

# Downloading MyWelfare Statement

**STEP 1:** Go to <https://services.mywelfare.ie/> and select **Login with MyGovID** on the top right of the screen

Login with MyGovID 

MyGov 

Email Address

Please enter your email

Password

Please enter your password 

Login with MyGovID 

**STEP 2:** Sign in to your account using your individual login details (i.e. Email Address and Password)

**STEP 3:** A verification code will be sent to your mobile, which you must enter in the box on screen

MyGov 

We have just texted you a code  Please enter it below to securely login.

MyGovID and its representatives will never ask you to reveal this code. **Never share** this code with anyone as it can be used to gain access to your MyGovID account.

Code

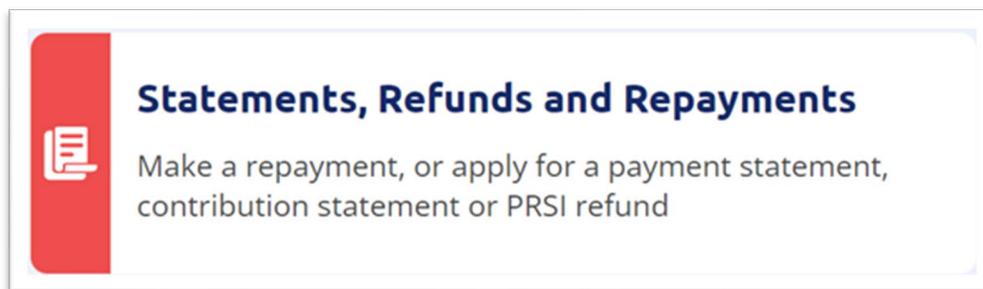
Code is required

**NOTE:** You may be asked to confirm that your details on record are correct if this is your first time logging in or if you have not logged in recently

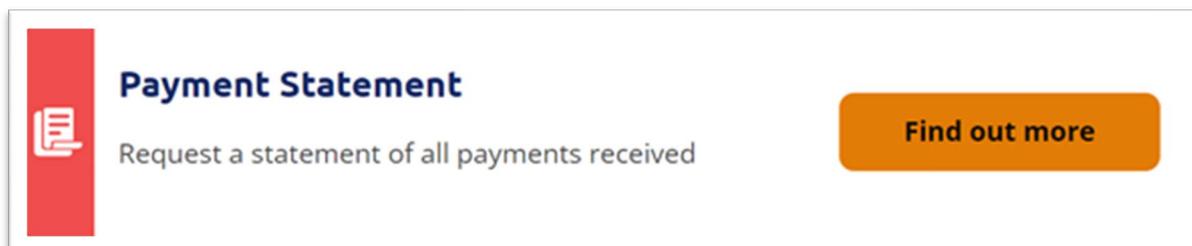
**STEP 4:** You will see the Social Welfare payments that you are currently in receipt of on your portal home page



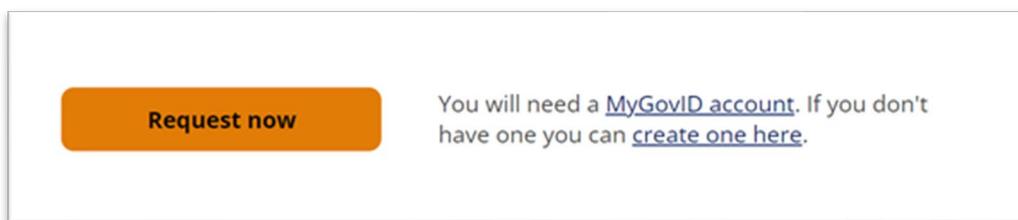
**STEP 5:** Scroll down the page and click on the Services option **Statements, Refunds and Repayments**



**STEP 6:** On the Statements, Refunds and Repayments page, scroll down and select the option **Payment Statement** by clicking on the yellow button **Find out more**

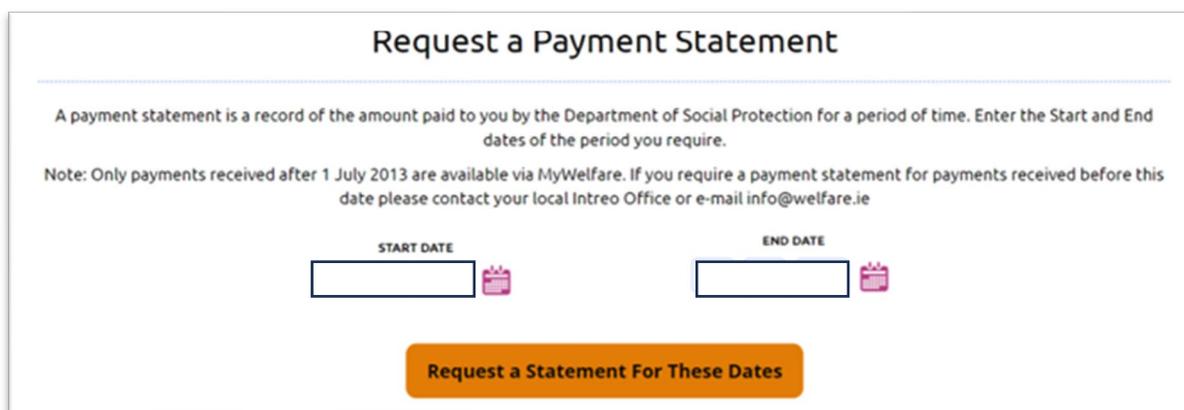


**STEP 7:** On the Payment Statement page, click on the yellow button **Request Now**



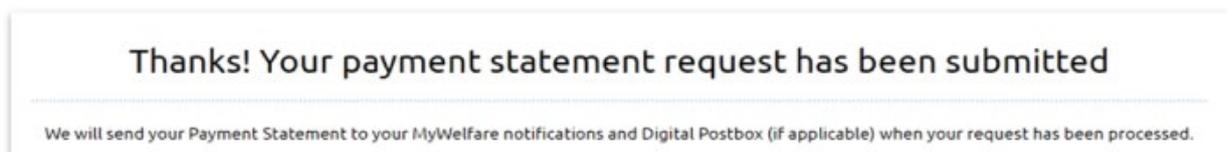
A screenshot of a user interface element. On the left is a yellow rounded rectangular button with the text "Request now" in black. To the right of the button is a line of text: "You will need a [MyGovID account](#). If you don't have one you can [create one here](#)."

**STEP 8:** On the Request a Payment Statement page, fill in the dates from the start of your DSP claim to the current date and click **Request a Statement For These Dates**



A screenshot of a web form titled "Request a Payment Statement". Below the title is a horizontal line. The text below the line reads: "A payment statement is a record of the amount paid to you by the Department of Social Protection for a period of time. Enter the Start and End dates of the period you require." Below this is a note: "Note: Only payments received after 1 July 2013 are available via MyWelfare. If you require a payment statement for payments received before this date please contact your local Intreo Office or e-mail info@welfare.ie". There are two input fields: "START DATE" and "END DATE", each with a calendar icon to its right. Below the input fields is a yellow button with the text "Request a Statement For These Dates".

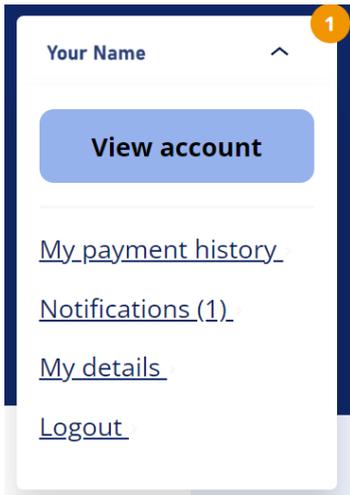
**STEP 9:** You will see the message below once the request has been submitted successfully.



A screenshot of a success message box. The text inside reads: "Thanks! Your payment statement request has been submitted". Below this is a horizontal line and then a smaller line of text: "We will send your Payment Statement to your MyWelfare notifications and Digital Postbox (if applicable) when your request has been processed."

**STEP 10:** You will then receive a notification (top right of home screen) when your statement is ready to download



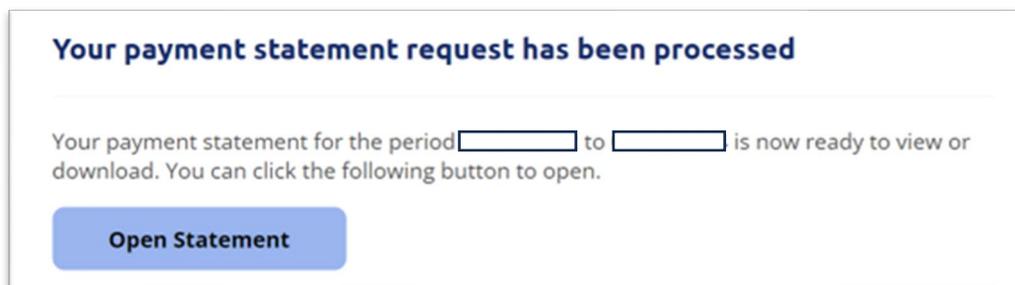


**STEP 11:** On the top right of the page, click on [Your Name] to view the menu and select **Notifications**

**STEP 12:** Click on the latest notification (in bold)



**STEP 13:** On the Notifications page, click on **Open Statement**



**NOTE:** Depending on the settings in your web browser, your statement will either open as a PDF in a new window or appear as a PDF in your downloads. You can save a copy to your device from either.

**The MyWelfare Statement is recommended for Unemployed applicants, as it confirms all eligibility criteria except Nationality, for which you should provide valid photo ID**

