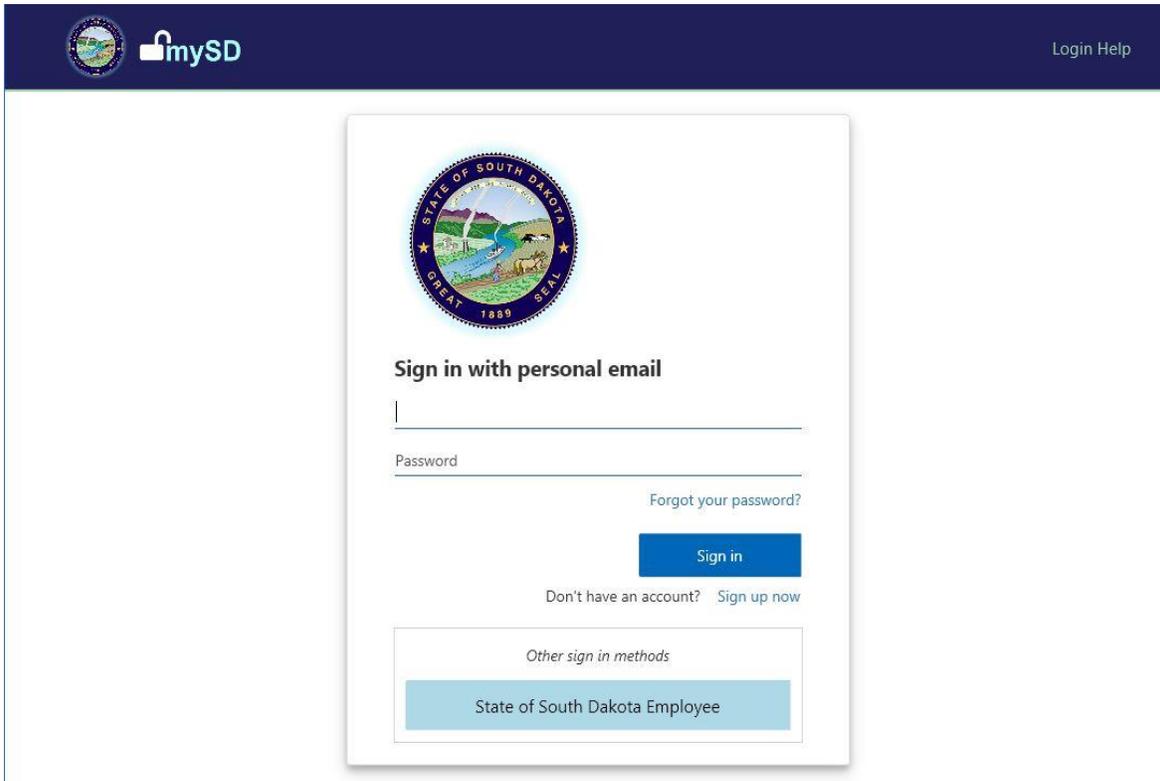


## NEW LOGIN PROCESS FOR S.D. WORKERS' COMPENSATION APPLICATION

The first screen you see when you first start the application is the new login screen. If this is the first time accessing this sign in screen, you will need to click on 'Sign up now'. Otherwise enter your email and the password you created and click on 'Sign in'. ( If you are a S.D. Employee, you do not need to sign in or do the signup process. You may be requested to sign into your Microsoft account.)



The screenshot shows the mySD login interface. At the top left is the mySD logo with a lock icon. At the top right is a "Login Help" link. The main content area features the State of South Dakota seal and the heading "Sign in with personal email". Below this are two input fields: one for email and one for password. A "Forgot your password?" link is positioned to the right of the password field. A blue "Sign in" button is centered below the fields. Below the button are the links "Don't have an account?" and "Sign up now". At the bottom, under the heading "Other sign in methods", there is a light blue button labeled "State of South Dakota Employee".

The 'Sign up now' process begins with entering your organization/personal email and then click on 'Send verification code'. You will be sent a numeric code you will need to enter on the next screen,



The screenshot shows the mySD sign-up verification screen. At the top left is the mySD logo with a lock icon. At the top right is a "Login Help" link. A "Cancel" button is at the top left of the main content area. The State of South Dakota seal is centered. Below the seal is the text "Required fields underlined in red". There is a single input field for "Email Address" with a red underline. A blue "Send verification code" button is centered below the input field.

Cancel



*Required fields underlined in red*

Verification code has been sent to your inbox. Please copy it to the input box below.

sample@email.com

|

Verify code Send new code

Enter the verification code that was sent to email address and click on 'Verify Code' or request a new code. Once you enter the code and verify the code, you will go to the screen below where you create a password and enter your name and optional contact information.

mySD Login Help

Cancel



*Required fields underlined in red*

sample@email.com

Change e-mail

*This information is required.*

|

Confirm New Password

Display Name

First Name

Last Name

Phone Number

Street Address

City

State

Zip

Create

After the new sign in account has successfully been create, you will proceed to the following screen. This will be the new S.D. Workers' Compensation login screen. Your first time to enter this page you must register your current username and password; the you were using before to get access to the application. For users who have more than one user account, you will have to register each username and password.



## South Dakota Workers' Compensation Management System

Select Account for Submitting Claims

If the list below is empty, please register your Workers' Comp Login info.

Continue to the WC App

Register Your Current Username

Use this screen to register your existing Workers' Compensation Username. If you only use one login for submitting claims, you only need to register once. If you have multiple Workers's Compensation accounts, you will have to register each account login information.

Enter Username: NSTSOLA001

Enter Password: \*\*\*\*\*

Save

Once you have registered your current login information, you only have to select the username from the dropdown box and then click on 'Continue to the WC app' each time you return to this page.



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Continue to the WC App

Register Your Current Username

Use this screen to register your existing Workers' Compensation Username. If you only use one login for submitting claims, you only need to register once. If you have multiple Workers's Compensation accounts, you will have to register each account login information.

Enter Username:

Enter Password:

Save