



UNEMPLOYMENT INSURANCE

- **Apply for UI Benefits Online**
- **Get Information About Your Benefit Account**

➔ When should I apply?

- 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 apply online?

- <https://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?

- A username and password for filing online
- A valid email or mobile number
- Your social security number
- Your Wisconsin driver license or identification number
- Your work history for the last 18 months:
 - Employers' business names
 - Employers' addresses (including zip code)
 - Employers' phone numbers
 - First and last dates of work with each employer
 - Reason no longer working with each employer
- Your alien registration number, document number and expiration date, if you are not a U.S. citizen
- Form DD214 (Member 4 copy), if you served in the military in the last 18 months
- Form SF-50 or SF-8, if you are a federal civilian employee
- Name and local number of your union hall, if you are a union member

➔ What are the next steps after I apply?

- Starting your claim is your first step. To continue payments, **you must file a weekly claim** for every week that you are unemployed at <https://my.unemployment.wisconsin.gov>.
- If you are **required to register for work** with Wisconsin Job Service, you must register at <https://JobCenterofWisconsin.com/ui> within 14 days of the date you completed your application for UI benefits. **No unemployment benefits will be paid to you until you register and complete your résumé.**
- Check online at <https://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 with Wisconsin Job Service

WISCONSIN JOB SERVICE

Mandatory Registration for Work



→ Where do I go to register?

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

→ Can I use the same logon I used to apply for unemployment?

- Yes.

→ How long should it take me to register and complete a résumé?

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

→ What do I need to register and complete a résumé?

- Social Security Number
- Date of Birth
- A valid email address
- Your current résumé, **or**
 - The names and addresses of all of your employers in the last 10 years, the start 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 résumé, plus an email will be sent to you.
- You can also check your dashboard on the My JCW page.

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DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Unemployment Insurance Division at 414-435-7069 to request information in an alternate format, including translated to another language.

*See the reverse side for more information about
applying for UI benefits online*