

CLAIM CONFIRMATION AND INSTRUCTIONS

Date Mailed:

SSN:

Your application for unemployment insurance has been received. The Handbook for Claimants is online at <http://dwd.wisconsin.gov/uiben/handbook>. **You are responsible for knowing the information provided in the handbook. You are also responsible for any inaccurate or incomplete information that you provide.** The handbook contains information and instructions about your eligibility for benefits and how to protect your rights to those benefits.

You are employed part-time and your work search is waived. However, because you are not employed full-time you are required to register with Wisconsin Job Service.

NO UNEMPLOYMENT BENEFITS WILL BE PAID TO YOU UNTIL YOU REGISTER

By _____, you must register for work (which includes completing a résumé) with Wisconsin Job Service online at <https://JobCenterofWisconsin.com/ui>. If you register after the date listed above, you will not be eligible for benefits for any week prior to the date you registered. If you have questions or feel you should be waived from the requirement, contact a claims specialist at 414-435-7069 during business hours. If you have previously registered, you must logon to <https://JobCenterofWisconsin.com/ui> to verify that your registration and résumé have not expired.

File your weekly claims for benefits every week after the week is over while you are unemployed or working reduced hours. If you stop filing for any reason and want to re-open your claim, file online at <https://my.unemployment.wisconsin.gov> in the week you want your claim to start again. DO NOT wait until a week later. For help using online services or if you are truly unable to go online call 414-435-7069 during business hours.

Important Information about YOUR Claim

Please see reverse side.

Registering with Wisconsin Job Service: This is done online at <https://JobCenterofWisconsin.com/ui>

Full registration requires three steps:

- Setting up a Logon Profile or you can logon using your UI username/password,
- Registering for services (including SSN), and
- Complete a résumé. If you have questions or need help, please visit your local Job Center (<http://JobCenterofWisconsin.com/directory>) or contact the Job Service Call Center toll free at 1-888-258-9966.