

Notice to Employees About Applying for WISCONSIN UNEMPLOYMENT BENEFITS



dwd.wisconsin.gov/uiiben/handbook/apply.htm

When To Apply

- You are totally unemployed,
- Your weekly earnings are reduced,
- You expect to be laid off within the next 13 weeks, or
- You are participating in the Trade Adjustment Assistance (TAA) program.

Unsure if you will qualify? Apply to find out if you are eligible. Only DWD can determine if you will qualify.

IMPORTANT: You must file an initial claim application within seven days of the end of the calendar week in which you want to receive a UI benefit payment.

Information You Need To Apply

- ☐ A username and password (for filing online).
- ☐ 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 for 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.
- ☐ 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.

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.

How To Apply

1. Go to **my.unemployment.wisconsin.gov**
2. Read and accept terms and conditions.
3. Create a username and password.

Note: When you authorize to use online services, you may be mailed an identity verification letter with a code that **must** be entered within seven days.

4. Log on to access your claimant portal.
5. Complete your initial claim application.

Apply online during these times:

Sunday	9:00 AM – Midnight
Monday – Friday	Available 24 Hours
Saturday	Midnight – 3:00 PM

Need Help?

For access to a computer and workforce services:

- Visit your closest Job Center
wisconsinjobcenter.org/directory

For help using online services or if you are unable to go online:

- Call Unemployment Insurance (UI) at (414) 435-7069 or toll-free (844) 910-3661 during business hours.

STATE OF WISCONSIN



Department of Workforce Development

dwd.wisconsin.gov/ui

Notice to Employers: All employers covered by Wisconsin's Unemployment Insurance law are required to prominently display this poster where employees will easily see it. If employers do not have a permanent work site regularly accessed by employees, an individual copy is to be provided to each employee. For additional copies, visit: dwd.wisconsin.gov/dwd/publications/ui/notice.htm or call (414) 438-7705.

Notice to Employees: The federal Social Security Act requires that you give us your social security number. It will be used to verify your identity and determine your eligibility. If you do not provide your social security number, we cannot take your claim.