

TUTORIAL

FOR NON REGISTERED EMPLOYERS / GUESTS

This guide provides instructions for staff to use the Employer "Guest" Link to make electronic wage garnishment payments. The following URL will also allow any employer, registered or not, third party, etc., access to make a credit/debit card or ACH electronic check payment for employees in garnishment status. Go to the *GUEST URL* located on *DEW'S WEBSITE*.

WAGE GARNISHMENT PAYMENTS

You must comply with the All fields are required. Please ADD the individual If additional assistance is a representative regarding	e notice(s) received and withhold (s) you have received garnishmer needed, please contact the DEW g a debt, weekdays between 8 a.r	the individual's wages to satisf nt notices for to Start the paym s Unemployment Insurance Di m. and 4 p.m.	ly the outstanding debt. Mer process Vision using the Claimant self-service line at 1-866-831-1724 (toil free). F	sllow the prompts to speak			
Employer FEIN	Employer SE	EIN	Business Name				
112223344	995511		My Business				
John Smith		Payrol					
Phone Number			Email Address				
1112223333		john@	mybusiness.com				
Download Template	Upload Employees	John@ Add Employee	WAGE GARNISHMENT AMOUNT				

SN	FIRST NAME	LAST NAME	WAGE	GARNISHMENT AMOUNT
111223333	Joe	Smith	\$ 1	00
222334444	Jane	Doe	S 1	00
333445555	My	Employee	5 1	00

- **1. VISIT THE** <u>*GUEST URL*</u>, TO REACH THE WAGE GARNISHMENT PAYMENTS SCREEN.
- **2.** FILL IN ALL THE REQUIRED FIELDS LISTED BELOW:
 - EMPLOYER FEIN
 - EMPLOYER SEIN
 - BUSINESS NAME
 - CONTACT PERSON NAME
 - CONTACT TITLE
 - PHONE NUMBER
 - EMAIL ADDRESS
- ONCE ALL FIELDS ARE ENTERED, USE THE DOWNLOAD AND UPLOAD OPTIONS TO ADD THE INDIVIDUALS MANUALLY (SEE STEP 4).
- **4.** ENTER THE NUMBER OF ROWS TO BE ADDED BASED ON THE NUMBER OF CLAIMANTS TO BE ENTERED OR FILL IN AN EXCEL FILE WITH THE CLAIMANT'S INFORMATION AND DOWNLOAD IT IN A CSV (COMMA SEPARATED VALUES) FORMAT.
- **5.** TO MANUALLY ADD CLAIMANT(S), ENTER THE NUMBER OF ROWS TO BE ADDED.
 - ENTER THE SSN, FIRST NAME, LAST NAME AND AMOUNT BEING PAID FOR EACH CLAIMANT.



south carolina department of **Employment and Workforce**

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	А	В	С	D	
1	Employer Name	My Business			
2	Employer SEIN	995511			
3	Employer FEIN	112223344			
4	Claimant SSN	First Name	Last Name	Amount	
5	999887777	Tom	Smith	50	
6	888776666	My	Employee	75	
7	777665555	John	Williams	100	
8	666554444	Jane	Miller	33.87	
9	555443333	Dan	Jones	100	
10	444332222	Alex	Bell	250	
11					

SN	FIRST NAME	LAST NAME	WAGE GARNISHMENT AMOUNT
999887777	Tom	Smith	\$ 50
888776666	My	Employee	\$ 75
777665555	John	Williams	\$ 100
666554444	Jane	Miller	\$ 33.87
555443333	Dan	Jones	S 100
444332222	Alex	Bell	\$ 250

TOTAL Amount \$ 608.87

CONFIRM ACTION	
You are leaving the DEW website. The screen layout and appea to continue.	rance will be different. Click "Ne

6. TO USE THE CSV FILE OPTION, CLICK THE DOWNLOAD TEMPLATE BUTTON.

ENTER EACH CLAIMANT'S:

- SSN
- FIRST NAME
- LAST NAME
- AND DOLLAR AMOUNT.

7. SAVE THE FILE.

8. THEN, CLICK THE "UPLOAD EMPLOYEES BUTTON".

ALL INFORMATION IN THE CSV FILE WILL AUTOMATICALLY POPULATE THE APPROPRIATE CORRESPONDING FIELDS FOR EACH INDIVIDUAL.

9. ONCE ALL CLAIMANT INFORMATION HAS BEEN ENTERED, CLICK NEXT.

A CONFIRM ACTION BOX WILL APPEAR WHICH ADVISES THAT THE USER IS LEAVING THE DEW WEBSITE.

CLICK NEXT.



ESS PORTAL ELECTRONIC WAGE GARNISHMENT PAYMENTS

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10.



SOUTH CAROLINA DEPARTMENT OF Employment and Workforce

TUTORIAL

FOR NON REGISTERED **EMPLOYERS / GUESTS**

							Contact
Payment F	Receipt Con	firmation					
Your payment was	successfully processe	d.					
							_
							Print 🖨
Receipt Conta	act Information						
Contact Name	SC Department of Er	nployment and Workforce					
Transactio	n Summary						
Description			Ond	ler ID		Rece	pt Confirmation Amount
SC DEW - SC	UBI -TEST						\$608.87
			TOTAL 677	62530			\$608.87
						2	
Description	1	Service Fe	o e* SC GOV 6	rder ID 7762572			Amount \$11.35
Transactio	n Detail						
These charges w	All appear on your statem	nent as two transactions. The	total Cost of Sal	le will be sent to	SC DEW. The total S	Service Fee'	
SC GOV WILDES	Description		Unit Price		Quantity		Amount
01	Garnishment Payment		\$608.87		1		\$608.87
	Service Fee*SC.GOV		\$11.35			Total	\$11.35 \$620.22
						TV:Sal	
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(Download Template) (Upload Employees)

Add Employee

No Of Rows

- **11.** ENTER YOUR CREDIT/DEBIT **CARD INFORMATION OR YOUR BANKING INFORMATION FOR THE** ELECTRONIC CHECK.
- **12. SUBMIT PAYMENT** AND A CONFIRMATION SCREEN WILL APPEAR.

FOR ANY PAYMENT ISSUES, VISIT <u>SC.GOV</u>. FOR ADDITIONAL INFORMATION

REGARDING SERVICE FEES, PLEASE CONTACT SC.GOV AT 1-803-771-0131 X-1.

13. SELECT CONTINUE.

YOU WILL THEN BE RETURNED TO THE GUEST URL PAYMENT SCREEN.