

# HOW TO UNLOCK YOUR EMPLOYER ACCOUNT

## "LOCKED OUT"

Is your Employer Account in 'Locked Out' status? Here are the steps you will need to take to unlock your account in SC WORKS so you can get back to posting jobs & utilizing our other benefits.

1. If your account is manually locked out, you will receive an email letting you know.
2. If your account is system generated locked out, you may or may not receive the email.

If you receive an email, go to Step 1.

If you do not receive an email, and are unable to log into the system, go to Step 2.

1

Email: [EmployerAssist@dew.sc.gov](mailto:EmployerAssist@dew.sc.gov)

If you have received an email from our staff notifying you that your account has been locked out, you can email: [EmployerAssist@dew.sc.gov](mailto:EmployerAssist@dew.sc.gov)

Attached to your email, please include the following items:

1. Federal Employer Identification Number
2. Active UI Employer Account Number
  - This number can be obtained from your finance department, any correspondence from the SC Department of Employment and Workforce regarding Unemployment Insurance or by calling our Employer Services Phone Line at (803) 737-2400 and selecting options 3 and 3.
  - or
  - If you are a new employer who has not set up an account or filed through the SC Department of Employment and Workforce, you will need to register for a new account. Click [here](#) to go to the employer homepage and under Register for an Account, click Employers and then complete the fields on the next screen. If you click the link and the page does not load, please copy and paste the URL (<https://uitax.dew.sc.gov>) into a new web browser tab/window.
3. Type of Position(s) Currently Open for Recruitment
4. Is the applicant required to pay a fee to obtain the job?
5. How do you classify your employees? Independent Contractors (1099) or Regular Employees (W2)?
6. Contact Information
  - Name
  - Job Title
  - Phone number
  - E-mail address

2

**Go to SC WORKS:**

<https://jobs.scworks.org/vosnet/Default.aspx>

SC WORKS  
ONLINE SERVICES

# JOBS.SCWORKS.ORG

Search Jobs ▾ Job Title, Company, C City, State, County, Re Search

Enter a keyword and/or location to find jobs.

Sign In



Click on the "Sign-In" button



Go to Next Page

3

## Log into SC WORKS

Using your normal username/password, log into the system. The system will then prompt you to fill out some verifying questions, such as zip code, phone number, and then followed by FEID, UIID, Name, Email, etc. The more information you provide, the easier it will be to locate your account.

4

## Verify Your Information

Once you have filled out this information, then click on the "Send" button to send this request to staff. Once staff has received the request, and if you are indeed a locked out account, you will be contacted by the Verification Team to provide the list of information included in Step 1 above. If you are not a locked out account, staff will reset your login password, once verified and matched to an account.

SC WORKS  
ONLINE SERVICES

Check out additional Employer Resources here:

<https://jobs.scworks.org/vosnet/gsipub/documentview.aspx?enc=wOBw8d1fAjhMB7VWaSvQrg==>

