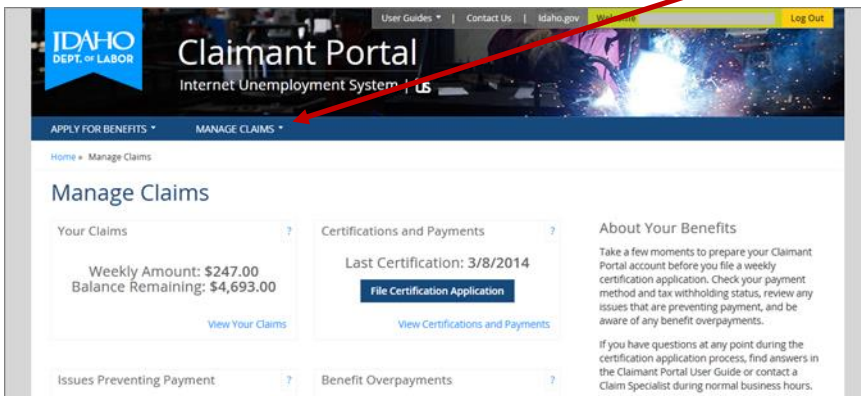


Claimant Portal: Guide to Filing Weekly Certifications

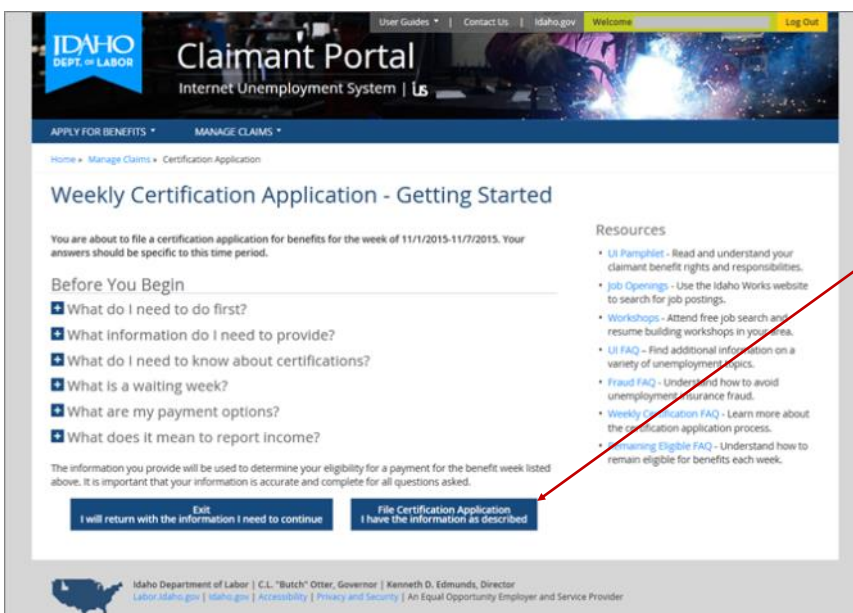
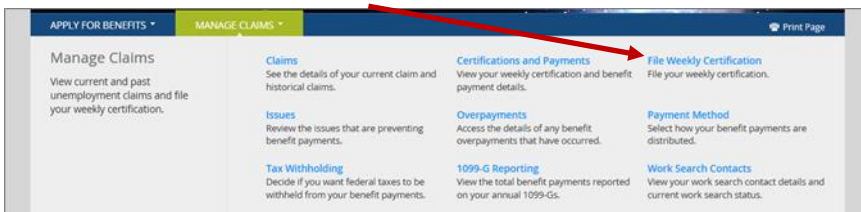
FIRST – you need to *apply for unemployment insurance benefits on the Claimant Portal*. **Claimant Portal** is the system for filing and managing unemployment insurance claims. Account login information and PINs from previous systems are no longer valid and cannot be used to log in to Claimant Portal.

Click here for the [Claimant Portal New Registration Guide](#)

Once you log in to the Claimant Portal, click on **MANAGE CLAIMS**.



Click on **File Weekly Certification**.



This screen will tell you what information is required to file a certification. If you have all of your information, click **File Certification Application**.

STEP 1: For each question, select the applicable answer that best describes your availability for the week. Click *Next*.

The screenshot shows the 'Claimant Portal' for the 'Internet Unemployment System'. The user is on 'Step 1 - Work Availability' for the week of Sunday, November 1 - Saturday, November 7. The page contains several questions with radio button options for 'Yes' and 'No':

- Able To Work***: Were you physically and mentally able to work each day during the week of Sunday, November 1 - Saturday, November 7?
- Available for Work***: Were you available for work each day during the week of Sunday, November 1 - Saturday, November 7?
- Away from Area***: Were you away from the area where you normally look for work at any time during the week of Sunday, November 1 - Saturday, November 7?
- Refused Work***: Have you refused an offer of work or turned down a job offer from an employer in the last two years that you have not yet reported on your unemployment benefits claim, or did you miss any available work during the week of Sunday, November 1 - Saturday, November 7?
- Attended School or Training***: Did you attend school or training at any time during the week of Sunday, November 1 - Saturday, November 7?
- Quit Job***: Did you quit a job during the week of Sunday, November 1 - Saturday, November 7?
- Fired from Job***: Were you fired from a job during the week of Sunday, November 1 - Saturday, November 7?

Navigation buttons for 'Previous' and 'Next' are visible at the bottom. A red arrow points from the 'Next' button in this screenshot to the 'Next' button in the following screenshot.

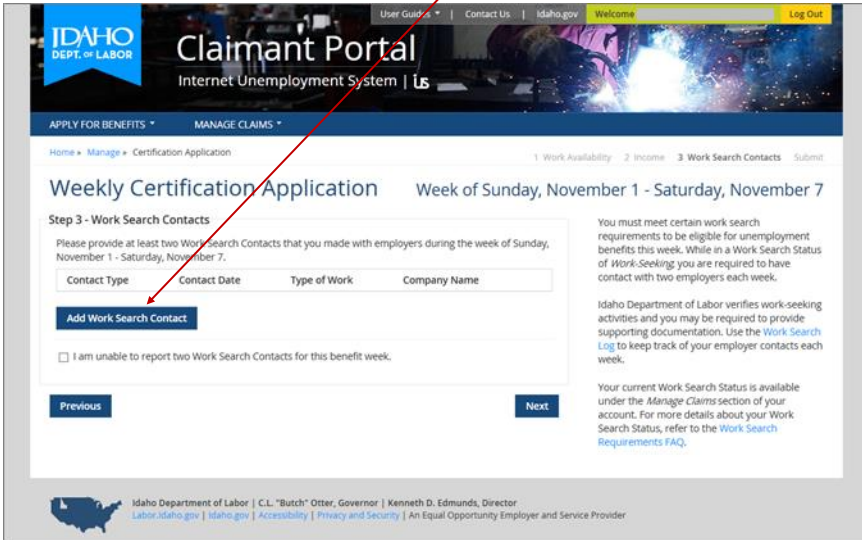
STEP 2: For each question, select the applicable answer that best describes your income for the week. Click *Next*.

The screenshot shows the 'Claimant Portal' for the 'Internet Unemployment System'. The user is on 'Step 2 - Income' for the week of Sunday, November 1 - Saturday, November 7. The page contains several questions with radio button options for 'Yes' and 'No':

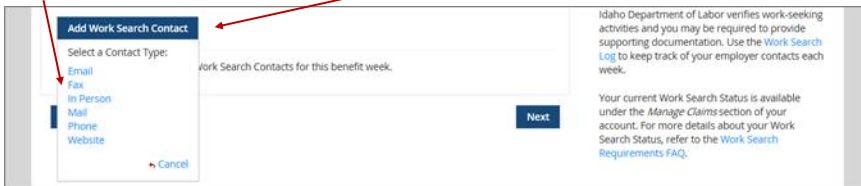
- Worked for Employer***: Did you work for an employer during any part of the week of Sunday, November 1 - Saturday, November 7?
- Self Employed***: Were you self employed during any part of the week of Sunday, November 1 - Saturday, November 7?
- Other Income***: Did you receive a bonus, holiday, severance or vacation payment during the week of Sunday, November 1 - Saturday, November 7?

Navigation buttons for 'Previous' and 'Next' are visible at the bottom. A red arrow points from the 'Next' button in this screenshot to the 'Next' button in the following screenshot.

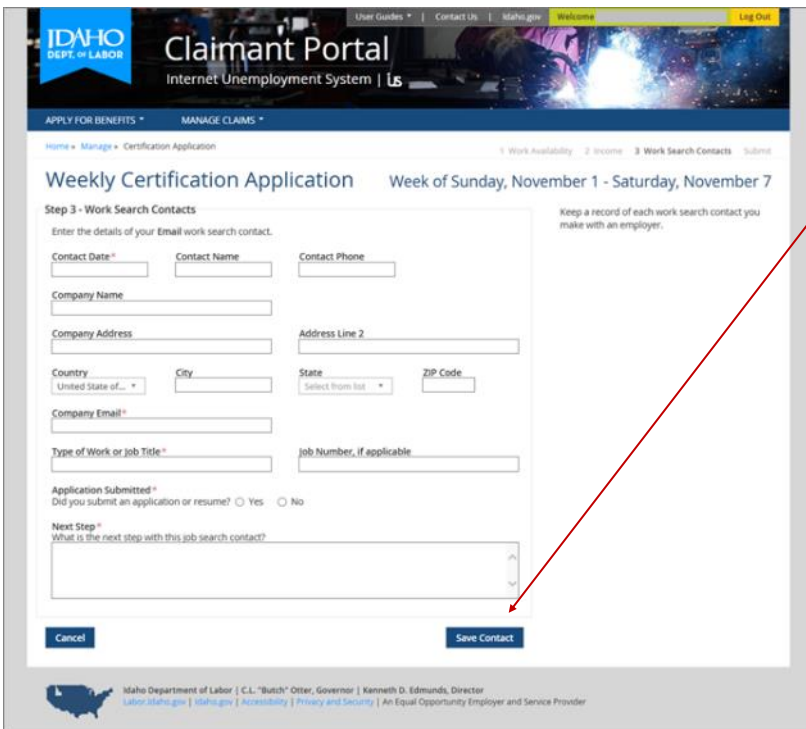
STEP 3: Click on *Add Work Search Contact*. (If your Work Search Status is **Employer Attached**, **Union Attached** or **In Training**, you will not see this screen. Instead, you will skip straight to the *Submit* screen.)



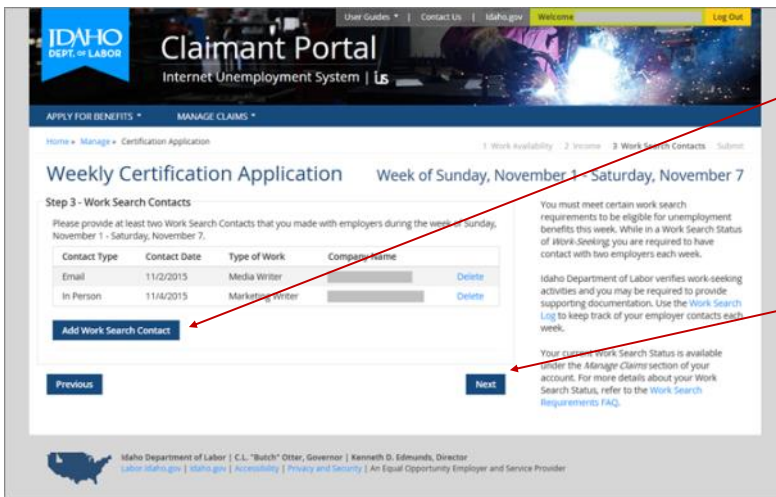
To add your work search contacts, click on *Add Work Search Contact* button. Select how you contacted the employer from the list below the button.



Depending on how you contacted the employer, you will be asked for specific information. Enter all fields marked with a *.

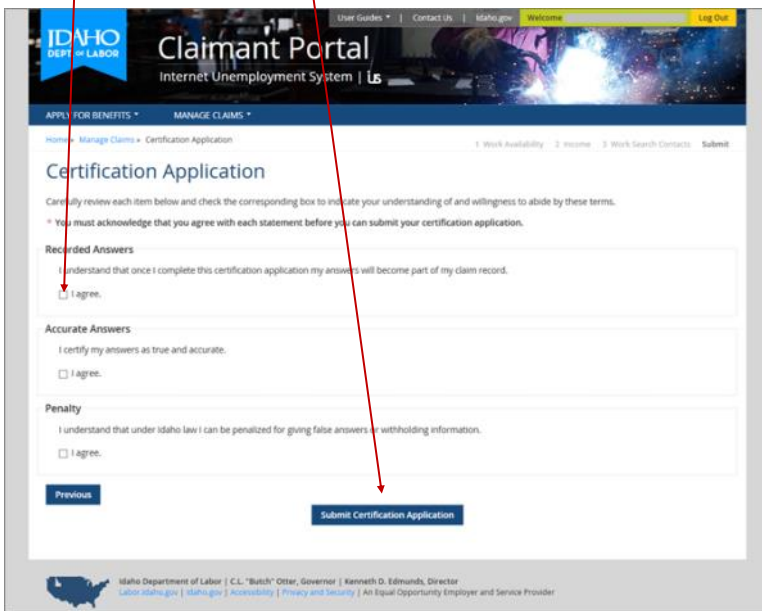


When you are finished filling in the form, click *Save Contact*.



Click **Add Work Search Contact** again to add more contacts. You are required to make two work search contacts per week. Continue the process again to enter your second work search contact. Once you have entered all your contacts, click **Next**.

STEP 4: Review the statements on the screen pictured below. Check the *I agree* boxes, then click **Submit Certification Application**.



When the **Weekly Certification Application Complete** screen appears, it means you are done.

