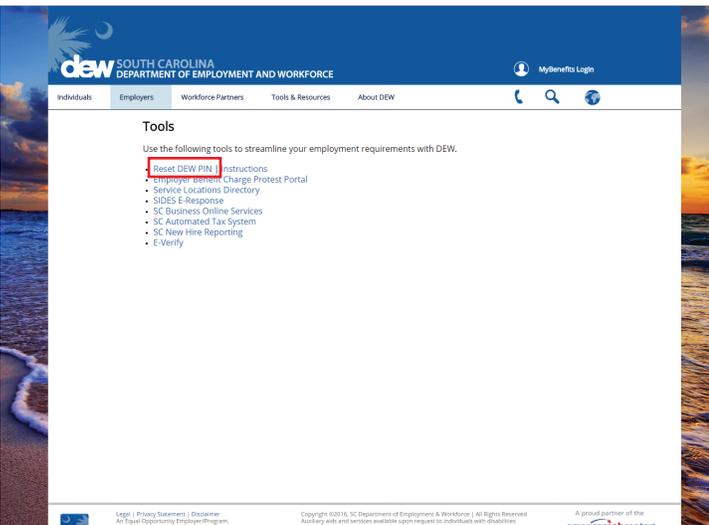
An employer PIN is required to file Quarterly Contribution and Wage Reports, respond to Unemployment Insurance claims and submit employer-filed claims, If you forget you PIN, you may reset it using the following instructions.

1



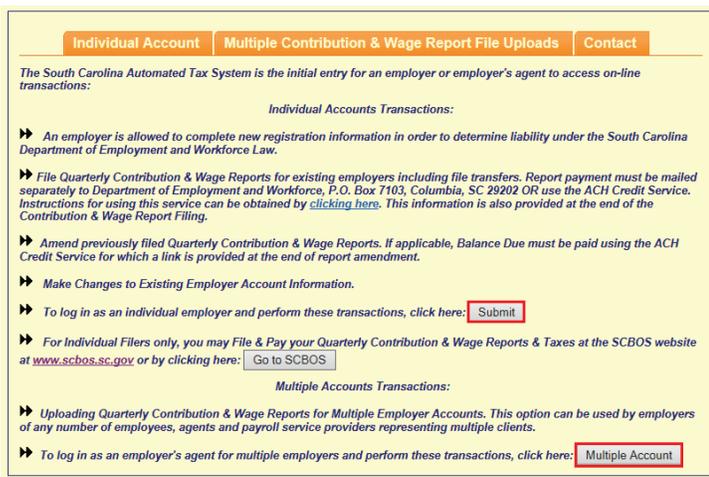
Go to www.dew.sc.gov, hover over the employers tab, then UI benefits and click on **Tools**.

2



On the tools page, click on **Reset DEW PIN**

3



If you are an individual employer, you must click **Submit** to reset your PIN. If you are acting for multiple employers, click the **Multiple Account** button.

If you are a single-account filer, continue to step 4. If you are a multiple-account filer, skip to step 6.

EMPLOYER GUIDE TO RESETTING DEW PIN ONLINE

An employer PIN is required to file Quarterly Contribution and Wage Reports, respond to Unemployment Insurance claims and submit employer-filed claims, If you forget you PIN, you may reset it using the following instructions.

Single Account:

4

Welcome To South Carolina Automated Tax System

Individual Account Multiple Contribution & Wage Report File Uploads Contact

Individual Account

The South Carolina Automated Tax System Internet Login Screen is the initial entry for an employer to access on-line transactions:

- As an employer is allowed to complete registration information in order to determine liability under the South Carolina Department of Employment and Workforce Law.
- File Quarterly Contribution & Wage Reports for existing employees including file transfers. Report payees must be mailed separately to Department of Employment and Workforce, P.O. Box 7183, Columbia, SC 29202 OR use the ACH Credit Service. Instructions for using this service can be obtained by clicking [here](#). This information is also provided at the end of the Contribution & Wage Report Filing.
- Amend previously filed Quarterly Contribution & Wage Reports, if applicable. Balance due must be paid using the ACH Credit Service for which a list is provided at the end of report attachment.
- Make Changes to Existing Employer Account Information.
- For Individual Filers only, you may File & Pay your Quarterly Contribution & Wage Reports & Taxes at the SCBOS website at [www.scbos.gov](#) or by clicking [here](#). [Go to SCBOS](#).

Enter your contact information:

* Name

* Phone

* Email

Enter Account Number Assigned by the South Carolina Department of Employment & Workforce: ** Account Number

Enter your Personal Identification Number: PIN

Select the checkbox if you don't have a PIN:

Select the checkbox if you would like to RESET your PIN:

Select the checkbox if New Account:

* Required
** Required for Existing Account

Enter your contact information; leave "PIN" blank. Select the reset PIN checkbox and click **Submit**.

5

PIN - Add/Update

Account Number ***** Employer Name *****
Trade Name *****

* Enter FEIN (00 - 0000000)

* Re-Enter FEIN (00 - 0000000)

Please enter the 4 digit number that you wish to be your PIN

* New PIN

* Re-enter New PIN

* Required

Provide the requested information including a new PIN and click **Save**. The changes will take effect immediately. If you have questions, please call (803)737-3080, the Employer Tax Services Line, for assistance.

6

Multiple Account:

Welcome To South Carolina Automated Tax System

Individual Account Multiple Contribution & Wage Report File Uploads Contact

Multiple Contribution & Wage Report File Uploads

The South Carolina Automated Tax System Internet Multiple Account Login Screen is the initial entry for employer's agents, CPAs, and payroll agencies to access on-line transactions:

- Upload Quarterly Contribution & Wage Reports for Multiple Employer Accounts. This option can be used by employers of any number of employees, agents and payroll service providers representing multiple clients.

Enter your contact information:

* Name

* Phone

* Email

Enter Federal Employer Identification Number (FEIN) or Tax Identification Number (TIN): FEIN/TIN

Enter your Personal Identification Number: PIN

Select the checkbox if you don't have a PIN:

Select the checkbox if you would like to RESET your PIN:

* Required
** Required for Existing Account

Enter the requested information; leave "PIN" blank. Select the reset PIN checkbox and click **Submit**.

7

PIN - Add/Update

FEIN ***** Agent Name JSMITH

Please enter the 4 digit number that you wish to be your PIN

* New PIN

* Re-enter New PIN

* Required

Provide and confirm a new PIN and click **Save**. The change will take effect immediately. If you have any questions, please call (803)737-3080, the Employer Tax Services Line, for assistance.