



**Department of
Job and Family Services**

Mike DeWine, Governor

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Worker's Self-Service User Guide

***Ohio Unemployment Benefits for Workers - Information at Your
Fingertips***

Why Use Self-Service?

Worker (Claimant) Self-Service offers many “benefits” in processing your claim:

- Fast and convenient service
- Reduction in your response time
- Reduction in your mail costs
- Capability to view, respond, and archive correspondence online
- Peace of mind that your responses and appeals have been received
- Access to file your continued weeks online
- Capacity to track the status of your claim information
- Extended “business hours”




Note: When filing via self-service (online), your application will be effective in the week the application is filed. If you wish to have the application effective for a previous week, you must file by phone at 1-877-644-6562.

Basic Computer Navigation

Check boxes, drop-down lists, radio buttons and text boxes are methods of selection and identification.

1) Check Box	Click on this box to select the item to the right. A check in the middle of the box indicates a selected check box.
2) Drop-Down List	This contains a preset list of items from which the user can select. However, free text cannot be entered here.
3) Radio Button	Click on this button to select the item to the right of the circle. A dot in the middle of the circle indicates a selected radio button.
4) Editable Text Box	An editable text box allows the user to enter information for particular records.
5) Non-editable Text Box	A non-editable text box contains pre-filled data, and therefore, you are not able to enter information.

Clicking is a way of navigating with a mouse.

1) Clicking	While the pointer  is positioned over the desired item, quickly press (once) and release the <u>left</u> mouse button.
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All fields containing an asterisk (*) are required fields, and you must provide a response before advancing to the next screen.

Filing a New Claim - What to Expect

The online initial application takes about 25 minutes. You will need to file a new claim if you have not applied for unemployment benefits at any time in the past 12 months.

Your application is not filed until you receive a confirmation number. If you are disconnected or log out before completing your application, use your User Name and PIN to log back in and resume the application process.

CAUTION: From the time you begin a new application online, you have 48 hours to complete it. If your application is not completed within this time frame, all information you previously entered will be deleted and you will have to start from the beginning. Keep this deadline in mind if you are disconnected or if you choose to sign off and sign on again at a later time.

Filing a New Claim - What You Will Need

- Your name, address, telephone number and e-mail address
- Your social security number
- Employment history, including most recent employment start and end dates
- The name, address, telephone number and dates of your employment with each employer for whom you worked in the last 6 weeks of employment (have your W-2 form or pay stub available)
- If you had out-of-state employment within the last 18 months, the name, address, telephone number and dates of your employment with each employer for whom you worked out-of-state within the past 18 months
- Your discharge papers (form DD-214, member 4) if you were separated from military service with any branch of the U.S. armed forces within the past 18 months,
- If you were employed by the federal government within the past 18 months, the SF-8 and SF-50 form given to you by your government employer at the time of your separation
- The reason you became unemployed from each employer
- Dependents' names, social security numbers and dates of birth
- If claiming dependents, your spouse's name and social security number
- Alien Registration number and the expiration date of your work authorization (if you are not a U.S. citizen or National)
- The title of your regular occupation and job skills

WWW.UNEMPLOYMENT.OHIO.GOV

To begin the process of filing an application first go to www.unemployment.ohio.gov. From there you will need to select the “File/Appeal Benefits” under the Unemployed Workers tab.

The screenshot shows the Ohio Department of Job and Family Services website. The header includes the Ohio logo, the department name, and navigation links for HOME, UNEMPLOYED WORKERS, FAQs, and HELP. A search bar is located in the top right. The main content area features a large banner with the text "Ohio, we're here to help." Below this, there are three main columns of content:

- Unemployed Workers** (green box):
 - Introduction
 - Unemployment Insurance
 - Find a Job
 - Worker's Guide to UC
 - File/Appeal Benefits** (button)
- Employers & Representatives** (blue box):
 - Unemployment Taxes (ERIC)
 - Unemployment Benefits (OJI)
 - Recruit and Hire Workers
 - Taxes (button)
 - Benefits (button)
- Additional Information** (white box):
 - Benefits Estimator
 - Repay Overpayment
 - Union Verification FAQ
 - SharedWork Ohio

On the right side, there are several smaller sections:

- Reemployment Requirements**: Create Resume and Career Profile, Click to Read button.
- Looking for work?**: Search listings at OhioMeansJobs.com, Search Now button.
- Suspect Fraud?**: Report it by calling toll-free 1-800-686-1555 or click: Report Fraud button.
- Translations**: A globe with flags for Spanish, French, Somali/Somali, Arabic, Mandarin (Simplified Chinese), Russian, Ukrainian, Vietnamese, Burmese, Korean, Serbo-Croatian (Bosnian), Polish, Hindi/Indian, and Hungarian.

At the bottom, there is a "Work Search and Reemployment Activity Reminder" section with a "Read More" link, and a "Ohio MEANS Jobs" logo. A pagination bar at the very bottom shows page numbers 1 through 4, with "1" being the active page.

Claimant Registration: System Requirements

Browser Support: In order to best protect confidential and other important data, the ODJFS website will no longer support several outdated web browsers. Effective December 5, Internet Explorer 6 or older, Opera 4 or older and Netscape Navigator will no longer work on ODJFS sites that are https-enabled. Individuals can download the most recent version of Internet Explorer [here](#) and the most recent version of Opera [here](#).

Adobe Acrobat Reader: You must have Adobe Acrobat Reader, version 4.02 or higher, installed on your computer to view documents that have been posted to your inbox. For best results, use the latest version of Adobe Acrobat Reader. Click on Adobe Reader to download a free version of Adobe Acrobat Reader.

Note: When filing your claim via Internet and logged into the secure site, **do not use the back button on your browser.** This will cause an error in processing your application. **To change your responses on a previous screen, you must 1) log out, 2) log back in, and 3) advance through each of the previously completed screens, making the necessary changes on each screen.**

Claimant Self-Service Registration

Ohio.gov State Agencies | Online Services

Ohio Department of Job and Family Services

HOME UNEMPLOYED WORKERS FAQS HELP

Office of Unemployment Insurance Operations

Release of Information

Federal law requires you to furnish your social security account number on the claim application(s) in order for your application to be processed. Authority for this requirement is provided in Title III of the Social Security Act and the Internal Revenue Code of 1954 [26 U.S.C. 85, 6011(a), 6050B, and 6109(a)]. ODJFS will use your social security number (1) to report your unemployment compensation to the Internal Revenue Service as potentially taxable income; (2) as a record index for processing your claim; (3) for statistical purposes; (4) to verify your eligibility for unemployment compensation and other public assistance benefits; and (5) as otherwise required or permitted under applicable federal state law, including Chapter 4141 of the Ohio Revised Code. Personally identifiable information you submit may be shared with our jobs partner, Monster.com to make your resume available and help you find jobs faster.

I understand that I must report any money that I earn from employment or self-employment, including payments made in cash and that in order to receive unemployment insurance benefits, I must be able, available and actively seeking full-time work. I am also aware if I knowingly make false statements or fail to provide the required information, I may lose my unemployment insurance benefits and be prosecuted under the law.

WARNING: If all your employment in the past 18 months was in one state and that state is not Ohio, you cannot file using this online application. [Click here for more information.](#)

Chat Offline

Looking for work?
Search listings at OhioMeansJobs.com

Suspect Fraud?
Report it by calling toll-free 1-800-686-1555 or click:

When you file your application online, you are connected to a **secure** website.

Before you can begin using Claimant Self-Service, you must review the Release of Information screen.

By clicking on the “I Agree” link, you indicate that you understand there are penalties and/or legal consequences should you knowingly provide false or insufficient information.

If all of your employment in the past 18 months was in a state other than Ohio, click on the “Click here for more information” link.

Claimant Self-Service Registration

The **HOME** link will return you to the Ohio Unemployment Benefits Online home page.

If you have already registered, you will log in here.

You may click on "**Forgot PIN?**" to request a new PIN only if you have already established a PIN hint question.

If you are a first time filer or have not already established a PIN Hint question, you will need to click on the "**Register now**" link to begin the filing process.

The screenshot displays the Ohio Department of Job and Family Services website. At the top, the Ohio logo and "Department of Job and Family Services" are visible, along with a search bar and navigation links for HOME, UNEMPLOYED WORKERS, FAQs, and HELP. The main heading is "Unemployed Workers". On the left, there is a "Claimant Login" section with input fields for SSN and PIN, a "Forgot PIN?" link, and a "Login" button. Below this is a "Not Registered? Register now" link. On the right, there is a "Work Search and Reemployment Activity Reminder" section with the "Ohio MEANS Jobs" logo and a "Read More" link. Further right is a "Chat Offline" button and a "Looking for work?" section with a "Search Now" button. At the bottom, there is a "Why File Online?" section with a "Register Now" button, and an "Unemployment Resource Center" with links for Benefits and Employment.

Claimant Registration Screen - Step 1 of 2

Ohio.gov State Agencies | Online Services

Ohio Department of Job and Family Services

HOME UNEMPLOYED WORKERS EMPLOYERS FAQS HELP

Job & Family Services Unemployment Compensation

Claimant Registration (Step 1 of 2)

Personal Information [Help Text](#) [Help Video](#)

*First Name

Middle Initial

*Last Name

*SSN - -

*Date of Birth (mm/dd/yyyy)

Account Information [Help Text](#) [Help Video](#)

Select a PIN hint question from the drop-down list, and enter your answer. When you have successfully registered, the system will assign your PIN and User Name.

*PIN hint question

*PIN hint answer

The **Help** link is a consistent feature throughout the self-service web views. In addition to using this feature during registration, log-in, and the PIN reset process, claimants can use the Help link to better understand various fields completed during the application process.

Enter the requested information in the appropriate fields. **Enter your name exactly as it appears on your social security card.**

When you have completed this screen, click the **Next** button to advance.

Choose your **PIN hint question** using the drop-down menu provided and enter your PIN hint answer.

Claimant Registration-Step 2 of 2

Ohio.gov State Agencies | Online Services

Ohio Department of Job and Family Services

HOME UNEMPLOYED WORKERS EMPLOYERS FAQs HELP

Job & Family Services Unemployment Compensation

Registration Complete - Step 2 of 2

Important Registration Information [Help Text](#) [Help Video](#)

Your TEMPORARY PIN number is: **43474117**

Write down your TEMPORARY PIN number before you leave this screen.

For a successful login you need the following:

- 1) Your user name (your social security number) **AND**
- 2) Your TEMPORARY PIN number

The first time you login with your TEMPORARY PIN number, the system will prompt you to choose a new PIN (8-digit numeric only).

After writing down your TEMPORARY PIN, click on [Login Screen](#) to file for benefits.

Write down your temporary PIN number.

For a successful login, you need your user name (your social security number) **AND** your TEMPORARY PIN number.

The first time you login with your TEMPORARY PIN number, the system will prompt you to choose a new PIN (8-digit numeric only).

After writing down your TEMPORARY PIN, click on the “Login Screen” link.

NOTE: You will not be given a temporary PIN number if a PIN number has already been issued to you.

Claimant Login Screen

Ohio.gov State Agencies | Online Services

Ohio Department of Job and Family Services

HOME UNEMPLOYED WORKERS FAQs HELP

Office of Unemployment Insurance Operations

Unemployed Workers

Claimant Login

SSN

PIN

[Forgot PIN?](#)

Work Search and Reemployment Activity Reminder

Claimants who file new applications for unemployment compensation and who are required to search for work must complete these reemployment activities at [OhioMeansJobs.com](#):

1. Create or upload a ... [Read More](#)

[Archives](#)

Ohio MEANS Jobs

Ohio Department of Job and Family Services

Looking for work?

Search listings at [OhioMeansJobs.com](#)

Suspect Fraud?

Report it by calling toll-free 1-800-686-1555 or click:

Why File Online?

- Faster response time
- Reduction in mail costs
- Access to file continued weeks online
- Track the status of your claim information
- Extended "business hours"

[What to expect](#)

Unemployment Resource Center

Benefits <ul style="list-style-type: none">→ Eligibility for Benefits→ Benefit Estimator→ Self-Service User Guide→ Additional Resources	Employment <ul style="list-style-type: none">→ Find a Job→ OhioMeansJob Centers→ Veteran Information→ Employment Programs
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Log in using your Social Security Number as the **User Name/SSN** and the temporary **PIN** that was provided to you on the previous screen **or** the **PIN** that was previously issued to you.

NOTE: After three unsuccessful login attempts, access is revoked. Access can only be reactivated by either using the PIN hint question or by calling ODJFS.

When you have completed these entries, click the **Login** button to advance.

Change User PIN

Ohio.gov State Agencies | Online Services

Ohio Department of Job and Family Services

HOME UNEMPLOYED WORKERS EMPLOYERS FAQs HELP

Job & Family Services Unemployment Compensation

JFS - Ohio Unemployment Benefits - Change User PIN

Your TEMPORARY PIN has expired. Please choose a new PIN (8-digit numeric only). You must use this new PIN for all future access to your online account or the automated telephone system.

*The new PIN

*New PIN Confirm

Note: This screen must be completed in order to continue with your application for unemployment benefits.

You **must** create your own personalized PIN by entering an 8-digit **numeric** PIN in **The new PIN** and **New PIN Confirm** fields.

When you have completed these entries, click the **Submit** button.

Ohio Unemployment Benefits - Main Menu



You are now on the Main Menu. From this menu, you may:

File an application/claim for unemployment benefits

Complete weekly claims for benefits

View payment information

Update your personal information

Update Direct Deposit information

Change your PIN or PIN hint question

View correspondence from ODJFS

Filing a New Application/Claim

Ohio.gov

Ohio Department of Job and Family Services

Ohio Unemployment Benefits - Main Menu

My Account Log out

New Claim

- File a New Claim for Unemployment Benefits

Weekly Claim

No Weekly Claims can currently be filed

Claim Details

- View Claim Summary/Payment History
- View Overpayment Repayment Summary

Work Search

- Visit OhioMeansJobs ([What's This?](#))

Personal Information [Help Text](#)

- Update Personal Information
- Update Payment Preference Details

Change PIN

- Change Your PIN
- Change Your PIN Hint Question

View Correspondence Inbox

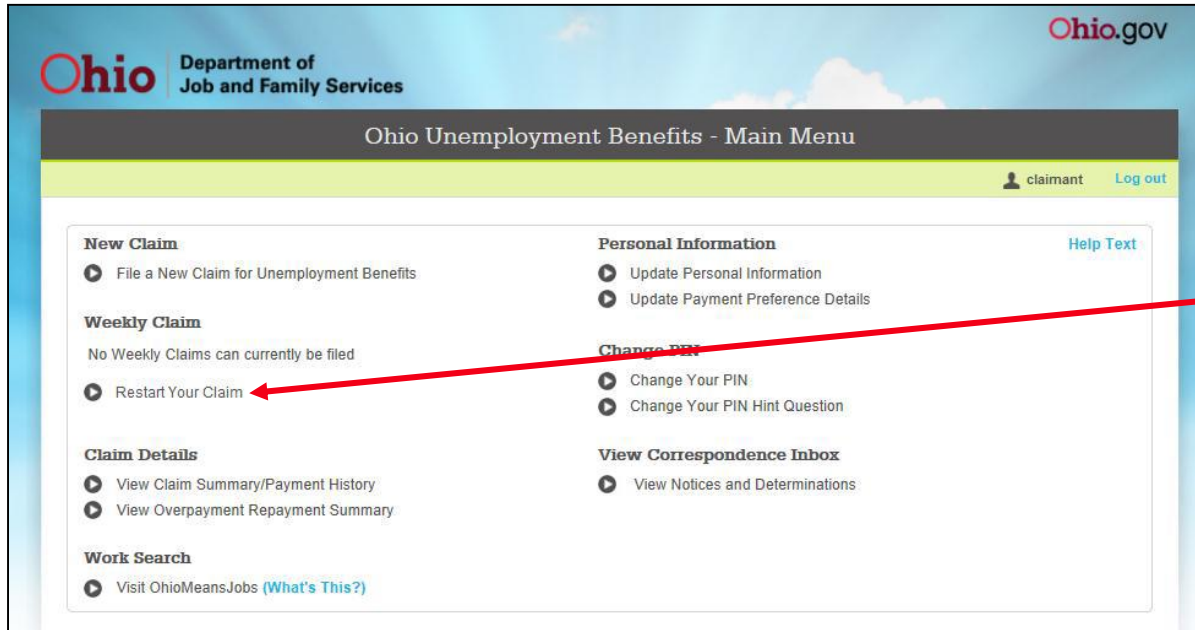
- View Notices and Determinations

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User: Date:04/10/2015 Build:@BUILD@

To file a new application/claim for unemployment, click the button that appears to the left of “File a new Claim for Unemployment Benefits.”

To restart an existing claim, review the instructions found on the next page of this guide.

Restarting Your Application/Claim



If you have an existing claim, the option to file a new claim will not appear. However, if you wish to restart your existing claim, click on the button that appears to the left of **“Restart Your Claim.”**

Note: It is only necessary to restart your claim after a period of re-employment or a period of not filing weekly claims for benefits. It is not necessary to restart your claim each time you wish to claim weeks of unemployment.

Personal Information

The screenshot shows a web form titled "Personal Information" with a user profile icon and "Log out" link. The form is divided into four main sections: Personal Information, Residence Address, Mailing Address (if different than Residence Address), and Contact Information. Each section has a "Help Text" and "Help Video" link. The Personal Information section includes fields for First Name (Example), MI (P), Last Name (Claimant), SSN (000-00-0000), Date of Birth (00/00/1968), Other ID Type (Select One), ID Number, and State Issued (Select One). The Residence Address section includes Street, City, State (Select One), Zip Code, Country (United States), and County (Select One). The Mailing Address section includes Street, City, State (Select One), Zip Code, and Country (Select One). The Contact Information section includes Home Phone #, Message Phone #, Mobile Phone #, E-Mail Address, and a "Would you prefer to receive correspondence from this Agency (when possible) via U.S. Mail or E-Mail?" question with radio buttons for US Mail and E-Mail. A "Next" button is at the bottom left. Two red arrows point from the text on the right to the "Mailing Address" section and the "E-Mail" radio button.

Enter the requested information in the appropriate fields. **Use the drop-down menus, and check the boxes where applicable.**

If your mailing address is the same as your residence address, leave the Mailing Address section blank.

An explanation of the correspondence preference is listed on the next page.

When you have completed this screen, click the **Next** button to advance.

Correspondence Preferences

You can receive correspondence by regular mail or by e-mail.

Regular Mail

- Regular mail is the option to receive correspondence via the U.S. Postal Service and is the automatic (default) setting for all claims filed. Selecting this option will also set you on a bi-weekly schedule for filing for benefits.

E-mail Notification

- You can be notified by e-mail that you have new correspondence in your Correspondence Inbox. Generally, the correspondence is not viewable in the e-mail notification. To view correspondence, you will need to log into your account, then go to Main Menu. Under View Correspondence Inbox, click on View Notices and Determinations. ***Some correspondence is time sensitive. You are responsible for viewing all correspondence in a timely manner.***
- **Note:** E-mail notification has the same appeal rights as the regular mail option.

Demographic Information

Ohio.gov
Ohio Department of Job and Family Services

Demographic Information

claimant Log out

General Information

Help Text Help Video

* Ethnicity

* Race

American Indian/Alaskan Native

Black/African-American

White

Asian

Native Hawaiian/Other Pacific Islander

Choose Not to Answer

* Country of Origin

* Primary Language

If Other, Enter Language

* Gender

* Highest Grade Completed

* Usual Trade or Occupation

* Are you disabled as defined in the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)?

Alien Information

Help Text Help Video

* Are you a U.S. Citizen or a U.S. National? Yes No

If no, please select what authorization you have to perform work in the U.S.

Alien Authorization Number

Expiration Date (mm/dd/yyyy)

Next

Enter the requested information in the appropriate fields. **Use the drop-down menus, and check the boxes where applicable.**

If you are not a US Citizen or US National, you must provide your alien authorization information.

When you have completed this screen, click the **Next** button to advance.

Eligibility Questions - Page 1

Ohio Department of Job and Family Services Ohio.gov

Eligibility Questions - Page 1 claimant Log out

Eligibility Questions [Help Text](#)
[Help Video](#)

- * Have you filed a claim for unemployment benefits in the last 12 months?
If **yes**, in what state? Yes No
Have you worked since you last filed? Yes No
- * Have you worked in regular employment (not military or federal civilian) in any states other than Ohio from 01/01/2014 to 12/31/2014? Yes No
- * Have you served in the US military from 01/01/2014 to 12/31/2014? Yes No
- * Since 01/01/2014, have you had any federal civilian employment? Yes No
- * When employed, are you the principal wage or salary earner in your household? Yes No

Additional Eligibility Questions [Help Text](#)
[Help Video](#)

- * Are you or have you been an officer of a corporation, or did you own or operate a business within the past 18 months? Yes No
- * Are you required to pay child support obligations to a court or child support enforcement agency?
If **yes**, would you like to have child support withheld from any benefits to which you may be entitled? Yes No
- * Would you like to have 10% of any benefit payments to which you may become entitled withheld for federal income taxes? Yes No
- * Do you wish to claim your child and/or spouse as a dependent? Yes No

Enter the requested information in the appropriate fields. **Use the drop-down menus, and check the boxes where applicable.**

If you answer “**Yes**” to some of the questions, you will be **transferred** to additional screens, where applicable, to provide additional information.

An explanation of each field on this screen is listed on the next page.

When you have completed this screen, click the **Next** button to advance.

Explanation of Eligibility Questions – Page 1

QUESTION	EXPLANATION
Have you filed a claim for Unemployment Benefits in the last 12 months?	Answer this question “Yes” if you have filed a claim for benefits in any state in the past 12 months. Provide the state you filed in and answer the question regarding work since you last filed.
Have you worked in regular employment (not military or federal civilian) in any state other than Ohio from (start date) to (end date)?	Answer this question “Yes” if you have worked in Ohio <u>and</u> another state during the dates shown.
Have you served in the US military from (start date) to (end date)?	Answer this question “Yes” if you have served in active duty for at least 90 days during the dates shown.
Since (start date), have you had any federal civilian employment?	Answer this question “Yes” if you have worked for the federal government as a civilian.
When employed, are you the principal wage or salary earner in your household?	Answer this question “Yes” if you earn over 50% of the money for your household.
Are you or have you been an officer of a corporation, or did you own or operate a business within the past 18 months?	Answer this question “Yes” if you were an officer (e.g. president, vice president, etc.) of a corporation or owned/operated your own business.
Are you required to pay child support to a court or Child Support Enforcement Agency?	Answer this question “Yes” if you are required to pay child support. If yes, do you want the payments voluntarily withheld from your unemployment benefits?
Would you like to have 10% of any benefit payments to which you may become entitled withheld for Federal Income Taxes?	Unemployment benefits are taxable under Federal Income Tax laws. Answer this question “Yes” if you want 10% withheld for tax purposes.
Do you wish to claim your child and/or spouse as a dependent?	Claiming a dependent child(ren) and/or spouse may increase the amount of your weekly benefits. Answer this question “Yes” if you want to claim a dependent child(ren) and/or spouse.

Eligibility Questions - Page 2

Ohio Department of Job and Family Services

Ohio.gov

Eligibility Questions - Page 2

claimant Log out

Eligibility Questions

*Have you applied for or are you currently receiving any of the following: pension, retirement payments, severance pay? Yes No [Help Text](#)

If **yes**, please provide details including the type, source and amount of payment(s)

Additional Eligibility Questions

* Do you have a **definite** recall date from any of your former employers? Yes No [Help Text](#)

If **yes**, please enter the date:

What was the last day you worked?

* Do you expect to be recalled by any of your former employers within 12 weeks of your last day of work? Yes No

* Are you currently enrolled in/attending school, college, or vocational training? Yes No

If **yes**, are you attending full or part-time? Full-Time Part-Time

Please enter the details about your school/training:

Course Name or Major Course of Study

School Name

City

State:

* Were you in school from 01/01/2014 to 12/31/2014 and also at the time you became unemployed? Yes No

* Are you a member in good standing of a skilled trade union? Please select your union from the list and enter the details about your union.

Local Number

City

State

Are you required to seek work through your union (exclusive hiring hall)? Yes No

Enter the requested information in the appropriate fields. **Use the drop-down menus, and check the boxes where applicable.**

An explanation of each field on this screen is listed on the next page.

When you have completed this screen, click the **Next** button to advance.

Explanation of Eligibility Questions – Page 2

QUESTION	EXPLANATION
<p>Have you applied for or are you currently receiving any of the following: pension, social security, retirement payments, severance pay?</p>	<p>Answer this question “Yes” if you have applied for a pension, any other retirement payments, severance pay or if you are receiving any pension, retirement payments, and/or severance pay.</p> <p>If yes, in the text box below the question, provide the company you worked for while earning the pension and/or the name of the company paying the severance pay, the amount you received or will receive, the frequency of payments (e.g. lump sum, weekly payments, monthly payments, etc.) and when the payments began or will begin.</p>
<p>Do you have a definite recall date from any of your former employers?</p>	<p>Answer this question “Yes” if the employer has already given you a return to work date. Also provide the return to work date and your last day worked in the appropriate fields.</p>
<p>Do you expect to be recalled by any of your former employers within 12 weeks of your last day of work?</p>	<p>Answer this question “Yes” if you expect to be recalled to work by a former employer within 3 months of your last day worked.</p>
<p>Are you currently enrolled in/attending school, college, or vocational training?</p>	<p>Answer this question “Yes” if you are attending school now and provide the requested school information. If you will be attending school in the future and have not yet started classes, answer this question “No” and contact your processing center before classes begin.</p>
<p>Are you a member in good standing of a skilled trade union? Please select your union from the list and enter the details about your union.</p>	<p>Most unions do not have hiring halls. If you seek work only through a union hiring hall (not on your own) and are placed with employers by the union hall, locate the union from the drop-down list. If this does not apply to you, make no selection from the drop-down list. The system will default to “None of these/Not in a union.”</p>

Dependent Summary

Ohio.gov
Ohio Department of Job and Family Services

Dependent Summary

claimant Log out

Search Result(s): 0 Found

First Name	Last Name	SSN	Date of Birth	Relationship	Help Text Help Video
------------	-----------	-----	---------------	--------------	-------------------------

Add a Child Add a Spouse Edit Delete

If you do not want to claim any dependents, check this box and click the Next button to continue.

Next

From this screen, you will either add a dependent child(ren) or a spouse by clicking on the appropriate button.

If you do not want to claim any dependents, click the box before the sentence that begins **“If you do not want to claim any dependents...”**.

When you have completed this screen, click the **Next** button to advance.

Note: If you are married and want to claim a dependent child, you must provide your spouse’s information, even if you are not claiming your spouse as a dependent.

Dependent Child Details

The screenshot shows the 'Dependent Child Details' form on the Ohio.gov website. The form is titled 'Dependent Child Details' and is part of the Department of Job and Family Services. It includes the following fields and options:

- *First Name:
- MI:
- *Last Name:
- SSN: - - (A red arrow points to this field)
- *Date of Birth (mm/dd/yyyy):
- *Relationship:
- *Is this child unable to work because of a permanent physical or mental disability? Yes No
- *Did you provide more than one-half (50%) of the cost of support for this child during 01/05/2015 to 04/05/2015? Yes No

Buttons:

To claim a child, stepchild, or adopted child, you will need to enter all the information that is being requested to determine eligibility.

The dates shown in this example may be different, depending on the date your application for benefits is filed.

Note: If you do not provide a social security number, you will not be allowed to claim this dependent until this information is provided.

When you have completed this screen, click the **OK** button to advance.

Dependent Spouse Details

Ohio.gov
Ohio Department of Job and Family Services

Dependent Spouse Details

claimant Log out

Spouse Personal Info

*First Name MI Last Name

SSN - - Date Of Birth Relationship Spouse

[Help Text](#)
[Help Video](#)

General Questions

*During the period from 01/05/2015 to 04/05/2015, have you and your spouse been living together? Yes No

If no, please explain

*Did you provide more than one-half (50%) of the cost of support for your spouse from 01/05/2015 to 04/05/2015 (or for the duration of the marriage if shorter)? Yes No

*Was your spouse's total income from all sources during the period from 01/05/2015 to 04/05/2015 (or for the duration of the marriage if shorter) less than or equal to one-fourth (25%) of your average weekly wage from 01/01/2014 to 12/31/2014? Yes No

To claim a spouse, you will need to enter all the information that is being requested to determine eligibility.

The dates shown in this example may be different, depending on the date your application for benefits is filed.

Note: The “Date Of Birth” field is a required field even though no asterisk (*) appears before the question.

When you have completed this screen, click the **OK** button to advance.

Spouse's Information

The screenshot shows the 'Spouse Information' form on the Ohio.gov website. The page header includes the Ohio Department of Job and Family Services logo and the Ohio.gov URL. The form title is 'Spouse Information' and it includes a 'claimant' profile and a 'Log out' link. The main content area contains a message explaining that the user did not list a spouse as a dependent on the previous page and that basic information is needed if they are married. A question asks 'Do you have a spouse?' with radio buttons for 'Yes' and 'No', where 'No' is selected. Below this, there are input fields for 'Spouse First Name', 'Last Name', 'Spouse SSN' (with a hyphenated format), and 'Date Of Birth'. A 'Next' button is located at the bottom left of the form area. On the right side of the form, there are links for 'Help Text' and 'Help Video'.

You will be navigated to this screen only if you have claimed a dependent child(ren) and have not provided information about your spouse.

If you are married and wish to claim a dependent child, you must provide your spouse's information, even if you are not claiming your spouse as a dependent.

When you have completed this screen, click the **Next** button to advance.

Child Support Withholding Summary

Ohio.gov
Ohio Department of Job and Family Services

Child Support Withholding Summary

claimant Log out

Search Result(s): 0 Found

Court Order #	State	Agency	Start Date	End Date	Weekly Amount	Help Text
Add	Edit	Delete				

If you do not wish to provide child support withholding information, check this box and click the Next button to continue.

[Next](#)

If you have a court order, you may elect to have child support withheld from your unemployment compensation benefits.

To provide child support withholding information, click on the **Add** button.

If you do not want to provide child support information, click the box before the sentence that begins “**If you do not want to provide child support withholding information...**”

When you have completed this screen, click the **Next** button to advance.

You cannot have child support deducted voluntarily from benefits when there is no court ordered support required (e.g., when there is just a verbal agreement between you and the other parent).

ODJFS regularly receives requests from Child Support Enforcement Agencies (CESA) to withhold payments from UC benefits. If such a request for withholding is received, the CESA request will take precedence.

Child Support Withholding Details

Ohio.gov
Ohio Department of Job and Family Services

Child Support Withholding Details

claimant Log out

*Court Order #

*State

Start Date 04/12/2015

*Weekly Amount (max) \$

SETS # (Ohio only)

*Agency

End Date (mm/dd/yyyy)

OK Cancel

Help Text

Enter the Court Order number and Ohio SETS number, if applicable.

Use the drop-down menu to select the state and agency to which payments are issued.

Start Date will be your Benefit Year Beginning date (BYB) assigned on date of application.

When you have completed this screen, click the **OK** button to advance.

Enter your Weekly Amount here.

The End Date shows the expiration of court order payments. **If you do not know this information, leave it blank.**

Reporting Your Reason for Unemployment

On the next several screens, you will report employment information. When reporting employment, you must also provide the reason you are no longer working for the employer. Below is a list of the most common separation types.

- **Lack of Work:** There **has been** a separation from employment and claimant is not working. The company may have closed, downsized, gone out of business, been destroyed, be out of money, gone bankrupt, lost a contract or have excess personnel. Claimant may be furloughed, laid off, etc.
- **Discharge:** Employer acted to sever the employee-employer relationship. Claimant was not permitted to continue working.
- **Quit:** Claimant acted to sever the employee-employer relationship. Claimant could have continued to work.
- **Leave of Absence:** There has been **no** separation from employment, but claimant is not working for other reasons (e.g. medical leave, adoption leave, etc.).
- **Still Employed:** There has been no separation from employment, but claimant continues to work on a part-time basis.
- **Disciplinary Leave/Suspension:** There has been no separation from employment, but claimant is not working. Company may have dismissed the claimant from work while an investigation is being done and/or for disciplinary reasons.
- **Labor Dispute:** Involves a group of individuals that are unemployed because a union, or a portion of union membership, and an employer are not in agreement. A labor dispute is usually called a strike but can also be called a walkout, blue flu, shutout, lockout, wildcat strike, etc.

Military Employment

Ohio Department of Job and Family Services

Ohio.gov

Military Employment

claimant Log out

Please enter the information requested below for your most recent period of military service

Help Text
Help Video

*Branch of Service

*Official Discharge Date (mm/dd/yyyy)

If you have not had any military employment from 01/01/2014 to 03/31/2015, check this box, and click the Next button to continue

Next

A “Yes” response to the question about military employment on the **Eligibility Questions - Page 1** screen will cause the system to route you to this screen to provide the necessary information.

Use the drop-down menu to select your branch of service.

Enter your official discharge date.

When you have completed this screen, click the **Next** button to advance.

If you did not have military employment during the dates listed, click the box before the sentence that begins “**If you have not had any military employment...**”

Federal Civilian Employment Summary

Ohio Department of Job and Family Services

Ohio.gov

Federal Civilian Employment Summary

claimant Log out

Please provide us with all of your Federal Civilian employment since 01/01/2014

Search Result(s): 0 Found

Agency Name	City	State	Start Date	Last Day Worked	Help Text Help Video
-------------	------	-------	------------	-----------------	-------------------------

If you have not had any federal civilian employment since 01/01/2014, check this box and click the next button to continue.

A “**Yes**” response to the question about federal civilian employment on the **Eligibility Questions - Page 1** screen will cause the system to route you to this screen to provide the necessary information

Click on the **Add Employer** button to advance to the next screen for employment details.

When you have completed this screen, click the **Next** button to advance.

If you did not have federal civilian employment during the dates listed, click the box before the sentence that begins “**If you have not had any federal civilian employment...**”

Select Federal Civilian Employer

The screenshot shows the 'Select Federal Civilian Employer' interface. At the top left is the Ohio Department of Job and Family Services logo. The page title is 'Select Federal Civilian Employer'. On the right, there is a user profile for 'claimant' and a 'Log out' link. The main search area contains two radio buttons under 'Search Criteria': 'Employer Name(Agency or Division)' and 'Federal ID Code'. To the right of these is a 'State' dropdown menu set to 'Select One' and a 'Search Criteria' text input field with a 'Search' button. Below the search area, it says 'Search Result(s): 0 Found' and displays a table with columns: 'Agency Name', 'Division/Location', 'Federal ID Code', and 'Address'. At the bottom of the form are three buttons: 'Select Employer', 'Cannot Find Employer', and 'Cancel'. A red arrow points from the 'Search Criteria' radio buttons to the text on the right. Another red arrow points from the 'Cannot Find Employer' button to the text on the right. A third red arrow points from the 'Select Employer' button to the text on the left.

On this screen, select one of the radio buttons beside the Search Criteria field you wish to use.

Enter either the employer's name (agency or division) or the 3-digit federal ID code and click the **Search** button. The 3-digit federal ID code is found on your Standard Form 8 issued at the time of separation.

If you are able to find your employer among the search results, you must select the corresponding radio button (to the left of your employer's name) **and** click on the **Select Employer** button to advance to the Federal Civilian Employment Details screen.

If you **cannot** find your employer among the search results, you will need to click the **Cannot Find Employer** button to advance to the Federal Civilian Employment Details screen.

Federal Civilian Employment Details

The screenshot shows the 'Federal Civilian Employment Details' form on the Ohio.gov website. The form is titled 'Federal Civilian Employment' and includes a 'claimant' profile icon and a 'Log out' link. The form is divided into two main sections: 'Federal Civilian Employment Details' and 'Additional Employment Information'. The first section contains fields for Agency Name, Division/Branch/Location, Attention, Address, PO Box, City, State (a dropdown menu), Zip Code, and Country (a dropdown menu). It also includes a question: 'Is this address from your SF-8 or SF-50 form?' with radio buttons for 'Yes' and 'No'. The second section contains fields for Start Date (mm/dd/yyyy), Last Day Worked (mm/dd/yyyy), Employer Phone, Reason for Separation (a dropdown menu), and Detailed Reason (a dropdown menu with the option 'Click OK to load this list'). There are 'Help Text' and 'Help Video' links for both sections. At the bottom of the form are 'OK' and 'Cancel' buttons.

If you found your employer among the search results, the screen will be returned with agency, division/branch/location, address, city, state, zip code, and country fields pre-filled.

If you could **not** find your employer and selected the Cannot Find Employer on the previous screen, this screen will have no pre-filled fields.

Note: You must fill out this screen completely to ensure that your claim is processed.

When you have completed this screen, click the **OK** button to advance.

Additional Federal Employment Information

Ohio Department of Job and Family Services

Ohio.gov

Additional Federal Civilian Employment Information

claimant Log out

* Where was your last official duty station for your most recent federal employer? Ohio

* After separation from your most recent federal employer, did you have any other employment? Yes No

If yes, please select where Select One

Next

Help Text
Help Video

Enter the requested information in the appropriate fields, **using the drop-down menus, and radio buttons where applicable.**

When you have completed this screen, click the **Next** button to advance.

Out-of-State Employment

Ohio.gov

Ohio Department of Job and Family Services

Out-of-State Employment

claimant Log out

Please provide all of your regular employment outside Ohio since 01/01/2014. (Please do not include any Military or Federal Civilian employment that you have already provided on previous pages.)

Employer Name	City	State	State Worked	Start Date	Last Day Worked
---------------	------	-------	--------------	------------	-----------------

Help Text Help Video

Add Employer Edit Delete

If you have not had any regular employment outside Ohio from 01/01/2014 to 12/31/2014, check this box and click the Next button to continue.

Next

A “Yes” response to the question about out-of-state employment on the Eligibility Questions - Page 1 screen will cause the system to route you to this screen to provide the necessary information.

To add an out-of-state employer, click on the **Add Employer** button. **You must add each out-of-state employer you have worked for during the dates shown on the lower portion of the screen.**

See the next page of this guide for new guidelines on filing a claim when you have worked out-of-state.

When you have completed this screen, click the **Next** button to advance.

If you did not have out-of-state employment during the dates listed, click the box before the sentence that begins “**If you have not had any regular employment outside Ohio...**”

Guidelines for Filing With Out-of-State Employment

The U.S. Department of Labor has changed the definition of a Combined Wage Claim (CWC) paying state.

Effective January 11, 2009, an applicant must have employment in the state in which they file and must qualify for unemployment benefits in that state using the combined employment and wages of two or more states.

Immediately upon certification of a new Ohio claim, the ODJFS benefit system will search for the claimant's wages, including Ohio wages.

If no Ohio wages are found, the ODJFS benefit system will send you a questionnaire regarding employment in the past 18 months. After the response time, if Ohio wages are not entered, the ODJFS benefit system will disallow the application.

If your claim is disallowed due to having no Ohio wages, a determination will be sent informing you that your Ohio claim has been disallowed and that you may file in a state where you had employment. **It may take up to two (2) weeks to receive this determination which could delay properly filing in another state.**

Out-of-State Employment

Ohio.gov

Ohio Department of Job and Family Services

Out-of-State Employment

claimant Log out

Employer Details

*Employer Name
Attention
*Payroll Address
PO Box
*City
*State (Select One)
Zip Code
*Country (United States)
If you worked on a maritime vessel, please provide the vessel's name

Out-of-State Employment Details

*State where you performed your work for this employer (Select One)
*Start Date (mm/dd/yyyy)
*Last Day Worked (mm/dd/yyyy)
Employer Phone
*Reason for Separation (Select One)
*Detailed Reason (Click OK to load this list)

Please enter the number of weeks you worked for this employer for each of the date ranges below. The dates reflect calendar quarters.

Date/Quarters	Weeks Worked
January 01, 2014 - March 31, 2014	
April 01, 2014 - June 30, 2014	
July 01, 2014 - September 30, 2014	
October 01, 2014 - December 31, 2014	
January 01, 2015 - March 31, 2015	

OK Cancel

On the Out-of-State Employment detail screen, enter the information that is requested and use the drop-down menus where applicable.

Note: You must fill out this screen completely to ensure that your claim is processed.

Enter either the physical address for the employer or a PO Box for the employer. **Do not enter both.** In the PO Box field, you must still include the words “PO Box”.

If you worked during any of the periods listed at the bottom of the screen, be sure to provide the number of weeks you worked during each quarter.

When you have completed this screen, click the **OK** button to advance.

Mass Layoff/Buyout ID Number

Ohio Department of Job and Family Services

Ohio.gov

claimant Log out

Enter Mass Layoff/Buyout ID Number

*At the time of your layoff, did your employer provide you with a Mass Layoff/Buyout Identification Number?

Yes No

If yes, please provide the ID number

0

Have you worked for any other employers in the last 6 weeks besides the one who provided you with this ID number?

Yes No

Help Text
Help Video

Next

If you were provided a Mass Layoff/Buyout Identification Number at the time of separation, you will enter the number on this page.

If you answered “Yes” above and had other employment within the six weeks prior to filing, you will click on “**Yes.**”

When you have completed this screen, click the **Next** button to advance.

Employment History (Only one employer in last 18 months)

Ohio Department of Job and Family Services

Ohio.gov

Employment History

claimant Log out

*Have you worked for more than one employer since 01/01/2014? Yes No [Help Text](#)

Next

If only one employer has reported wage information for you in the past 18 months, you will be routed to this screen.

Answer “**No**” if you have worked for **only** one employer since the date shown.

When you have completed this screen, click the **Next** button to advance.

Employment Details (Only one employer in last 18 months)

The screenshot shows a web form titled "Employment Details" from the Ohio Department of Job and Family Services. The form is for a "claimant" and includes a "Log out" link. The instructions are: "Please enter the following details about your employment." The form fields are: "Start Date(mm/dd/yyyy)" (text input), "Last Day Worked(mm/dd/yyyy)" (text input), "County of Employment" (dropdown menu with "Select One" selected), "Reason for Separation" (dropdown menu with "Select One" selected), and "Detailed Reason" (dropdown menu with "Click OK to load this list" selected). A "Help Text" link is located to the right of the date fields. A "Next" button is at the bottom left of the form.

You will be routed to this screen if you responded “**No**” to the question of “have you worked for more than one employer since (start date)”.

Enter the requested information in the appropriate fields and use the drop-down menu where applicable.

When you have completed this screen, click the **Next** button to advance.

Recent Employment History Summary

Ohio.gov
Ohio Department of Job and Family Services

Recent Employment History Summary

claimant Log out

Please provide all of your regular employment for the last 6 months, beginning with your most recent employment. (Please do not include military service, federal civilian, or any out-of-state employment you have already provided on previous pages.)

Search Result(s): 0 Found

Employer Name	City	State	Start Date	Last Day Worked	Help Text Help Video
<input type="button" value="Add Employer"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>					

Provide all of your employment for your last six weeks of work; or if you are restarting your existing claim, enter all of your employment since last filing for weekly benefits. If your employer has provided you a mass layoff/buyout number and you did not work for another employer in the last six weeks, you will not be routed to this screen.

Click on the **Add Employer** button to search for your most recent employer.

Do not include military service, federal civilian, or any out-of-state employment you have already provided on previous pages. If your most recent employer is military service, federal civilian, or out-of-state employment, do not re-enter the employer. Click on the **Next** button to advance.

Recent Employment History – Employer ID

Ohio.gov
Ohio Department of Job and Family Services

Recent Employment History - Employer ID Number Search

claimant Log out

Federal Employer Identification # (FEIN) Search [Help Text](#) [Help Video](#)
(Hint: Look on any pay stub or in box "b" of your W-2 form)

Search Result(s): 0 Found

Employer Name	Doing Business As	Address	City	State	Zip Code	Help Text Help Video
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No FEIN/Skip Select Employer Can't Find My Employer

You may search for your most recent employer using the employer's Federal Employer Identification Number (FEIN). This number is usually located on your W-2.

When searching for your employer, **do not include any dashes.**

If you do not know your employer's FEIN, click on the **No FEIN/Skip** button.

Recent Employment Name & Zip Code

Ohio.gov
Ohio Department of Job and Family Services

Recent Employment Name and Zip Code Search

claimant Log out

Employer Name (Starts With)

Zip Code

Help Text
Help Video

Search Result(s): 0 Found

Employer Name	Doing Business As	Address	City	State	Zip Code
---------------	-------------------	---------	------	-------	----------

Help Text
Help Video

Select Employer Cannot Find My Employer

Enter as much of the employer's name as you know and enter the zip code, then click the **Search** button. If you are unsure of the employer's zip code, you do not need to include this information in your search.

Helpful hints for locating your most recent employer are listed on the next page of this guide.

Helpful Hints for Locating An Employer

- If available, search for your employer using the Federal Employer Identification Number (FEIN) that appears on your W-2 or check stub.
- Search for your employer using the employer's name as it appears on your check stub. The name on the building may not always be the name the employer uses for unemployment purposes.
- When your employer's name contains several words, try using one or two of the words that begin the employer's name, then add the additional words as needed to locate the employer. (Example: If your employer is "ABC Warehouse and Storage Company", start with "ABC Warehouse".)
- If your employer's name contains the word "and", try searching for the employer using the word "and" or use the symbol "&". (Example: if your employer is "ABC Warehouse and Storage Company" or "ABC Warehouse & Storage Company")
- Try searching for the employer using the company owner's name.

Recent Employment History - Select Employer

Ohio.gov

Ohio Department of Job and Family Services

Recent Employment Name and Zip Code Search

claimant Log out

Employer Name (Starts With) EUCLID PUBLIC LIBRARY Help Text Help Video

Zip Code 44123 Search

Search Result(s): 1 Found

Employer Name	Doing Business As	Address	City	State	Zip Code	Help Text Help Video
<input checked="" type="radio"/> EUCLID PUBLIC LIBRARY	EUCLID PUBLIC LIBRARY	631 E 222ND ST	EUCLID	Ohio	441232031	

Select Employer Cannot Find My Employer

If the system finds an employer, the information for that employer appears at the bottom of this screen.

When you locate your employer, select the radio button to the left of the employer's name, then click on the **Select Employer** button.

Recent Employment Detail

Ohio Department of Job and Family Services

Ohio.gov

Recent Employment Detail

claimant Log out

Employer Detail

Employer Name
Attention
Address
PO Box
City
State: Select One
Country: United States
Zip Code
Phone

Additional Employer Detail

Start Date (mm/dd/yyyy)
Last Day Worked (mm/dd/yyyy)
County of Employment: Select One
Reason for Separation: Select One
Detailed Reason: Click OK to load this list
Maritime Vessel Name
Employer Phone

Have you worked at least 6 weeks and earned at least \$1,422.00 for this employer since ?
If yes, did you also work for another employer during this same 6-week period?

Yes No
Yes No

OK Cancel

Help Text
Help Video

If you are able to locate your employer, the upper portion of this screen will contain pre-filled fields that cannot be altered.

Complete the Additional Employer Detail section of the screen.

When answering the question “**Have you worked at least 6 weeks and earned at least...**”, respond “**Yes**” if you have worked at least 1 day a week for 6 weeks since originally hired by the employer and earned the amount shown.

When you have completed this screen, click the **OK** button to advance.

Recent Employment Detail

The screenshot shows the 'Recent Employment Detail' form on the Ohio.gov website. The form is divided into two main sections: 'Employer Detail' and 'Additional Employer Detail'. The 'Employer Detail' section includes fields for Employer Name, Attention, Address, PO Box, City, State (a dropdown menu), Country (a dropdown menu), Zip Code, and Phone. The 'Additional Employer Detail' section includes fields for Start Date, Last Day Worked, County of Employment, Reason for Separation, Detailed Reason, Maritime Vessel Name, and Employer Phone. There are also radio buttons for 'Have you worked at least 6 weeks and earned at least \$1,422.00 for this employer since?' and 'If yes, did you also work for another employer during this same 6-week period?'. A red arrow points to the 'PO Box' field in the 'Employer Detail' section.

If you are unable to locate your employer, you must provide all employer contact information to ensure that your claim can be processed. You can usually get this information from a recent check stub or W-2.

If you do not have a recent check stub or W-2, try calling the employer for this information.

Enter either the physical address for the employer or a PO Box for the employer. **Do not enter both.** If you enter a PO Box, you must enter “PO Box” or “Box” at the beginning of the field.

When you have completed this screen, click the **OK** button to advance.

Register for Job Matching

Ohio Department of Job and Family Services Ohio.gov

Register for Job Matching

claimant [Log out](#)

Veteran Status [Help Text](#)
[Help Video](#)

*Did you serve on active duty in the Military for a period of more than 180 days, or were you activated for any length of time under Title 10 and released with other than a dishonorable discharge? Yes No

*Are you eligible for Veterans Preference as a spouse of a Veteran? Yes No

If any of the following are true, answer "Yes"; otherwise answer "No."
Are you the spouse of a veteran who was killed in action?
Are you the spouse of a veteran who was captured or interned during war?
Are you the spouse of a veteran who died with a service connected permanent disability?

Wage Information [Help Text](#)
[Help Video](#)

*What is the lowest acceptable hourly wage that you will accept? \$ per hour

*For what type(s) of work are you available? Full-Time Part-Time

*What shift(s) do you prefer? First Second Third

*Please select the type of Driver's License you have

Occupational Details [Help Text](#)
[Help Video](#)

Please select up to 2 occupations in which you would like to work, and enter the months of experience you have for each

* (1) Occupation **Occupation Lookup** Months of Experience

* (2) Occupation Months of Experience

*List the skills you have that qualify you to work in the jobs selected above

[Next](#)

If you are required to register for job matching you will be transferred to the Job Registration screen. There you can register so you remain eligible to receive benefits.

Select the "Occupation Lookup" button. On that screen, select two (2) occupations in which you would like to work.

When you have completed this screen, click the **Next** button to advance.

Direct Deposit

Ohio.gov

Ohio Department of Job and Family Services

Payment Preference Details

claimant Log out

You may select to receive your benefit payments by direct deposit to your bank account or by debit card. In order to participate in direct deposit, please make the selection and provide the requested information. Click [here](#) for additional debit card information.

Direct Deposit Debit Card

Help Text
Help Video

* If you do not choose to receive your benefits by direct deposit to your account, you will automatically be enrolled to receive payments by debit card.

Bank/Branch Name

Address

City

State

Zip Code -

Bank Account Number

Account Type

Bank Routing Number

(Hint: The Bank Routing Number is the 9 digit number that appears in the lower left corner of your checks.)

Next

You will be shown the Payment Preference Details screen if you have selected direct deposit as your method of benefit payment from the Personal Information screen. **To participate** in direct deposit, you must provide, at a minimum, **your bank name, bank account number, account type, and bank routing number.** See the next page of this guide for information on locating banking information.

If you change your mind, you have the option to elect **not** to participate in direct deposit and to select the debit card program.

When you have completed this screen, click the **Next** button to advance.

Locating Banking Information

The image shows a sample check form with the following fields and markings:

- Payor Information:** MARK STONE, MELISSA STONE, 914 UPPER CREST LANE, ANYWHERE U.S. 12345
- Payee Information:** Pay to the order of _____
- Date:** Date _____
- Amount:** \$ _____ Dollars
- Financial Institution:** YOUR FINANCIAL INSTITUTION, ANYWHERE U.S.
- For:** For _____
- Routing and Account Numbers:** 1234567801 23456789010301
- Check Number:** 0301

Red arrows point from the text boxes below to the corresponding fields on the check: one to the routing number (1234567801), one to the account number (23456789010301), and one to the check number (0301).

Always provide the banking information from your personal checks. The information that appears on your deposit slips may be different and may delay receipt of benefit payments.

The name of your **Financial Institution** should appear immediately below the “Dollars” line.

The **Bank Routing Number** is the 9-digit number that appears in the lower left corner of your checks.

The **Account Number** is usually 8-10 digits at the bottom of your check.

Do **not** include the check number when providing the account number.

Certification

Ohio.gov

Ohio Department of Job and Family Services

Certification

claimant Log out

I certify that I am unemployed, and I hereby register for work and make application for determination of my benefit rights. Further, I certify that the information provided by me in this application is true and correct. I know that the law provides penalties for false statements to obtain benefits.

I agree to all of the above and want my claim submitted for processing.

I do not agree and want to cancel this claim.

Help Text
Help Video

"Upon clicking the 'Next' button, if you've agreed to submit your claim for processing, your claim will be filed. This process can take up to 30 seconds; please do not refresh this page or close out this window!"

Next

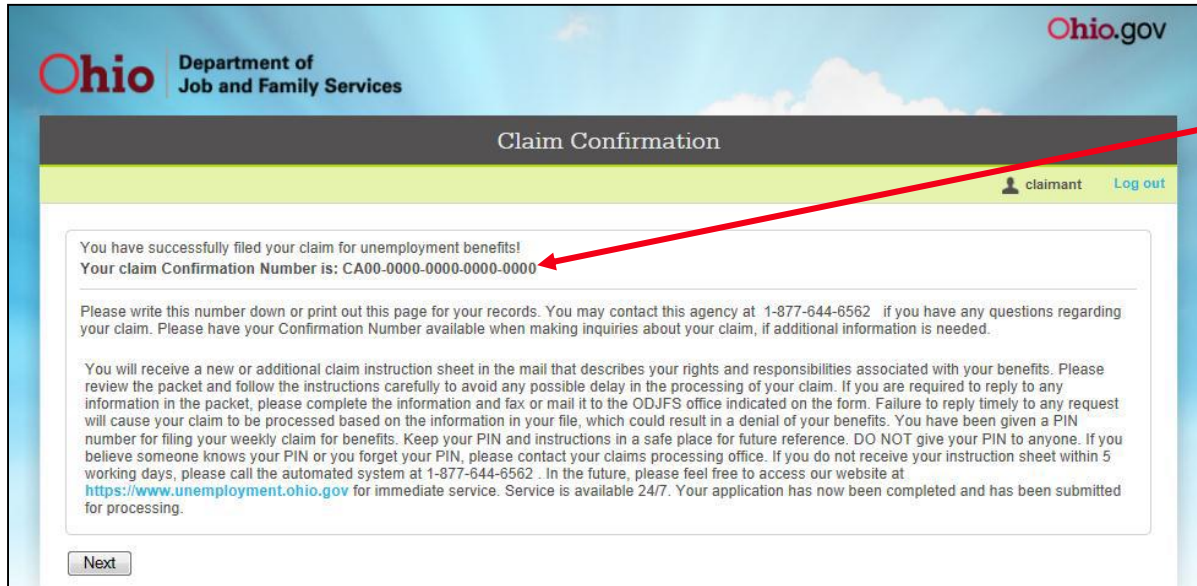
The **Certification of Application** process is required to complete registration for benefits.

If you exit before certifying the claim, you have 48 hours to finish before all previously saved information is removed from the system.

Each time text is entered and saved within the 48 hour time frame, a new 48 hour period begins. This time limit also applies when you cancel your claim on the Certification screen and then decide later to certify.

Note: No mail is generated prior to certification. If you **agree** to the certification statement and want to have your claim submitted for processing, click the radio button next to the sentence beginning with "I agree to all..." and click the **Next** button.

Claim Confirmation



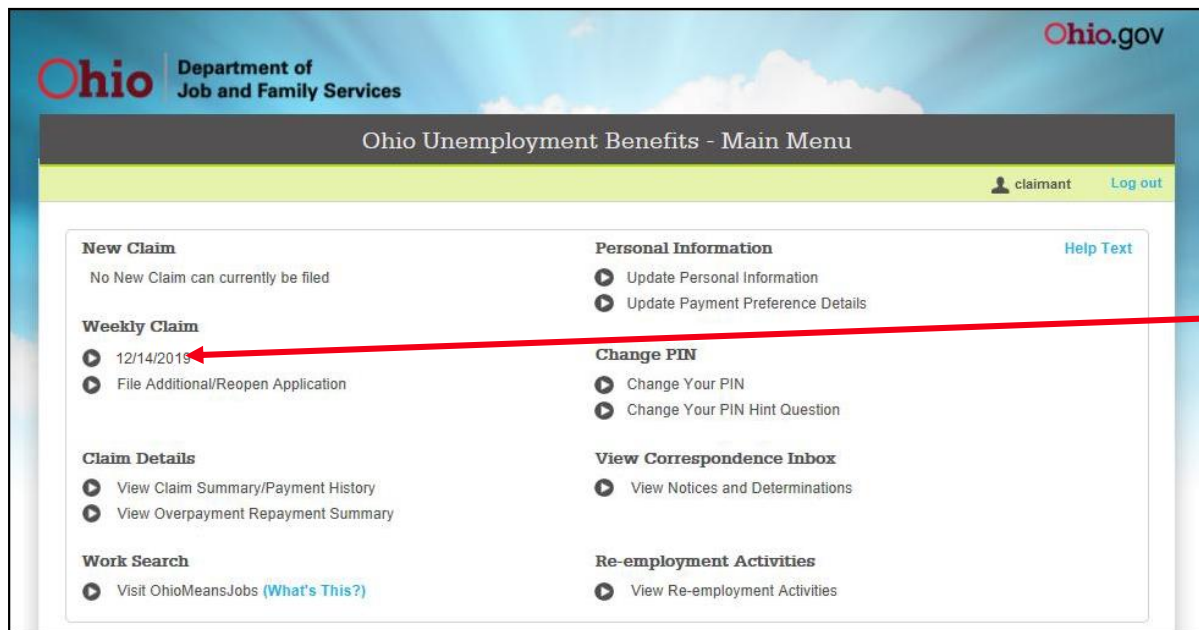
When you certify your initial claim, you will receive a claim **Confirmation Number**.

Claim confirmation is the final step in the unemployment compensation application process.

Congratulations! You have completed your application for unemployment benefits!! You will receive a New Claim Instruction Sheet which contains instructions for filing your weekly claims.

Filing the application is the first step to receiving unemployment benefits. **For payment, you must file weekly or bi-weekly claims for each week that you are unemployed.** You can file your weekly claim no earlier than the Sunday after the week ends, and no later than 21 days after the week ends. Claims for benefits filed beyond this time limit will be disallowed unless you can establish that the late filing was for reasons beyond your control.

Filing Weekly or Bi-Weekly Claims



For payment, you must file weekly or bi-weekly claims for each week that you are unemployed or make less than your weekly benefit amount.

To file your week, click on the button next to the week you wish to claim.

Note: Weeks must be claimed in chronological order (oldest week to the most current week). Failure to claim the weeks in order may result in weeks no longer being available to claim via the internet.

When filing the first three (3) weeks on an initial claim, you may file weekly. To continue filing weekly, your correspondence preference must be e-mail.

Continued Claim Application

Ohio Department of Job and Family Services

Ohio.gov

Continued Claim Application

claimant Log out

Continued Claim Application - UI Claim - 12/14/2019

*1. During the week claimed, were you *available* for work? Yes No

*2. During the week claimed, were you physically and mentally *able* to work? Yes No

*3. During the week claimed, did you complete two work search activities? If YES, in the space below please list the two activities completed. (reminder: You must keep confirmation of the Activities completed.) Yes No

* a In the spaces below write the Activity/Employer and the Location of your first work search action.

* Work search activity completed

* Location of work search activity

* City * State

* Zip Code -

* b Please select the method that you used to complete the work search activity.

* c If you applied for a position, please list it here. If you completed an activity, please explain.

* d What date did you complete this word search activity?

* e What was the outcome of the work search activity?

* f In the spaces below write the Activity/Employer and the location of your second work search activity.

* Work search activity completed

* Location of work search activity

* City * State

* Zip Code -

* g Please select the method that you used to complete the work search activity.

* h If you applied for a position, please list it here. If you completed an activity, please explain.

* i What date did you complete this word search activity?

* j What was the outcome of the work search activity?

4. During the week claimed,

* a did you refuse work or a referral to work? Yes No

* b did you quit employment? Yes No

* c were you discharged (fired) from employment? Yes No

The questions that appear on this page are the most common questions. The questions you must respond to may differ depending upon your requirements to seek work and be available for work.

Answer all questions honestly and correctly as the law does provide penalties for false statements to obtain benefits.

An explanation of each question can be found on the next page of this guide.

When you have completed this screen, click the **Next** button to advance.

Explanation of Questions on Continued Claim Application Screen

QUESTION	EXPLANATION
During the week claimed, were you available for work?	Answer this question “Yes” if you were available to report to work if a former employer or new employer called you for work during the week.
During the week claimed, were you physically and mentally able to work?	Answer this question “Yes” if you were able to work (e.g. was not sick or under a doctor’s care and could not work) during the week.
During the week claimed, did you complete two work search activities? (Reminder: You must keep confirmation of the Activities completed.)	Answer this question “Yes” if you completed two work search activities during the week.
During the week claimed, (a) did you refuse work or a referral to work? (b) did you quit employment? (c) were you discharged (fired) from employment?	Answer these questions “No” if you did not refuse work or a referral from ODJFS for work, did not quit employment, and was not fired from employment since last filing your application for benefits.
During the week claimed, did you apply for (or was there a change in the amount of pension, social security, or any other type of retirement payment?	Answer this question “No” if you did not apply for, have a change in the amount (increase or decrease), or begin receiving a pension or any other type of retirement payment.
Did you receive, or will you receive, holiday pay for a holiday that occurred during the week claimed?	Answer this question “No” if you did not receive or will not receive holiday pay for a holiday that falls within the week. If yes , you must provide the gross amount you received or will receive in the field directly below the question.
Did you work (full-time or part-time) or were you self-employed during the week claimed?	<p>Answer this question “No” if you did not work at all during the week. Reminder: If you filed your application by phone and worked during the week, your earnings were not recorded during the application process. You must report the earnings on this screen.</p> <p>If yes, you must provide the gross amount you received or will receive in the field directly below the question.</p> <p>Provide a return to work date only if you returned to full-time work during this week. Be sure to also provide your earnings.</p>

Weekly Claim – Certification

City	State
Zip Code	OH
What was the method that you used to complete the work search activity?	43215 -
If you applied for a position, please list it here. If you completed an activity, please explain.	Email
What date did you complete this work search activity?	any
What was the outcome of the work search activity?	12/09/2019
Work search activity completed	Interviewed
Location of work search activity	grog
	4200 east fifth ave
City	columbus
Zip Code	State
What was the method that you used to complete the work search activity?	OH
If you applied for a position, please list it here. If you completed an activity, please explain.	43215-
What date did you complete this work search activity?	Mail
What was the outcome of the work search activity?	any
	12/12/2019
	Not Hiring
4. During the week claimed,	
a did you refuse work or a referral to work?	No
b did you quit employment?	No
c were you discharged (fired) from employment?	No
5. During the week claimed, did you apply for (or was there a change in the amount of) pension, or any other type of retirement payment?	No
6. Did you receive, or will you receive, holiday pay for a holiday that occurred during the week claimed?	No
If YES, enter the total gross amount of the holiday pay.	Not Entered
7. Did you work (full-time or part-time), or were you self-employed during the week claimed? (If you worked, you should answer YES even if you will be paid in another week.)	No
a If YES, enter the total gross amount earned during the week (regardless of when paid).	Not Entered
b If you returned to work full-time during the week claimed, enter the return to work date.	Not Entered

CERTIFICATION: I understand the answers I give to the above questions may affect my rights to benefit payments. I certify that these statements are true and correct, and I am not claiming any benefits from any other unemployment program for the above weeks. I understand the law provides penalties for false statements.

I agree to all of the above and wish to submit my claim for processing

I wish to change one or more of my answers prior to submitting my claim for processing

I do not agree and wish to cancel my claim

Next

Review the answers provided on the previous page and the certification statement.

If you agree, click on the radio button next to the sentence that begins “I agree to all...”

If you wish to make changes to your answers, click on the radio button next to the sentence that begins “I wish to change...”

If you do not agree and wish to cancel the weekly claim, click on the radio button next to the sentence that begins “I do not agree...”

When you have completed this screen, click the **Next** button to advance.

Weekly Claim Confirmation

Ohio.gov

Ohio Department of Job and Family Services

Weekly Claim Confirmation

claimant Log out

Your claim for the week ending 12/14/2019 has been entered and will be processed overnight. You will be able to check on the status with in 24 hours. If any issues are detected on your claim you will be contacted by ODJFS staff for information. [Help Text](#)

Your confirmation code is CC0000000000

Write the number down and retain it for your records.

Next

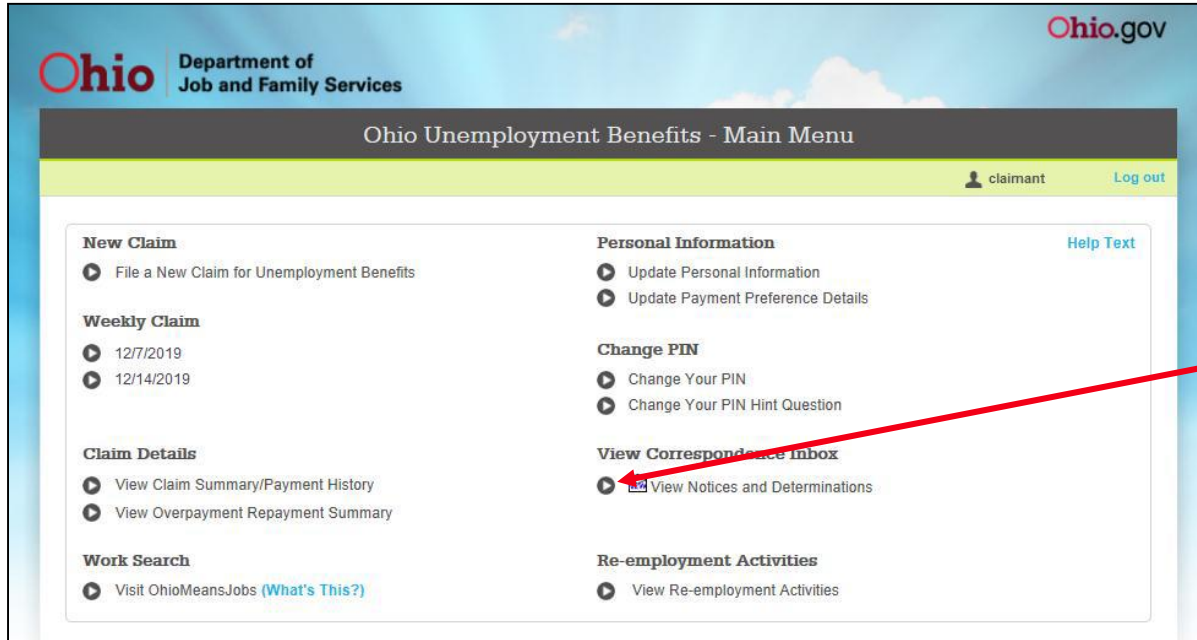
Record your confirmation number, then click on the Next button.

You will be returned to the main menu.

Continue claiming all weeks that you are unemployed or earn less than your weekly benefit amount.

Claims for benefits filed beyond the **21 day time limit** will be disallowed unless you can establish that the late filing was for reasons beyond your control. **If for any reason you are unable to claim benefits for more than a few days, contact your Processing Center or contact the Call Center at 1-877-644-6562 immediately.**

Ohio Unemployment Benefits - Main Menu



Use the View Correspondence Inbox section to view notices and determinations pertaining to your claim.

To view your correspondence, click the button that appears to the left of **“View Notices and Determinations.”**

Most Common Types of Correspondence

- **UI (Unemployment Insurance) Initial Allowed/Denied**: The determination that tells you if your application for regular UI benefits is allowed or denied.
 - If **allowed**, the determination provides your benefit year effective and end dates, weekly benefit amount, the dependency class used to determine your weekly benefit amount, total benefits payable, and the decision on the separation from your most recent employer(s).
 - If **denied**, the determination provides an explanation of why the application is denied.
- **UI (Unemployment Insurance) Additional**: The determination that tells you if your additional/restart application is allowed or denied.
- **Unemployment Benefit Payment**: This is your check stub for unemployment benefit payments. The check stub will provide your weekly benefit amount, deductions, net payment, and remaining benefit balance.
- **Claimant 1099**: Your tax statement for benefits received during a specific tax year.
- **Notice of Eligibility Issue**: The notification that there is an issue that may affect your eligibility to receive benefit payments. You may be required to provide information about the issue.

Using the Correspondence Filters

Ohio Department of Job and Family Services

Ohio.gov

View Correspondence InBox

claimant

You may search by Correspondence Type, ID, Case Number, Status or any combination of these using the search criteria boxes below: [Help Text](#)

Search Criteria

Correspondence Type: **All Correspondence** (dropdown menu)

Correspondence ID

UCRC Case Number

Status (not applicable to UCRC Correspondence)

Search Result(s): 155 Found

	Status	ID / Case Number	Type	Title	Date Sent	Action Needed By	Help Text
<input type="radio"/>	<input type="checkbox"/>		Other	Request for Information UCRC Decision	04/23/2015		
<input type="radio"/>	<input type="checkbox"/>		Other	UNEMPLOYMENT BENEFIT PAYMENT	04/23/2015		
<input type="radio"/>	<input type="checkbox"/>		Other	OHIO MEANS JOBS SEEKER NOTICE	04/16/2015		
<input type="radio"/>	<input type="checkbox"/>		Other	ADDITIONAL CLAIM INSTRUCTION SHEET	04/14/2015		
<input type="radio"/>	<input checked="" type="checkbox"/>		Request for Information	NOTICE OF ELIGIBILITY ISSUE	04/14/2015	04/21/2015	
<input type="radio"/>	<input checked="" type="checkbox"/>		Determination of Benefit Rights	UI INITIAL ALLOWED	05/29/2014	06/19/2014	
<input type="radio"/>	<input type="checkbox"/>		Other	UNEMPLOYMENT BENEFIT PAYMENT	05/29/2014		
<input type="radio"/>	<input type="checkbox"/>		Other	NOTICE OF OHIO MEANS JOBS ACCOUNT USERNAME	05/14/2014		

Result Pages: 1 2 3 4 5 6 7 8 9 10 Next

[View Details](#) [Main Menu](#)

There are four correspondence filters in the drop-down menu labeled “Correspondence Type”. However, **you are not required to filter your correspondence.** If you choose not to use a filter, all correspondence will appear in the list.

The filter helps to isolate/locate particular pieces of correspondence.

Select the type of correspondence you wish to view, then click on the **Search** button.

When you have located the correspondence you wish to view, click on the radio button to the left of the document. Then click on the **View Details** button.

Using the Correspondence “Status” Filter

Ohio Department of Job and Family Services

Ohio.gov

View Correspondence InBox

claimant Log out

You may search by Correspondence Type, ID, Case Number, Status or any combination of these using the search criteria boxes below: [Help Text](#)

Search Criteria

Correspondence Type: All Correspondence [v] Search Refresh

Correspondence ID: [input]

UCRC Case Number: [input]

Status (not applicable to UCRC Correspondence): All Statuses [v]

Search Result(s): 155 Found

Status	ID / Case Number	Type	Title	Date Sent	Action Needed By
☐		Other	OH Unread - No action needed	04/23/2015	
☐		Other	UNEMPLOYMENT BENEFIT PAYMENT	04/23/2015	
☐		Other	OHIO MEANS JOBS SEEKER NOTICE	04/16/2015	
☐		Other	ADDITIONAL CLAIM INSTRUCTION SHEET	04/14/2015	
☐		Request for Information	NOTICE OF ELIGIBILITY ISSUE	04/14/2015	04/21/2015
☐		Determination of Benefit Rights	UI INITIAL ALLOWED	05/29/2014	06/19/2014
☐		Other	UNEMPLOYMENT BENEFIT PAYMENT	05/29/2014	
☐		Other	NOTICE OF OHIO MEANS JOBS ACCOUNT USERNAME	05/14/2014	

Result Pages: 1 2 3 4 5 6 7 8 9 10 Next

View Details Main Menu

The “Status” filter allows you to focus on categories of correspondence. However, **you are not required to filter your correspondence.** If you choose not to use a filter, all correspondence will appear in the list.

Viewing Correspondence

Ohio Department of Job and Family Services

Ohio.gov

View Correspondence InBox

claimant Log out

You may search by Correspondence Type, ID, Case Number, Status or any combination of these using the search criteria boxes below: [Help Text](#)

Search Criteria

Correspondence Type: All Correspondence [v] Search Refresh

Correspondence ID: []

UCRC Case Number: []

Status (not applicable to UCRC Correspondence): All Statuses [v]

Search Result(s): 155 Found

Status	ID / Case Number	Type	Title	Date Sent	Action Needed by
☐	☐	Other	OHIO MEANS JOBS SEEKER NOTICE	00/00/2015	
☐	☐	Other	UNEMPLOYMENT BENEFIT PAYMENT	00/00/2015	
☐	☐	Other	CLAIMANT 1099	00/00/2015	
☐	☐	Other	CONTINUED WEEK	00/00/2015	
☐	☐	Other	OHIO MEANS JOBS SEEKER NOTICE	00/00/2015	
☐	☐	Other	ADDITIONAL CLAIM INSTRUCTION SHEET	00/00/2015	
☐	☐	Request for Information	NOTICE OF ELIGIBILITY ISSUE	00/00/2015	00/00/2015
☐	☐	Determination of Benefit Rights	UI INITIAL ALLOWED	00/00/2015	00/00/2015
☐	☐	Other	UNEMPLOYMENT BENEFIT PAYMENT	00/00/2015	
☐	☐	Other	NOTICE OF OHIO MEANS JOBS ACCOUNT USERNAME	00/00/2015	

Result Pages: 1 2 3 4 5 6 7 8 9 10 Next

View Details Main Menu

From the Correspondence InBox screen, you may select and view all correspondence.

•Unemployment Benefit Payment (check stub)*

•Claimant 1099 (tax statement)

•Continued Week Determinations

•Notices, etc.

*When providing information to other agencies, your check stub and UI Allowed/Denied determination contain most information requested.

Viewing Correspondence Past the “Action Needed by” Date

Ohio Department of Job and Family Services

Ohio.gov

View Correspondence InBox

claimant Log out

Please correct the following errors or omissions identified on this screen below
Missing or Incorrect Entries

- The time period for responding to this Request for Information has expired. Please check the Correspondence Inbox for any other Requests for Information.

You may search by Correspondence Type, ID, Case Number, Status or any combination of these using the search criteria boxes below: [Help Text](#)

Search Criteria

Correspondence Type: All Correspondence [Search] [Refresh]

Correspondence ID: []

UCRC Case Number: []

Status (not applicable to UCRC Correspondence): All Statuses []

Search Result(s): 155 Found

Status	ID / Case Number	Type	Title	Date Sent	Action Needed By
⊙	✉	Other	OHIO MEANS JOBS SEEKER NOTICE	04/23/2015	
⊙	✉	Other	UNEMPLOYMENT BENEFIT PAYMENT	04/23/2015	
⊙	✉	Other	OHIO MEANS JOBS SEEKER NOTICE	04/16/2015	
⊙	✉	Other	ADDITIONAL CLAIM INSTRUCTION SHEET	04/14/2015	
⊙	✉	Request for Information	NOTICE OF ELIGIBILITY ISSUE	04/14/2015	04/21/2015
⊙	✉	Request for Information	NOTICE OF ELIGIBILITY ISSUE	06/13/2014	06/20/2014
⊙	✉	Other	SCHEDULE NOTICE FOR REA ORIENTATION	06/03/2014	
⊙	✉	Determination of Benefit Rights	UI INITIAL ALLOWED	05/29/2014	06/19/2014
⊙	✉	Other	UNEMPLOYMENT BENEFIT PAYMENT	05/29/2014	
⊙	✉	Other	NOTICE OF OHIO MEANS JOBS ACCOUNT USERNAME	05/14/2014	

Result Pages: 1 2 3 4 5 6 7 8 9 10 Next

[View Details](#) [Main Menu](#)

When attempting to view correspondence past the “Action Needed by” date, you will receive a validation message which reads: **“The time period for responding to this Request for Information has expired. Please check the Correspondence Inbox for any other Requests for Information.”**

You may contact your Processing Center or the Call Centers for more information on the correspondence.

Viewing Correspondence Within the “Action Needed by” Date

Ohio Department of Job and Family Services

Ohio.gov

View Correspondence InBox

claimant Logout

You may search by Correspondence Type, ID, Case Number, Status or any combination of these using the search criteria boxes below: [Help Text](#)

Search Criteria

Correspondence Type: All Correspondence [Search] [Refresh]

Correspondence ID: []

UCRC Case Number: []

Status (not applicable to UCRC Correspondence): All Statuses []

Search Result(s): 156 Found

Status	ID / Case Number	Type	Title	Date Sent	Action Needed By	Help Text
<input type="radio"/>	[]	Request for Information	NOTICE OF ELIGIBILITY ISSUE	06/13/2015	06/20/2015	
<input type="radio"/>	[]	Other	SCHEDULE NOTICE FOR REA ORIENTATION	06/03/2015		
<input type="radio"/>	[]	Determination of Benefit Rights	UI INITIAL ALLOWED	05/29/2015	06/19/2015	
<input type="radio"/>	[]	Other	UNEMPLOYMENT BENEFIT PAYMENT	05/29/2015		

Result Pages: 1

[View Details](#) [Main Menu](#)

When you are within your “Action Needed by” date, select the radio button to the left of the correspondence you wish to view and click on the **View Details** button.

Reminder: Responding by self-service has the same deadline and appeal period as the regular mail option.

Reviewing/Responding to a Notice of Eligibility

NOTICE OF ELIGIBILITY ISSUE

claimant Log out

At least one issue has been raised which could stop your unemployment benefits. You must provide information about each issue within five business days of the Notice of an Eligibility Issue's mailing date. If you fail to respond by the deadline date, ODJFS will make a decision based on available information. The deadline date for your response appears below in the description of each issue. [Help Text](#)

On 04/16/2015 , the following eligibility issue was raised: Actively Seeking Work - Did not seek work as instructed ; the source of the issue is Continued Claim ; this issue may affect your unemployment benefits beginning on 03/22/2015 ; the deadline date for your response is 04/24/2015

On 04/16/2015 , the following eligibility issue was raised: Ability - Request for information ; the source of the issue is Continued Claim ; this issue may affect your unemployment benefits beginning on 03/22/2015 ; the deadline date for your response is 04/24/2015

On 04/16/2015 , the following eligibility issue was raised: Availability - Request for information ; the source of the issue is Continued Claim ; this issue may affect your unemployment benefits beginning on 03/22/2015 ; the deadline date for your response is 04/24/2015

On the following screens, you will see questions about each issue displayed above. As you complete each screen of questions, click the "Next" button. To return to a previous screen, click the "Back" button. When you complete an entire set of questions, click the "Certify" button to submit your entire response. Be aware that if you click "Certify" you cannot change any of your answers. The screen will then either take you to the next set of questions or inform you that you have completed all necessary fact-finding questions.

ODJFS will use information received by the deadline date, to decide if you will continue receiving benefits. The agency's decision, called a Determination of Unemployment Compensation Benefits, will notify you in writing if your benefits are reduced or disallowed, and for which week(s).

You may also request a fact-finding interview. You must submit a written request for a fact-finding interview by the deadline date by mail or fax to your processing center. The processing center must receive your request by the deadline date. If requested timely, the processing center will schedule the interview.

PLEASE NOTE: You may continue to receive benefit payments for the week(s) at issue. If you receive benefits for any weeks that are later reduced or disallowed, you will receive a Determination of Benefits reducing or disallowing week(s), and informing you how much you are overpaid. You must repay that amount or future benefits will be withheld until the amount of the overpayment has been repaid.

I will provide the information requested at this time. (Providing the information at this time will expedite the processing of your claim.)

I will not provide the information requested at this time.

Next

After reviewing the information contained in the notice, you must select the radio button to the left of the sentence that begins **"I will provide the information..."** along with the **Next** button in order to respond to the notice.

If you do not wish to respond now, select the radio button to the left of the sentence that begins **"I will not provide the information..."** and click on the **Next** button.

Answering Eligibility Questionnaires

Ohio.gov

Ohio Department of Job and Family Services

Request for Information

claimant Log out

Issue Work restriction Availability Involving employer Page 4 of 4 Help Text

1. If no, please explain.

Do you want this agency to issue a determination based on the information you have provided in this response? If no, any further information that you wish to provide must be received by your processing center by the deadline date on this notice.

Attachment List:
No attachments found.

Add Document

Browse...

Add View Remove

I certify that my answers above are true and complete to the best of my knowledge, and I understand that I will not be able to change my answers after clicking the "Certify" button.

Back Certify

To Change your answers after you have certified to provide additional information, you may contact your local processing center

After answering all questions, you must **first select the check box indicating agreement with the certification statement.** Then click on the **Certify** button. To change your answers after certification, you must contact your Processing Center.

Filing An Appeal – Step 1

Status	ID / Case Number	Type	Title	Date Sent	Action Needed By	Help Text
		Other	SCHEDULE NOTICE FOR REA ORIENTATION	06/03/2014		
		Determination of Benefit Rights	UNINITIAL ALLOWED	05/29/2014	06/19/2014	
		Other	UNEMPLOYMENT BENEFIT PAYMENT	05/29/2014		
		Other	NOTICE OF OHIO MEANS JOBS ACCOUNT USERNAME	05/14/2014		

Result Pages: 1

[View Details](#) [Main Menu](#)

To file an appeal, first select the determination with which you do not agree, and click on the View Details button.

Next, click on the **File Appeal** button.

Ohio Department of Job and Family Services

View Your Determination

claimant [Log out](#)

To view your determination, click the "View Printable Version" button below.

If you disagree with this determination, you may file an appeal on this website. Click the "File Appeal" button below and complete the screens.

If you have questions regarding your appeal rights, you may contact your processing center.

[View Printable Version](#) [File Appeal](#) [Close](#)

Filing an Appeal –Step 2

Ohio.gov
Ohio Department of Job and Family Services

File an Appeal

claimant Log out

Help Text

You have indicated that you would like to file an appeal on the following determination:
Determination ID:
DTM-00000000-0
Date Sent:
04/02/2015

Do you need an interpreter (either Limited English Proficiency or hearing impaired)?
 Yes No

If yes, please select the type of interpreter you need:
Select One

Reason Party is Filing/Withdrawing Appeal (1500 character maximum)---: WARNING: The information provided in this text box will be mailed to all parties who originally received the determination that you are appealing. See Help for details.

Attachment List:
 steps to change password employer view after successful entry.docx

Add Document
Browse...
Add View Remove

I understand that by clicking the Certify button, the above appeal will be submitted for processing. (You will be given a certification number identifying this appeal for future reference.)

Certify Cancel

Enter the requested information using the radio button and drop-down menu. **Provide a statement explaining why you do not agree with the determination.**

Warning: The text box will only hold **1500 characters**. If your statement is longer than 1500 characters, provide a brief statement online and the remaining information by US mail. Be sure to state that **“additional information will be sent by US mail”** in your appeal online.

Appeal Confirmation

Ohio.gov

Ohio Department of Job and Family Services

Appeal Confirmation

claimant Log out

Your appeal confirmation number is AP000000000
You filed an appeal on 04/16/2015 against Determination ID # 00000000-0 [Help Text](#)

Reason for filing an appeal:

You may wish to print this screen for your records. If you wish to withdraw your appeal, click the "Withdraw" button below. If you wish to provide any additional information, it must be provided to the ODJFS Appeals Unit by 04/23/2015. You should include your determination number and your appeal confirmation number on all correspondence sent to the ODJFS Appeals Unit.

Attachment List:

- steps to change password employer view after successful entry.docx

Close WithDraw View Attachments

After clicking on the check box to the left of the "certification statement" and clicking on the Certify button, you will receive an appeal confirmation number.

If you wish to withdraw your appeal prior to receiving your determination, click on the **Withdraw** button.

Once you have completed your appeal, click on the **Close** button to close the window.

NOTE: You must continue to file claims for any weeks you are unemployed while awaiting a determination on your appeal. If the appeal is decided in your favor, you may receive payment only for weeks that are properly claimed and otherwise payable.