

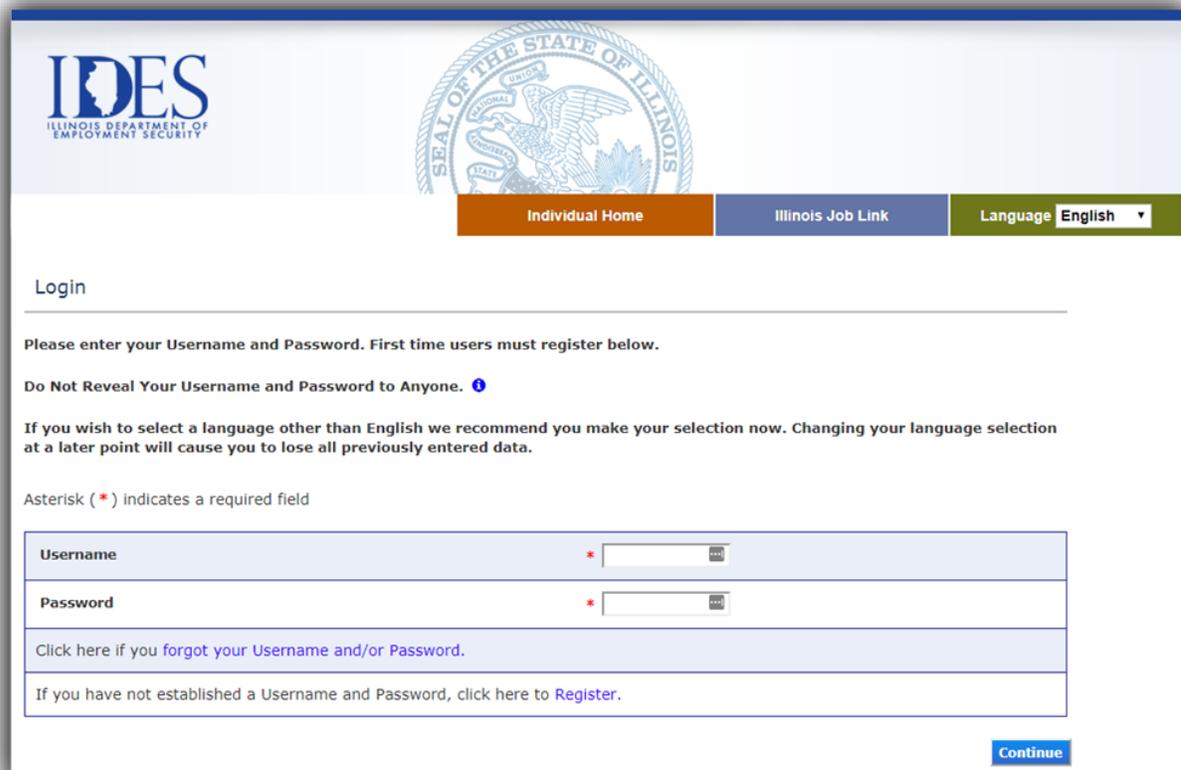
SUB Self-Certification

Here is what you need to do **AFTER** each time you receive a payment from IDES. Please note, **it cannot be submitted to EIT prior to the date that IDES or other state issues the payment.** If it is submitted prior to payment date, you will not receive payment and you will need to resubmit *after* your IDES payment issued date

- 1.** You must access your IDES payment information. To do this, you must go to www.ides.gov and select View Payment History from the drop down in the upper right-hand corner.



- 2.** Once you log into your IDES online account, you will need to enter your IDES login information (Username & Password)



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- 3.** This is what you should see. You will need to follow the steps that are circled below. Click on the little circle on the payment line for which you are looking have EIT pay SUB benefits for...this will then give you the option to "View Payment Detail." You want this!

Displayed below is a list of payments issued to you. This table displays only ten payments at a time. If there are more than ten payments, use the "Previous" "Next" links to view additional payments. To search for specific payments, follow these steps:

- Enter "From:" and "To:" dates and click "SEARCH". Any payments with Issued Dates within the date range are displayed.
- Click "RESET" to display your most recent payments.

To view details of a specific payment, follow these steps:

- Locate the payment for which you wish to view details and select the corresponding radio button
- Click "VIEW PAYMENT DETAIL".

Payments

Search Dates From: Search Dates To:

mm/dd/yyyy mm/dd/yyyy

	Payment Id	Issued Date	Payment Amount	Payment Method	Payment Status	Number of weeks	Most Recent Week End Date
<input type="radio"/>	226954686	04/09/2020	\$ 1,568.00	Direct Deposit	Deposited	2	04/04/2020

Record: 1 of 1

Payment Information

Payment ID: 317265422 **Payment Method:**

Issued Date: 03/27/2020 **Bank Account Number:**

Weeks Paid

Week 1 End Date: 03/14/2020	Net Benefits Paid: \$ 469.00
Week 2 End Date: 03/21/2020	Net Benefits Paid: \$ 469.00
Payment Amount: \$ 938.00	

- 4.** This Payment Detail screen will give you **EVERYTHING** you need to enter into our SUB Self-Certification form (click on this link for our online form - [SUB Self-Certification](#)). Once you click on the SUB Self-Certification form link, which can also be found on the home page of the EIT website (www.fundoffice.org), you have to fill in your first name, middle initial, last name, your Social Security number...please use the entire number formatted with dashes, e.g. 123-45-6789, email and phone number.

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- 5.** When you get to #7 through #12 on the SUB Self-Certification form, please be sure that the information that you enter in the SUB Self-Certification form is **EXACTLY** how you see it in the Payment Detail screen in your IDES account. If it is not, EIT will reject and this may result in you not receiving payment.

7. Payment ID *
Enter the Payment ID from the State Unemployment payment detail

8. Issued Date *
Enter the Issued Date from the State Unemployment payment detail

9. Week 1 End Date *
Enter the end date for the first payment week

10. Week 1 Net Benefits Paid *
Enter the amount paid for the first payment week

11. Week 2 End Date
Enter the end date for the second payment week (if received)

12. Week 2 Net Benefits Paid
Enter the amount paid for the second payment week (if received)

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- 6.** Once you have entered everything, DOUBLE CHECK that you have not mis-keyed anything...this could result in you not getting paid. Click on circle that you certify that the information is complete and accurate, then click on the blue SUBMIT button.

13. Certification *

I understand that in order to receive SUB benefits from the Plan based upon this self-certification, the Trustees may require that I provide documentation that I received state unemployment benefits for the periods stated on this form.

I hereby certify that the foregoing information is true and complete and I understand that if I have misrepresented or falsified any information or matter in connection with a claim filed for SUB, the Trustees have the right to deny all or part of the benefits under the SUB Plan which might otherwise be due in connection with my claim and may recover any benefits erroneously paid as a result of any misrepresentation or false information.

Your certification below indicates that you have read the "Eligibility Provisions and Claims Procedure" from the SUB Application and understand the SUB provisions and requirements provided in the Summary Plan Description booklet.

I hereby certify that this information is complete and accurate.

Submit

- 7.** Once you have submitted successfully, you immediately see a confirmation your record has been received by EIT. Please do not call to verify. If you got this message, we got your submission and provided you filled it out correctly, you will be reviewed for payment that Friday (if submitted by 4:30PM on Monday).

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 Thanks!

Thank you for submitting your Payment Certification. You will be contacted by the SUB team if there are any further questions.

Please visit our website at www.fundoffice.org for important information regarding your benefits.

Also, **please read** the [Important SUB Eligibility Provisions and Claims Procedure](#). This will help you understand the process and how it works...it will only take a few minutes and may save you time and hassles in the long run.