

UNEMPLOYMENT INSURANCE

- File a UI claim online
- Get information regarding your claim

**You may make a copy of this information but please do not take the laminated version*

➔ When should I file?

- Apply for unemployment insurance benefits the first week you are unemployed or the first week you are working fewer hours.

➔ Where do I go to file online?

- <http://my.unemployment.wisconsin.gov>

Allow 30-45 minutes to apply. If necessary, you can save your progress and complete later.

➔ What do I need to apply online?

- Username and password
If you do not have one, you will be asked to create one. You can use the same username and password that you created for jobcenterofwisconsin.com
- Wisconsin Driver's License number (if you have one)
- Names of ALL employers in the last 18 months as they appear on your pay check stub or W-2 form
- Start date and end date for each employer
- If not a US Citizen, your alien registration number and expiration date
- Form DD214, if you had a period of active military service in the last 18 months

➔ What are the next steps after I file?

- Starting your claim is your first step. To continue payments, **you must file a weekly claim** for every week that you are unemployed at <http://my.unemployment.wisconsin.gov>.
- If you are **required to register for work** with Wisconsin Job Service, you must register at <http://jobcenterofwisconsin.com/ui> within 14 days of filing your claim. **No unemployment benefits will be paid to you until you register.**
- Check online at <http://my.unemployment.wisconsin.gov> for up-to-date information about your claim. Sign up for direct deposit, update your tax withholdings, or print an official summary of benefits paid for income verification purposes.

See the reverse side for more information on how to register

WISCONSIN JOB SERVICE

Mandatory Registration for Work



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➔ Where do I go to register?

- <http://JobCenterofWisconsin.com/ui>

➔ Can I use the same Logon I used to file my Unemployment claim?

- Yes.

➔ How long should it take me to register and complete a resume?

- About 15 minutes to register and about 45-60 minutes to complete a resume.

➔ What do I need to register and complete a resume?

- Social Security Number
- Date of Birth
- A valid email address
- Your current resume, or
 - The names and addresses of all of your employers in the last 10 years, the Start Date and End Date for each employer, and your job duties.
 - The names of schools you attended and degrees received.
 - Your Professional Summary, which summarizes your experience and highlights elements of your background that the employer may otherwise miss.
 - A comprehensive list of skills you possess.

➔ How will I know I have completed the requirements?

- A message will appear after you successfully complete your resume, plus an email will be sent to you.
- You can also check your dashboard on the My JCW page.

See the reverse side for more information about your online UI claim