

# UNEMPLOYMENT INSURANCE

## Desk Guide: Apply for UI Benefits & Next Steps



### ➔ When should I apply?

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

### ➔ Where do I go to apply online?

- [my.unemployment.wisconsin.gov](https://my.unemployment.wisconsin.gov)

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

### ➔ What do I need to apply online?

- A username and password.
  - If you have not filed before, you will need to authorize the use of online services.
    - When you authorize to use online services, you may be mailed an identity verification letter with a code that must be entered within 7 days.
- A valid email address or mobile phone number.
- Your current address.
- Your social security number.
- Your Wisconsin driver license or identification number (if you have one).
- Your work history for the last 18 months, including:
  - Employers' business names.
  - Employers' addresses (including zip code).
  - Employers' phone number.
  - First and last dates of work with each employer.
  - Reason no longer working with each employer.
- If you are **not** a U.S. citizen, your alien registration number, document number, and expiration date.
- If you served in the military in the last 18 months, Form DD-214 (see UI claimant handbook).
- If you are a federal civilian employee, Form SF-50 or SF-8.
- If you are a union member, the name and local number of your union hall.
- If you want UI benefit payments by direct deposit, your bank's routing number and your account number.

### ➔ What are the next steps after I apply?

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

# WISCONSIN JOB SERVICE

## Mandatory Registration for Work



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

### ➔ Where do I go to register?

- [JobCenterofWisconsin.com/ui](http://JobCenterofWisconsin.com/ui)

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

- Yes.

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

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

### ➔ What do I need to register and complete a résumé?

- Social Security Number.
- Date of Birth.
- A valid email address.
- Your current résumé, **or:**
  - The names and addresses of all of your employers in the last 10 years, the start and end date for each employer, and your job duties.
  - The names of schools you attended and degrees received.
  - Your Professional Summary, which summarizes your experience and highlights elements of your background that the employer may otherwise miss.
  - A comprehensive list of skills you possess.

### ➔ How will I know I have completed the requirements?

- A message will appear after you successfully complete your résumé; you will also be sent a confirmation email.
- You can also check your current status on your My JCW dashboard.

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Unemployment Insurance Division at (414) 435-7069 or toll-free at (844) 910-3661 to request information in an alternate format, including translated to another language.

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