

UNEMPLOYMENT INSURANCE

Desk Guide: Apply for UI Benefits & Next Steps



➔ When should I apply?

- Apply for Unemployment Insurance (UI) benefits the first week you are unemployed or the first week you are working fewer hours.

➔ Where do I go to apply online?

- my.unemployment.wisconsin.gov

Application process takes about 30-45 minutes. You can save your progress and complete later.

➔ What do I need to apply online?

- A username and password.
- An authentication method (phone number or authenticator app).
 - You may need to verify your identity as part of this step. If you need to verify your identity, you will not be able to file a claim until your identity is verified.
- A valid email address or mobile phone number.
- Your current address.
- Your social security number.
- Your Wisconsin driver license or identification number (if you have one).
- Your work history for the last 18 months, including:
 - Employers' business names.
 - Employers' addresses (including zip code).
 - Employers' phone numbers.
 - First and last dates of work with each employer.
 - Reason for no longer working with each employer.
- If you want UI benefit payments by direct deposit, your bank's routing number and your account number.
- If you are a union member, the name and local number of your union hall.
- If you are **not** a U.S. citizen, your alien registration number, document number, and expiration date.
- If you served in the military in the last 18 months, Form DD-214 (see UI Claimant Handbook).
- If you are a federal civilian employee, Form SF-50 or SF-8.

➔ What are the next steps after I apply?

- Starting your claim is the first step. To receive payments, **you must file a weekly claim** for every week that you are unemployed at my.unemployment.wisconsin.gov.
- If you are **required to register for work**, you must register within 14 days of the date you completed your application for UI benefits. **See reverse side** for more information.
No UI benefits will be paid to you until you register and complete your résumé.
- Check your "My UI Home" page at my.unemployment.wisconsin.gov for up-to-date information about your claim. You can also sign up for direct deposit, update your tax withholdings, print an official summary of benefits paid for income verification purposes.

See the reverse side for more information on how to register for work

WISCONSIN JOB SERVICE

Mandatory Registration for Work



If you are **required to register for work**, you must register within 14 days of the date you completed your application for UI benefits.

➔ Where do I go to register?

- 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; you will also be sent a confirmation email.
- You can also check your current status on your My JCW dashboard.

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 or toll-free at (844) 910-3661 to request information in an alternate format, including translated to another language.

A proud partner of the  American Job Center® network

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