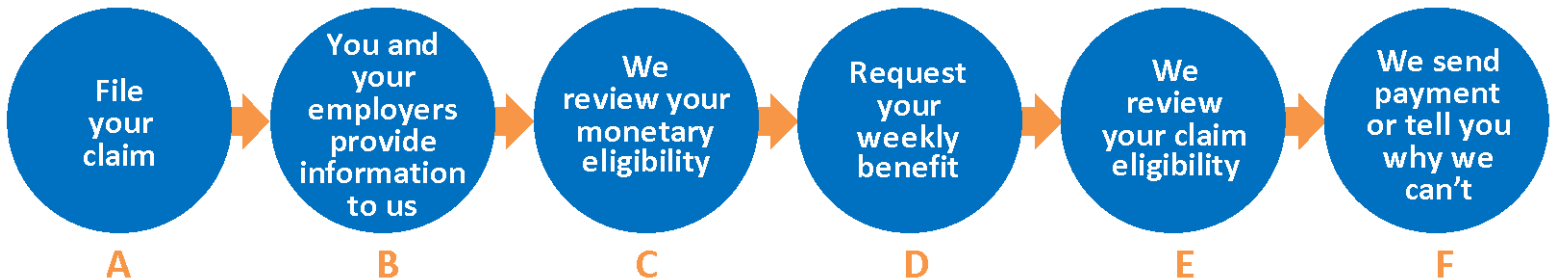




Unemployment Insurance Claims Process



- A** You have completed the first step. Now, be sure to read the [Guide to Benefits and Employment Services for Claimants](#) and check your email or U.S. Mail.
- B** This step can take a few weeks. Choosing email as your correspondence preference will speed up the process.
- C** We check to see if you have earned enough money in the last four quarters. Make sure you provide information for all of your employers.
- D** Request benefits every week, even while you wait or you may not be paid for those weeks.
- E** Be sure to answer all questionnaires completely and accurately, because follow up questions may cause delays.
- F** Continue to certify for weeks that you are able, available, and actively looking for work, and keep a record of your work search.