WISCONSIN
DWD
Department of Workforce Development

UNEMPLOYMENT INSURANCE
Information You Need to File a UI Claim Online

*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**

➡ What do I need to apply online?

- ☑ Social Security Number
- ☑ 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 non-citizen, your alien registration number and expiration date
- ☑ If member of a skilled trades union, name and local number of your union hall

➡ How long should it take me to apply online?

- About 30 minutes for the initial claim.

➡ 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.

- To have your **payments directly deposited** to your bank account, enroll at http://my.unemployment.wisconsin.gov and select "Payment Method Option" after logging in. You will need your bank account number and routing number.

- 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**.

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 Job Match Profile?

- About 15 minutes to register and about 45-60 minutes to complete a Job Match Profile.

➡ What do I need to register and complete a Job Match Profile?

- ☑ 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 Job Match Profile, plus an email will be sent to you.
- You can also check your dashboard on the My JCW page.