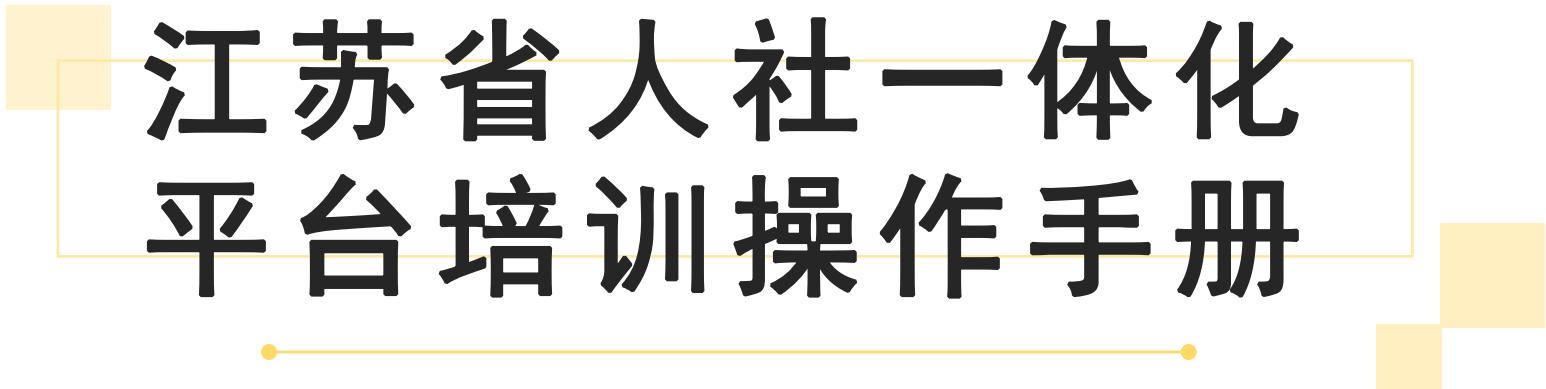




# 江苏省人社一体化 平台培训操作手册

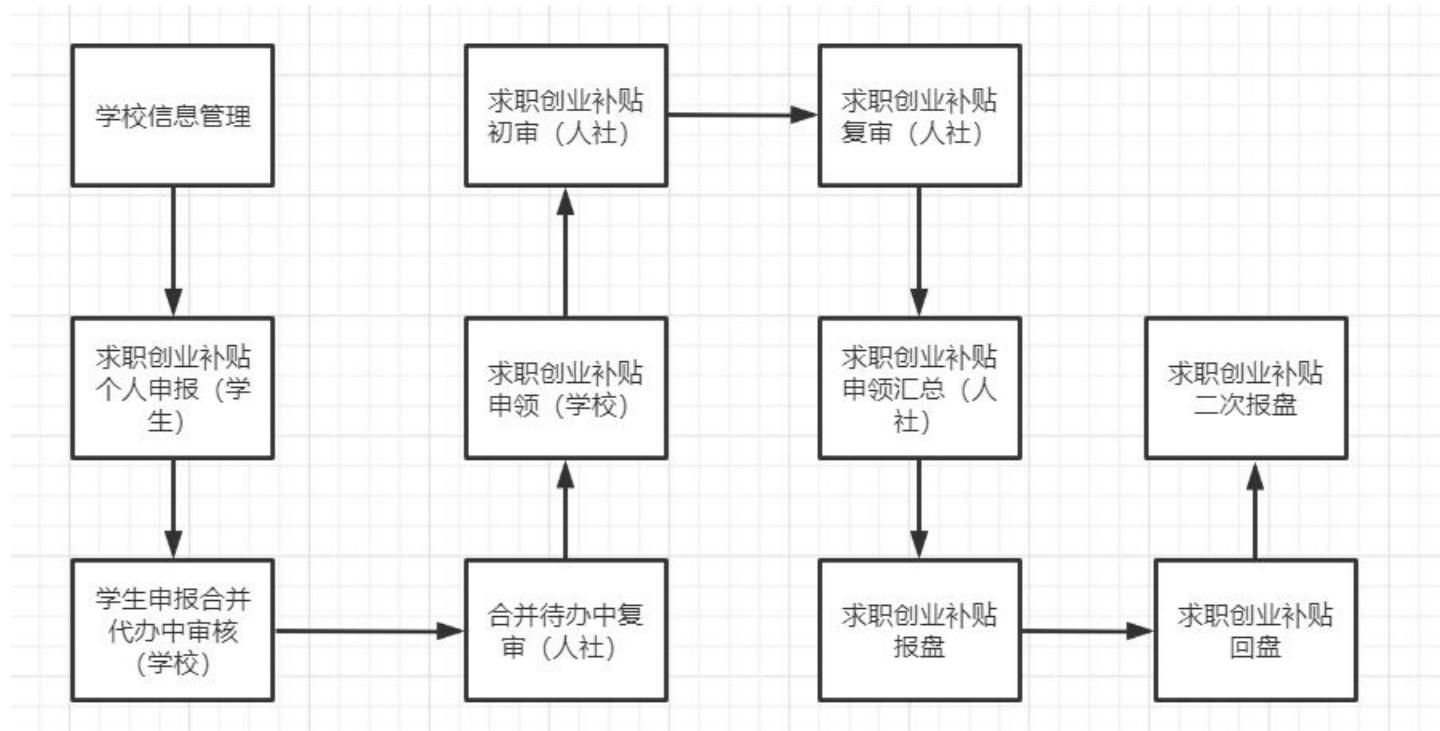


就业创业组



# 求职创业补贴申领

- 流程图



## 前置背景：

- A、学生申领时，请确保已办理**江苏省社保卡**（二代或三代卡），如没有，请去相应网点（详见即时制卡网点信息统计表）进行办理，需携带身份证，并现场开通社保卡金融功能。补贴发放将直接发放到学生社保卡中。
- B、可申请学生类型满足一下一种即可：残疾、低保家庭、特困人员、建档立卡低收入农户家庭、建档立卡贫困家庭、获取国家助学贷款
- C、学生申报两种途径：
  - 1、登录网办大厅，登录地址：<https://rs.jshrss.jiangsu.gov.cn/>
  - 2、手机APP登录，下载江苏智慧人社APP
- D、申报期：毕业学年的**9月1日-9月30日**。  
(补发申报期：毕业学年的**5月1日—5月31日**)

注：只有少数网点可以提供拍照服务，建议带证件照电子照片到网点办理。照片要求，像素358\*441左右，大小要求在15k-100k之间。

# 前置步骤1：学生注册

- A、学生进入网上办事服务大厅页面，点击【请登录】进入注册登录页面

The screenshot shows the homepage of the Jiangsu Provincial Human Resources and Social Security Online Service Hall. The top navigation bar includes links for '厅本级' (Provincial Level), '省人社门户网站' (Provincial Human Resources and Social Security Website), a search bar, and a '您好！请登录' (Hello! Please Log In) button, which is highlighted with a red box. Below the navigation is a blue header bar with tabs for '大厅首页' (Hall Home Page), '个人办事' (Personal Affairs), '单位办事' (Unit Affairs), '咨询服务' (Consultation Services), '服务清单' (Service Catalog), '主题服务' (Thematic Services), and '公示公告' (Public Notices). On the left, there's a sidebar titled '我是' (I Am) listing categories like '高校毕业生' (College Graduates), '就业人员' (Employment Personnel), etc. The main content area features a '热门服务' (Hot Services) grid with various icons and links such as '高校毕业生求职登记' (College Graduate Job Registration), '灵活就业人员企业...' (Flexible Employment Personnel Enterprise...), '失业登记' (Unemployment Registration), '个人权益单' (Personal Rights List), '职业资格证书查询' (Occupational Qualification Certificate Inquiry), '社会保障卡个人首...' (Social Security Card Personal First...), '劳动保障监察书面...' (Labor Protection Supervision Written...), '用人单位用工参保...' (Employer Employment Insurance Participation...), '工伤认定' (Work Injury Recognition), '城乡居民服务(徐...' (Resident Urban and Rural Services (Xuzhou...)), '拖欠农民工工资线...' (Dishonest Construction Worker Wage Line...), and '流动人员人事档案...' (Migrant Workers' Personnel File...). To the right, there's a vertical column of service icons with labels: '省政务服务' (Provincial Government Services), '我要看' (Want to See), '我要办' (Want to Handle), '我要问' (Want to Ask), '我要评' (Want to Evaluate), '掌上办' (Handle on the Go), and '公众号' (Official Account). At the bottom, there are three sections: '社会保障卡' (Social Security Card) with links for '社会保障卡个人首次申请' (First Application), '个人领卡' (Personal Collection), and '社会保障卡正式挂失' (Formal Loss Report); '工伤保险' (Work Injury Insurance) with links for '工伤认定' (Work Injury Recognition), '工伤劳动能力鉴定' (Work Injury Labor Capacity Appraisal), and '工伤认定备案' (Work Injury Recognition Record Filing); and '城乡居民服务' (Resident Urban and Rural Services) with links for '参保登记' (Insurance Registration) and '待遇申请' (Benefit Application).

# 前置步骤2：学生注册

- A、学生进入登录注册页面，第一次点击左下方的【立即注册】进入到注册页面进行注册操作

The screenshot shows two side-by-side pages from the Jiangsu Social Security Online Service Hall.

**Left Page (Login Page):**

- Header: 江苏人社网上办事服务大厅
- Title: 测试环境
- Content:
  - Two tabs: 个人登录 (Personal Login) and 单位登录 (Organizational Unit Login).
  - Input fields: 扫码登录 (Scan QR code), 账号密码 (Account Password), and 手机动态码 (Mobile dynamic code).
  - Text input: 证件号码/移动电话 (Document number/mobile phone number).
  - Password input: 请输入密码 (Enter password) with a lock icon.
  - Forgot password link: 忘记密码? (Forgot password?).
  - Login button: 登录 (Login).
  - Text at bottom left: 没有账号? 立即注册 (No account? Register now).
  - Text at bottom right: 用户申诉 (User Complaint).
  - Other login methods: 其他登录方式 (Other login methods) with icons for WeChat, Alipay, and another unknown service.

**Right Page (Registration Page):**

- Header: 江苏省人力资源和社会保障厅 网上办事服务大厅 (Jiangsu Provincial Human Resources and Social Security Online Service Hall)
- Title: 测试环境 (Test Environment)
- Content:
  - Search bar: 请输入您要搜索的内容 (Enter search content) with a 搜索 (Search) button.
  - Navigation menu: 大厅首页 (Hall Home), 个人办事 (Personal Affairs), 单位办事 (Organizational Affairs), 查询服务 (Query Services), 服务清单 (Service Catalog), 主题服务 (Theme Services), 公示公告 (Public Notices).
  - User registration form:
    - Section title: 用户注册 (User Registration).
    - Fields:
      - \* 证件类型: 居民身份证 (Resident Identity Card) dropdown.
      - \* 证件号码: 请输入证件号码 (Enter document number).
      - \* 姓名: 请输入姓名 (Enter name).
      - \* 移动电话: 请输入移动电话 (Enter mobile phone number).
      - \* 密码: 8-20位字符, 由数字、大小写字母、特殊字符中的三种或以上组成 (8-20 characters, consisting of digits, uppercase/lowercase letters, and special characters).
      - \* 确认密码: 请再次输入密码 (Please re-enter password).
      - \* 短信验证码: 请输入短信验证码 (Enter SMS verification code) with a 获取验证码 (Get verification code) button.
    - Checkboxes:
      - 我已阅读并同意《个人用户注册协议》中的内容 (I have read and agreed to the terms of the Individual User Registration Agreement).
  - Quick login section: 快捷方式登录 (Quick login) with icons for WeChat, Alipay, and another unknown service.
  - Information box: 已有帐号, 去登录 (Already have an account, log in).
  - Help box: 注册说明 (Registration Instructions)
    - 提升账号安全和信任级别 (Improve account security and trust level): Please fill in your personal document information according to the registration page prompts to ensure the accuracy of the document information.
    - 证件信息绑定 (Document information binding): If the document information is bound to other users, please use the user complaint function to resolve it.
    - 密码设置规则 (Password rules): 8-20位字符, 由数字、大小写字母、特殊字符中的三种或以上组成 (8-20 characters, consisting of digits, uppercase/lowercase letters, and special characters).

# 前置步骤3：学生登录

- A、已经注册的学生可以选择合适的方式进行登录，包括扫码、账号密码、手机动态码三种方式



# 步骤1.1：求职创业补贴个人申报

- A、学生登录网办大厅，选择个人办事，在搜索框中输入求职创业补贴，进行搜索，页面显示出了就业补贴，点击就业补贴，前面的红色三角，会显示子菜单
- B、点击【求职创业补贴个人申报】右侧的【申报】按钮进入申领页面

The screenshot shows the Jiangsu Provincial Human Resources and Social Security Online Service Hall. The top navigation bar includes links for '厅级门户' (Hall Portal), '省本级' (Provincial Level), '省人社门户网站' (Provincial Social Security Website), and '您好！请登录' (Hello! Please Log In). The main menu features categories like '大厅首页' (Hall Home Page), '个人办事' (Personal Affairs), '单位办事' (Unit Affairs), '查询服务' (Query Services), '服务清单' (Service Catalog), '主题服务' (Theme Services), and '公示公告' (Public Notices). On the left, there's a sidebar with icons for '全部' (All), '就业创业' (Employment and Entrepreneurship), '社会保险' (Social Insurance), '人才人事' (Human Resources and Personnel), '劳动关系' (Labor Relations), and '社会保障卡' (Social Security Card). The search bar at the top right contains the text '求职创业'. Below it, under the '就业补贴' (Employment Subsidy) section, is a list of items: '求职创业补贴个人申报' (Individual Application for Job-seeking and Entrepreneurship Subsidy), '灵活就业人员社保补贴申领' (Application for Social Insurance Subsidy for Flexible Employment Personnel), '就业困难人员认定' (Recognition of Employment Difficulties), and '失业保险参保职工技能提升补贴申领' (Application for Unemployment Insurance Subsidy for Skilled Workers). Each item has three buttons: '指南' (Guidelines), '申报' (Apply), and '收藏' (Bookmark). The '申报' button for the first item is highlighted with a red box. On the far right, there's a vertical column of icons for '政务服务' (Government Services), '我要看' (I Want to See), '我要办' (I Want to Handle), '我要问' (I Want to Ask), '我要评' (I Want to Evaluate), '掌上办' (Handle on Hand), and '公众号' (Official Account).

# 步骤1.2：求职创业补贴个人申报

- A、学生登录网办大厅，选择个人办事，进入申报页面，填报信息，完成后点击提交，等待学校和人社审核

求职创业补贴个人申报

申请人姓名: 320... 证件号码: 320... 011

个人基本信息

* 姓名	性别	男性	* 民族	汉族
公民身份号码	补贴类别	求职创业补贴	* 学历	大学本科
* 毕业学校	* 毕业年度	2021	* 毕业生类型	请选择毕业生类型
* 学号	* 所在院系	请输入所在院系	* 专业	请输入专业
开户银行	开户名称		银行账号	62...
* 移动电话	核准标志			
* 户籍区划	* 户籍地址	江苏省南京市秦淮区瑞金路		
* 常住区划	* 居住地址	无		

本人已明确申领一次性求职创业补贴的条件，并知悉如发生弄虚作假、虚报冒领的情况将面临的相关处罚。现作出以下承诺：

1.本人有就业（创业）愿望，并在积极求职（创业）。  
2.本人未领取过求职创业补贴（包括在外省领取）。  
3.此次申请补贴时本人未就业或确立劳动关系。  
4.本人所提交的申请材料真实准确。

如承诺不实，由本人承担相应法律责任，愿意接受相关处罚，并退回补贴款项。

我已阅读并了解以上内容

确认提交 不予受理

## 步骤2：查看求职创业补贴个人申报进程

- A、学生了解申报审核流程，登录之后点击个人姓名，点击【个人中心】进入，点击【办理中】这个模块。可以看到自己申请的求职创业补贴个人申报的记录，点击【查看进度】可以看到详细的步骤

The image displays three screenshots of the Jiangsu Provincial Human Resources and Social Security Online Service Hall website, illustrating the steps to check the progress of a job-seeking entrepreneurship subsidy application.

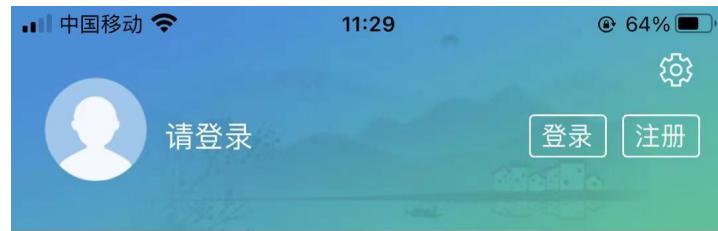
**Screenshot 1:** The top navigation bar shows '江苏省人力资源和社会保障厅 网上办事服务大厅'. The '个人办事' tab is selected. A red box highlights the '个人中心' button in the user profile area.

**Screenshot 2:** The user has logged into their account ('唐\*\*'). The main interface shows two sections: '办理中' (Processing) and '已办结' (Completed). The '办理中' section is highlighted with a red box. It displays the message: '您当前正在等待办理的业务' (You are currently waiting for processing). Below this, there is a '推荐' (Recommendation) section with various service links.

**Screenshot 3:** The user has clicked on the '办理中' section. This screenshot shows a detailed view of the '求职创业补贴个人申报' (Job-seeking Entrepreneurship Subsidy Individual Application) record. The record ID is 2021082639517895, and it was submitted on 2021-08-26 at 09:53:00. The status is '复审通过' (Review Passed). A red box highlights the '查看进度' (Check Progress) link.

# APP注册登录步骤1

- A、学生下载江苏智慧人社APP，进入APP，
- B、点击右下角【我的】进入页面



- 电子社保卡 >
- 我的培训 >
- 我的信息 >
- 我的办件 >
- 我的证照 >
- 我的材料 >
- 我的地址 >
- 我的快递 >
- 企业服务 >

# APP注册登录步骤1

- A、学生点击【注册】进入注册页面，根据页面内容
- 填写内容，勾选下放已阅读，点击【注册】进行相应的注册操作



# APP注册登录步骤1

- A、学生在【我的】页面点击右上角【登录】
- 进入登录页面选择登录方式，输入登录账号
- 进行登录操作



其他方式登录

# APP申请操作步骤1：求职创业补贴个人申报

- A、学生登录江苏智慧人社APP，有以下几种方法进入到个人申报页面
- 1、页面正上面输入：求职创业补贴进行搜索，
- 2、点击页面正下方的【服务】就业模块内容，
- 点击【就业补贴】可以看到求职创业补贴申报模块



# APP申请操作步骤2：求职创业补贴个人申报

- A、学生进入求职创业补贴个人申报页面填写页面信息，
- 选择毕业生类型，点击下放的【上传材料】进行材料的上传
- 点击右下角【提交】按钮完成操作。



# APP查看办件流程

- A、学生申报提交之后可以在【我的】 - 【我的办件】
- 进入查询办件审核详情



- 电子社保卡 >
- 我的培训 >
- 我的信息 >
- 我的办件 >
- 我的证照 >
- 我的材料 >
- 我的地址 >



办件进度

谢谢观看

