



# UNEMPLOYMENT INSURANCE

- Apply for **UI Benefits Online**
- Get Information About Your **Benefit Account**

## → When should I apply?

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

## → Where do I go to apply online?

- <https://my.unemployment.wisconsin.gov>

Allow 30-45 minutes to apply. If necessary, you can save your progress and complete later.

## → What do I need to apply online?

- A username and password for filing online
- A valid email or mobile number
- Your social security number
- Your Wisconsin driver license or identification number
- Your work history for the last 18 months:
  - Employers' business names
  - Employers' addresses (including zip code)
  - Employers' phone numbers
  - First and last dates of work with each employer
  - Reason no longer working with each employer
- Your alien registration number, document number and expiration date, if you are not a U.S. citizen
- Form DD214 (Member 4 copy), if you served in the military in the last 18 months
- Form SF-50 or SF-8, if you are a federal civilian employee
- Name and local number of your union hall, if you are a union member

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

- Starting your claim is your first step. To continue 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** with Wisconsin Job Service, you must register at <https://JobCenterofWisconsin.com/ui> within 14 days of the date you completed your application for UI benefits. **No unemployment benefits will be paid to you until you register and complete your résumé.**
- Check online at <https://my.unemployment.wisconsin.gov> for up-to-date information about your claim. Sign up for direct deposit, update your tax withholdings, or print an official summary of benefits paid for income verification purposes.

*See the reverse side for more information on how to register with Wisconsin Job Service*

# WISCONSIN JOB SERVICE

## Mandatory Registration for Work



### → Where do I go to register?

- <https://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, plus an email will be sent to you.
- You can also check your dashboard on the My JCW page.

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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 to request information in an alternate format, including translated to another language.

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