

MyWelfare

A Guide for Part-Time/Casual/Short-Time Work Support Online Certification

You can now submit your weekly Part-Time/Casual/Short-Time Work Support Jobseeker's Declaration online at www.MyWelfare.ie.

- If you are in receipt of Part-Time Jobseeker's Allowance, this service is available every week from **Tuesday at 8am** until **Friday at 4pm**.
- If you are in receipt of Part-Time/Casual/Short-Time Work Support Jobseeker's Benefit, this service is available every week from **Wednesday at 8am** until **Friday at 4pm**.

Any submissions after this time may impact your payment.

Getting started

- Go to www.MyWelfare.ie and sign in using your MyGovID account. You can use this service with both a verified and a basic MyGovID account. If you don't have an account, you can click 'create account' and follow the steps on screen to set one up.
- If you have a **verified MyGovID account**, you can select **Make Declaration** from your customer dashboard. We'll send you a **notification** each week on the day you are due to submit your Declaration.
or
- If you don't have a verified account, sign in with your **basic MyGovID account** and go to **Out Of Work Payments** on the MyWelfare homepage. Select **Make Declaration** on the **Jobseeker's Declaration** card.

How to submit your declaration

- If you're using a basic MyGovID account, you'll be asked to enter some additional information to verify your identity: you will need to enter your Name, Date of Birth, Mother's Birth Surname and PPSN.
- Next, you'll enter your employer's name (if you have more than one employer, select add another employer) and continue to select whether you **worked, did not work** or received any **Holiday Pay** for each day of the week.
- If you worked a shift that went past midnight, select **Worked** on the day you completed the most hours of that shift. (e.g. if you worked from Wednesday 10pm to Thursday 8am select Thursday as day worked)
- If you work a 12-hour shift or longer you must enter the start and finish time for that day. (e.g. if you worked from Wednesday 8pm to Thursday 8am select Thursday as day worked and enter times as 20:00 to 08:00)
- You will then be asked if there has been a change in your circumstances since your last declaration, if yes you will be asked to provide details of the change in your circumstances, such as a change of employer.
- To complete, you must add a check mark to the "I have read and agree to the above statement". You will then click a button to Submit your Declaration, and you're all done!

When you have completed these steps, you'll see a **Thank You** message on the screen letting you know your certification has been successfully submitted. If you're using a verified MyGovID account, you will also receive a notification to your MyWelfare profile.

Once you have successfully submitted your first declaration online, you will stop receiving paper docketts in the post. Submitting your declaration online also means you won't have to get a stamp from your employer. If we need any further information, we will reach out to you or your employer.