



**Department of
Job & Family
Services**

Online Filing Instructions

Ohio Unemployment Benefits – Information at Your Fingertips

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Getting Started

What to Expect

The online initial unemployment application takes about 20-30 minutes. You will need to file a new claim if you have not applied for unemployment benefits in the past 12 months.

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

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

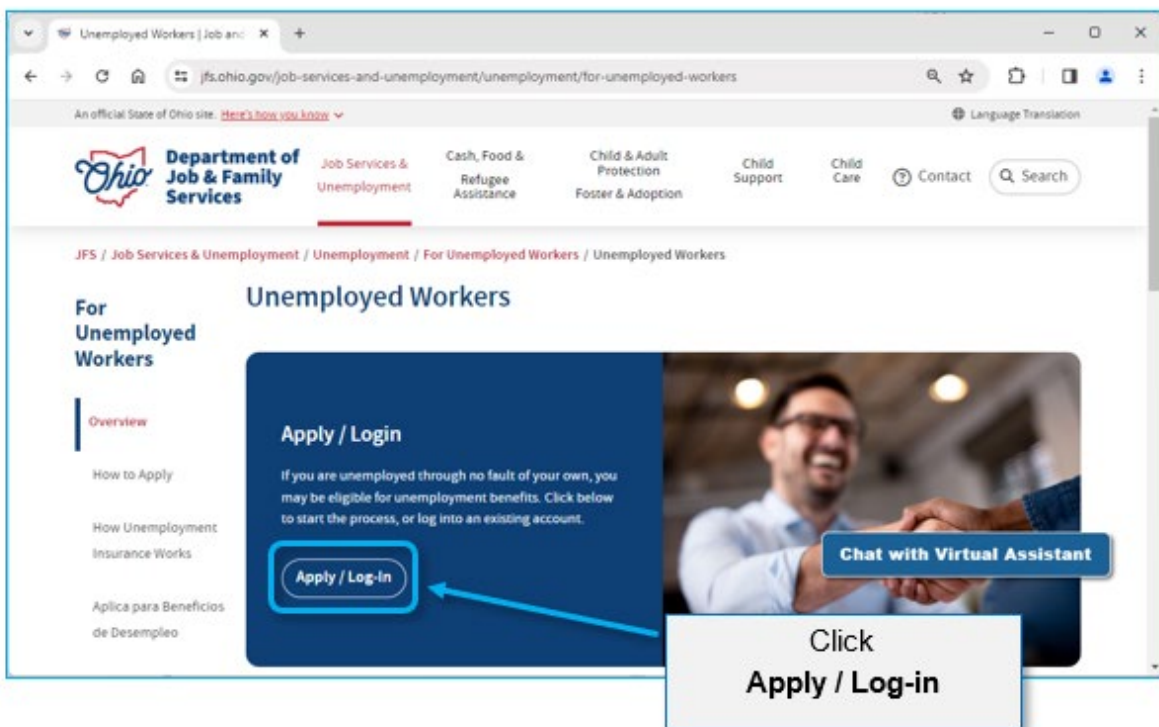
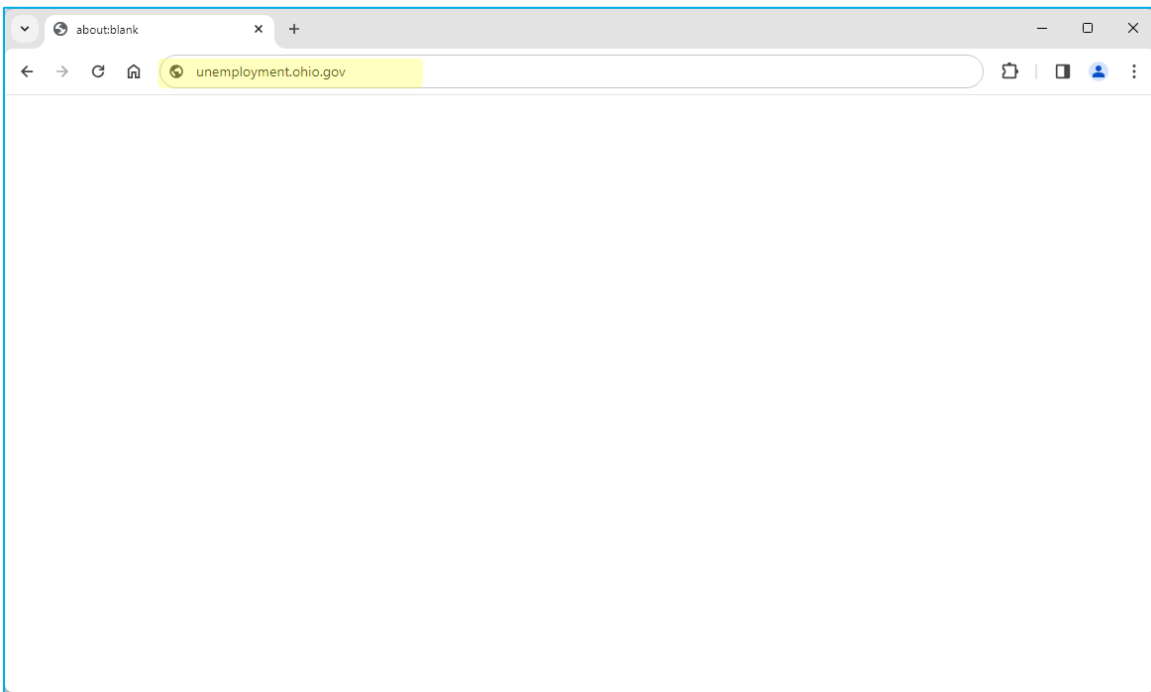
What You Will Need

- Your name, address, telephone number, and email address.
- Your Social Security number.
- Your employment history, including: your name, address, telephone number, and dates of employment with each employer you worked for in your last 6 weeks of employment. Have your W-2 form or pay stub available. Also be ready to provide the reason you became unemployed from each employer.
- If you had out-of-state employment within the last 18 months, you'll need the name, address, telephone number, and dates of your employment with each employer over the past 18 months.
- Your discharge papers (form DD-214, member 4) if you were separated from any branch of U.S. military service within the past 18 months,
- If you were employed by the federal government within the past 18 months, you'll need the SF-8 and SF-50 form given to you by that employer when your employment ended.
- Your 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.

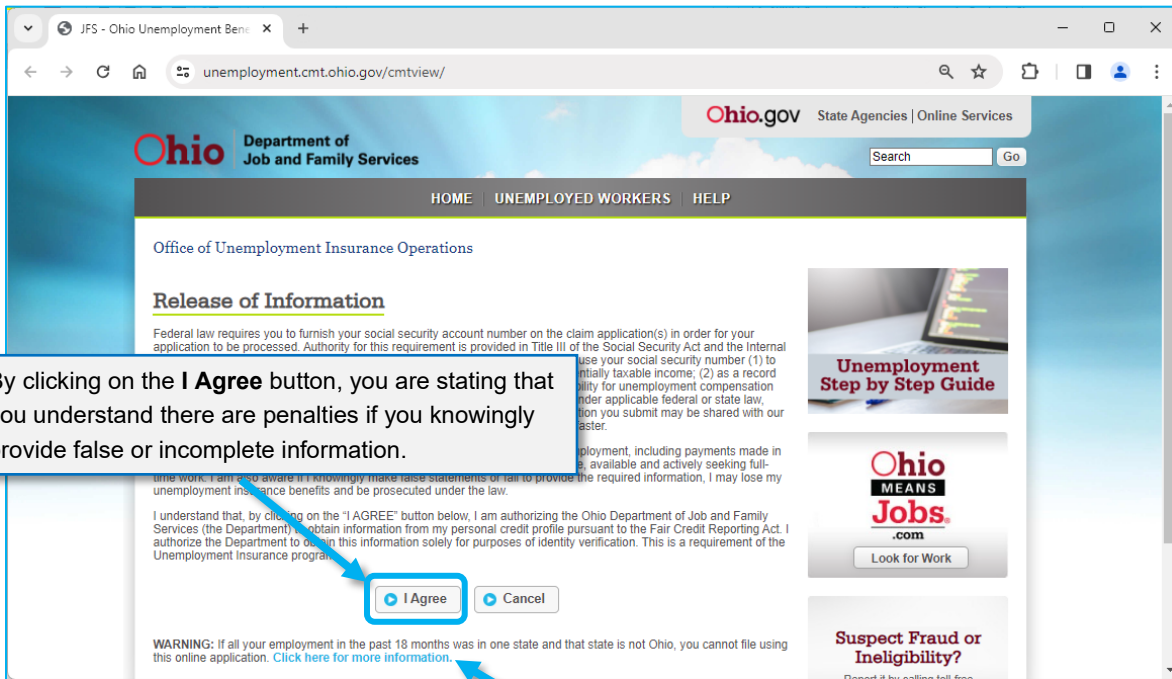
When applying online, your application will be effective the week it was filed. If you want the application to be effective for a previous week, you must apply by phone at 1-877-644-6562.

Where to Begin

Open your browser and go to unemployment.ohio.gov.



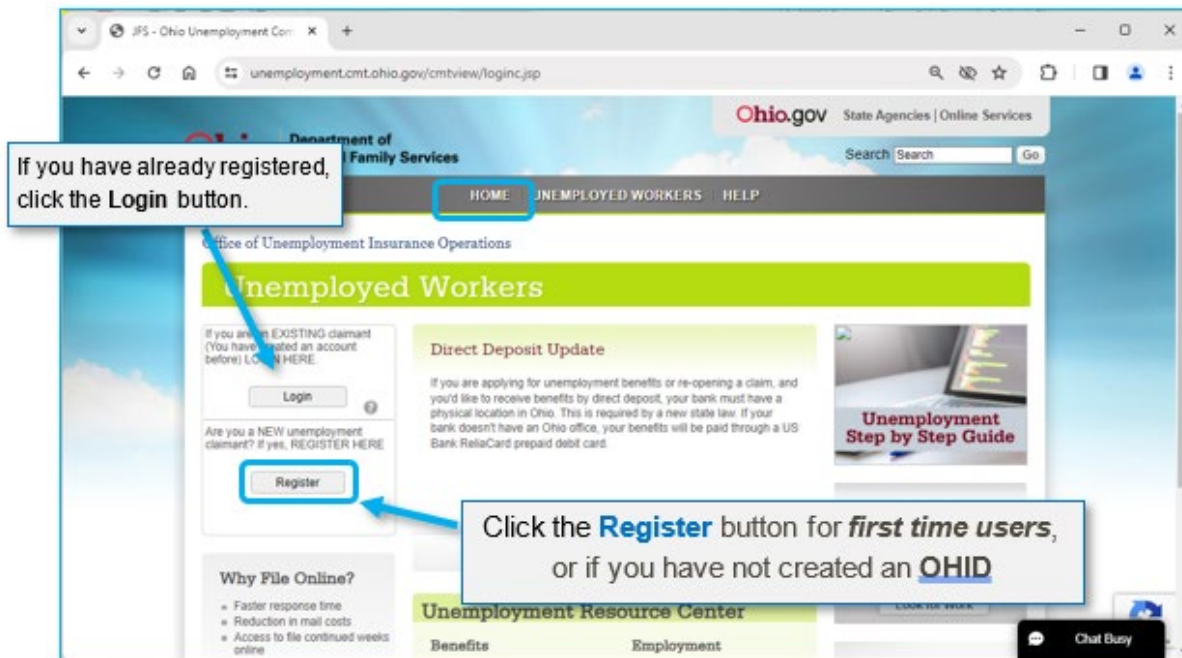
When you apply online, you are connected to a **secure** website. The first thing you must do is review and agree to the Release of Information screen.



If your employment in the past 18 months was **all outside the state of Ohio**, click on the [Click here for more information](#) link.

If you are applying for the first time OR if you have not yet created an **OHID**, click on **Register**.

If you have already registered, click the **Login** button.



OHID

You need an OHID to file unemployment claims online.

What is OHID?

An OHID is an online user account that provides a secure, personalized experience for Ohioans to interact with multiple state agencies, programs, and services—all with a single username and password. OHID was developed by the Ohio Department of Administrative Services' InnovateOhio Platform. It meets all federal and state security standards.

When you log into your OHID account for the first time, you will be asked to provide a secondary means of receiving a temporary passcode. The purpose of the passcode is to verify your identity. You can choose to receive the passcode by email, text, or phone call. This will be a backup option if you ever lose access to your first choice, so be sure to choose an option that you will likely have access to long-term.

Already have an OHID account?

1. After you click "Login" on the above screen, you will be directed to the OHID login page.
2. Use your OHID credentials to log in to your OHID account.
3. Respond to the prompts to secure your account and verify your identity.

Haven't created your OHID account yet?

1. After you click "Register" on the above screen, read the information on the "Let's Get You Set Up!" screen. Then click "Next" at the bottom.
2. You will be directed to the OHID login page.
3. Click "Create Account."
4. Verify your email address.

For existing claimants:

- a. Enter the email address that you currently use for your unemployment account.

If you share an email address with someone else, you should create one only for you. If you previously shared an email address with another person in the unemployment system, you **MUST** create your own email so you will have your own access.

- b. Click "Verify."

For new unemployment applicants:

- a. Enter the email address that you plan to use for your unemployment account.
- b. Click "Verify."

5. You will receive an email with a 6-digit verification code from DONOTREPLY-EnterpriseIdentity@ohio.gov.

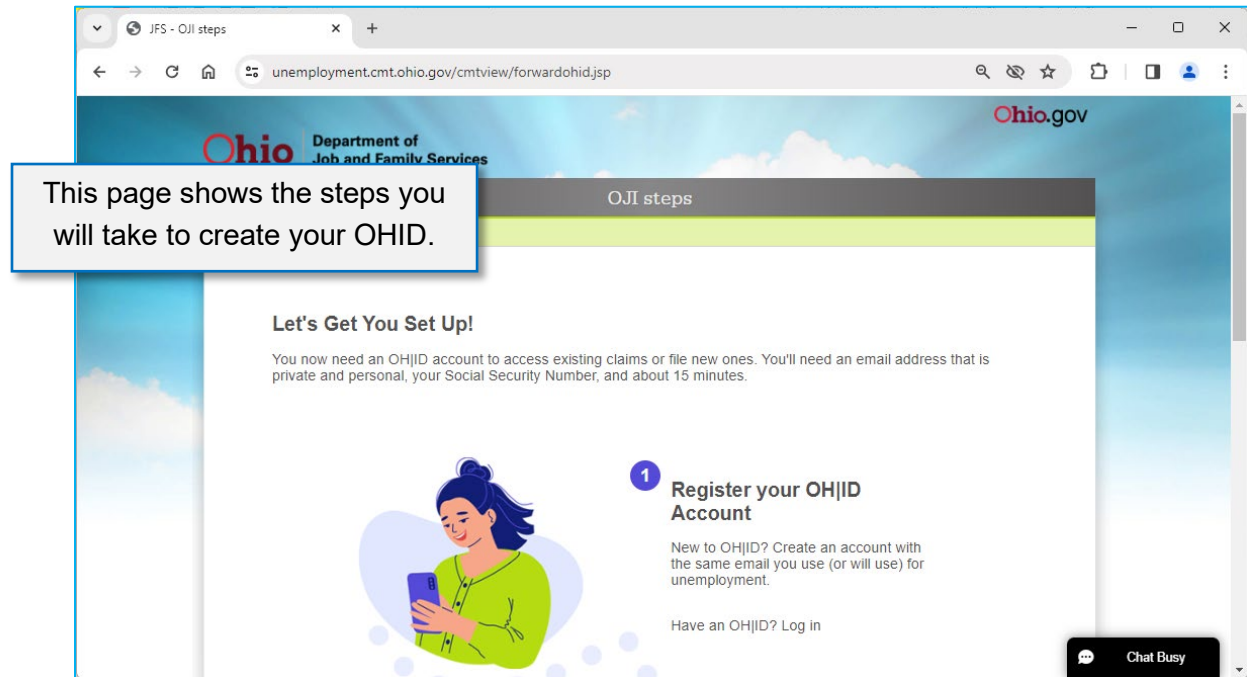
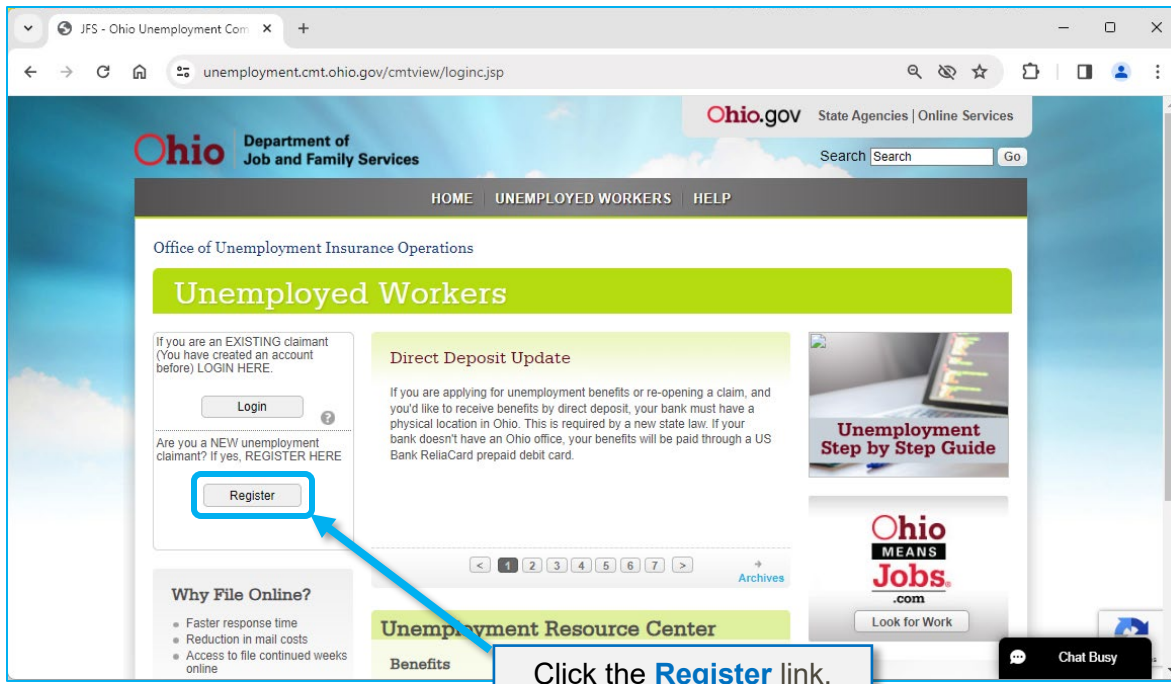
It may take several minutes to receive the registration email. If it seems to be taking a long time, please check your spam folder.

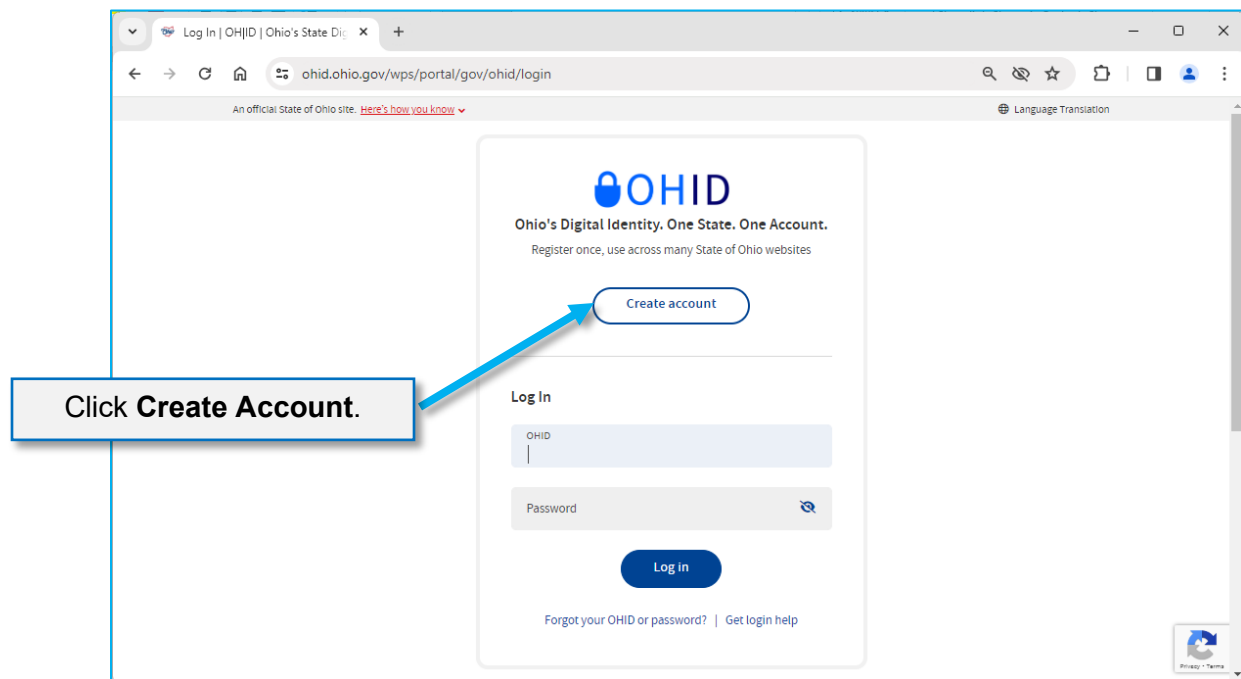
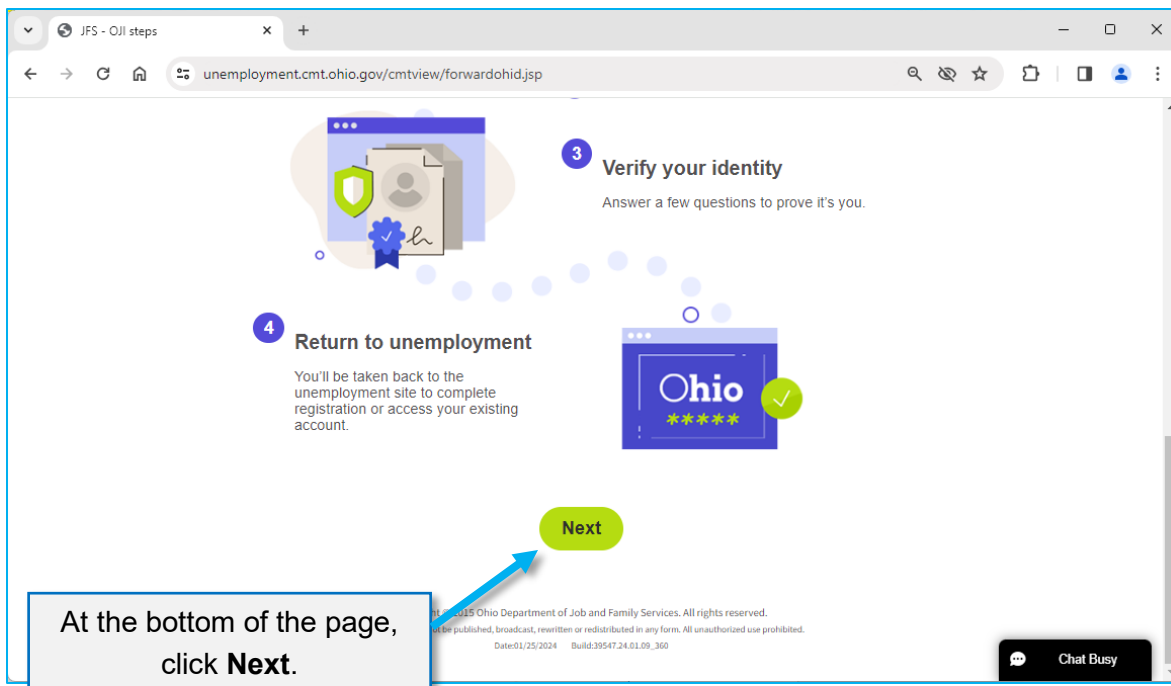
6. Enter this six-digit verification code in the pop-up message on the registration page. Then click "Verify."
7. Complete the next five steps to create your OHID account profile.
8. Click "Create Account."
9. You will receive a registration email when your new account is ready. Do not attempt to log in to your OHID until you receive this email.
10. Log in to your OHID account. Respond to the prompts to secure your account and verify your identity.
11. You will be returned to the login page.

Need help with your OHID?

Check the OHID Help web page: ohid.ohio.gov/wps/portal/gov/ohid/help-center

Or call 1-877-644-6562 during business hours.





Follow the prompts to create your OHID. You will need to provide an email address. You will receive a 6-digit verification code from DONOTREPLY-Enterpriseldentity@ohio.gov to confirm that email address.

Wait until you receive the confirmation email before logging in to OHID.

Create OH|ID Account

- ✔ Email Verification
- ✔ Personal Info

Check your Email

We are working to create your new OH|ID account. This may take a few seconds or a few minutes.

OH|ID: NEWUSERID
Email: newuseremail@email.com

Once you receive a confirmation email, return here to [log in to OH|ID](#).

After you receive the confirmation email, click here to log in to OHID.

After you log into OHID with your new credentials, you will be taken to the Claimant Registration screen.

HOME UNEMPLOYED WORKERS FAQs HELP

Office of Unemployment Insurance Operations

Claimant Registration

Personal Information

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

*First Name
Middle Initial
*Last Name
*SSN --
*Date of Birth (mm/dd/yyyy)
*Other ID Type *ID Number *State Issued

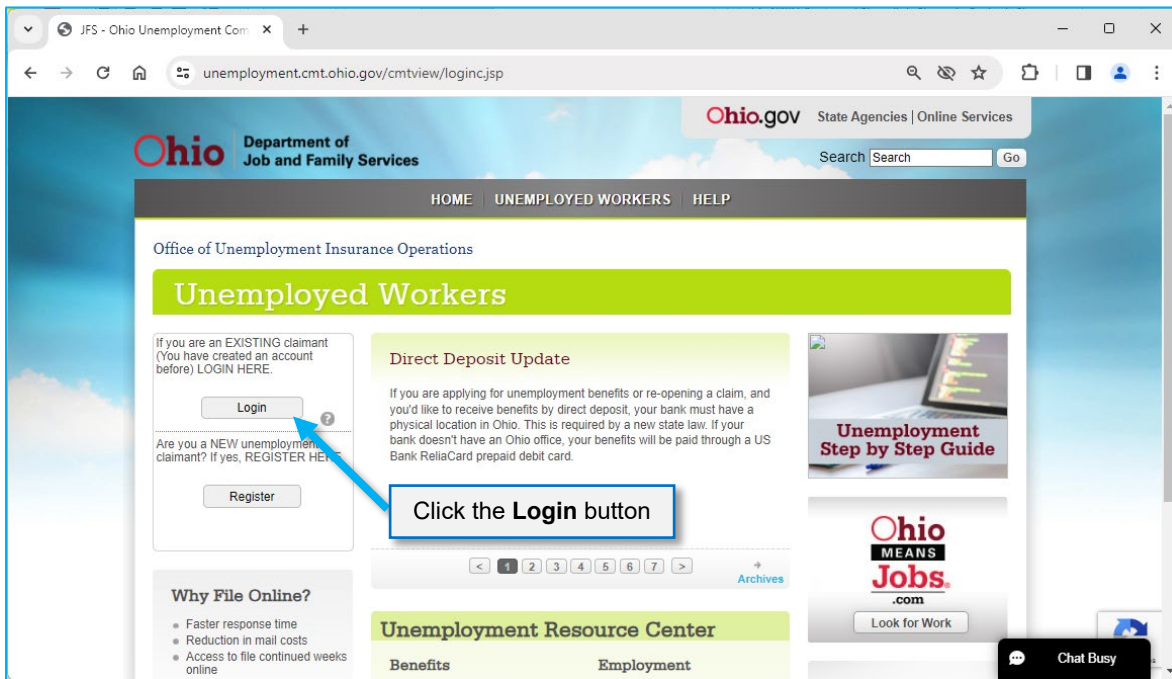
Correspondence Preference

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

*Would you prefer to receive correspondence from this Agency(when possible) via U.S. Mail or E-Mail? US Mail E-Mail
*E-Mail Address *Confirm E-Mail Address
*Street

Claimant Login

After you create your OHID and complete the Claimant Registration, click the **Login** button to access your unemployment benefits account.



Applying for Benefits

Now you can complete the application for unemployment benefits.

Click the button on the left that says **File a new Claim for Unemployment Benefits**.

The screenshot shows the 'Ohio Unemployment Benefits - Main Menu' page. A callout box on the left points to the 'File a New Claim for Unemployment Benefits' button under the 'New Claim' section, with the text: 'File a New Claim for Unemployment Benefits button.' Another callout box on the right points to a 'LIVE CHAT' button at the bottom right, with the text: 'LIVE CHAT: If you have questions, you can type them into the Live Chat.' The page header includes the Ohio Department of Job and Family Services logo and the Ohio.gov URL. The footer contains copyright information for 2015.

Personal Information

Answer the questions. Use the drop-down menus and click the buttons where applicable.

The screenshot shows the 'Personal Information' form. A callout box at the top right states: 'Fields with an asterisk (*) are required.' A callout box at the bottom right points to the 'Enable Text Message' section, stating: 'You can choose to receive text messages from the unemployment office here.' A callout box at the bottom center points to the 'US Mail' and 'E-Mail' radio buttons, stating: 'Choose your correspondence preference here. Email will let you receive information faster.' The form includes sections for Personal Information (First Name, MI, Last Name, SSN, Date of Birth, State Issued, ID Number), Residence Address (Street, City, State, Zip Code, Country, County), Mailing Address (if different than Residence Address), and Contact Information (Home Phone, Message Phone, Mobile Phone, E-Mail Address, Enable Text Message, Confirm E-Mail Address, and Correspondence Preference).

Demographic Information

Answer the questions. Use the drop-down menus and click the buttons where applicable.

Ohio Department of Job and Family Services Ohio.gov

Demographic Information

claimant [Log out](#)

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

General Information

* Ethnicity

* Race

American Indian/Alaskan Native Asian

Black/African-American Native Hawaiian/Other Pacific Islander

White 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

* 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)

If you are not a U.S. citizen or national, you must provide your alien authorization information.

Eligibility Questions – Page 1

Answer the questions. If you answer “Yes” to some of them, you may be **taken** to additional screens to give more information.

The screenshot shows a web form titled "Eligibility Questions - Page 1" from the Ohio Department of Job and Family Services. The form is divided into two main sections: "Eligibility Questions" and "Additional Eligibility Questions".

Eligibility Questions:

- Have you filed a claim for unemployment benefits in the last 12 months? (Radio buttons for Yes/No, and a dropdown menu for "Select One" if Yes.)
- Have you worked since you last filed? (Radio buttons for 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? (Radio buttons for Yes/No.)
- Have you served in the US military from 01/01/2014 to 12/31/2014? (Radio buttons for Yes/No.)
- Since 01/01/2014, have you had any federal civilian employment? (Radio buttons for Yes/No.)
- When employed, are you the principal wage or salary earner in your household? (Radio buttons for Yes/No.)

Additional Eligibility Questions:

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

At the bottom left is a "Next" button. On the right side, there are links for "Help Text" and "Help Video".

Here are explanations of the questions:

Question	Explanation
Have you filed a claim for unemployment benefits in the last 12 months?	Answer “Yes” if you filed a claim for benefits in any state in the past 12 months. Select the state you filed in. Answer whether you worked 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 “Yes” if you 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 “Yes” if you served in active duty for at least 90 days during the dates shown.
Since (start date), have you had any federal civilian employment?	Answer “Yes” if you worked for the federal government as a civilian.
When employed, are you the principal wage or salary earner in your household?	Answer “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 “Yes” if you were an officer of a corporation (such as a president or vice president) or if you owned or operated a business.
Are you required to pay child support to a court or child support enforcement agency?	Answer “Yes” if you’re required to pay child support. If you are, choose whether you’d like your child support payments to be withheld from any unemployment benefits you may receive.
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 law. Choose whether you’d like 10% of any unemployment benefits you may receive to be withheld for tax purposes.
Do you wish to claim your child and/or spouse as a dependent?	Claiming dependents may increase your weekly benefits. Answer “Yes” if you’d like to claim dependents.

Eligibility Questions – Page 2

Answer the additional questions.

Here are explanations of the questions on this screen:

QUESTION	EXPLANATION
<p>Have you applied for or are you currently receiving:</p> <ul style="list-style-type: none"> • A pension? • Retirement payments? • Severance pay? 	<p>Answer “Yes” if you receive any of these. If you do, type the name of the organization providing the payments, the amount you receive (or will receive), the frequency of payments (weekly, monthly, lump sum, 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 “Yes” if an employer has given you a return-to-work date. Provide the return-to-work date and your last day worked.</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 “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 <i>currently</i> enrolled in/attending school, college, or vocational training?</p>	<p>Answer “Yes” if you are attending school <i>now</i>. Provide the requested details about your school and course of study. If you plan to attend school in the future and have not started classes, answer “No” and call 1-877-644-6562 before classes begin.</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.

Most unions do not have hiring halls. If you seek work **only through a union hiring hall**, 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."

Dependent Summary

If you would like to claim a dependent spouse or children, you can do so on this screen.

Ohio.gov 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
------------	-----------	-----	---------------	--------------

[Add a Child](#) [Add a Spouse](#) [Edit](#) [Delete](#) [Help Text](#) [Help Video](#)

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

[Next](#)

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..."

Dependent Child Details

To claim a child, stepchild, or adopted child, enter the requested information.

You must provide your children's Social Security numbers to claim them.

Ohio.gov Department of Job and Family Services

Dependent Child Details

claimant Log out

Dependent Child Details [Help Text](#) [Help Video](#)

*First Name MI

*Last Name SSN - -

*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

[OK](#) [Cancel](#)

Dependent Spouse Details

To claim a spouse, enter the requested information.

Ohio Department of Job and Family Services Ohio.gov

Dependent Spouse Details

claimant Log out

Spouse Personal Info Help Text
Help Video

*First Name MI *Last Name

SSN - - **Date Of Birth** *Relationship Spouse

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

Date of Birth is a *required field* even though no asterisk (*) appears.

Spouse's Information

You will see this screen only if you claimed a child(ren) as a dependent but not 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.

Ohio Department of Job and Family Services Ohio.gov

Spouse Information

claimant Log out

Spouse Information Help Text
Help Video

*You did not list your spouse as a dependent on the previous page. However, in order to process your request to claim your dependent child (ren), we need some basic information about your spouse (if you are married). Please answer the question below and provide the additional details if appropriate.

* Do you have a spouse? Yes No

If **yes**,

Spouse First Name

Last Name

Spouse SSN - -

Date Of Birth

Child Support Withholding

If you have a court order, you may elect to have child support withheld from your unemployment benefits. No more than 50% of your unemployment benefits can be used for child support.

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

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
---------------	-------	--------	------------	----------	---------------	-----------

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

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..."

Enter the requested information. The Start Date will be filled in based upon the effective date of your claim.

If you don't know some of the information requested, leave the space blank. Our system will obtain the information through state records.

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)

Help Text

The **End Date** refers to the end date of the child support order. If you do not know this information, leave it blank.

Reporting Your Reason for Unemployment

On the next several screens, report your employment information. You also must provide the reason you are no longer working. Below are some common reasons.

- **Lack of Work/Laid Off:** The organization may have closed, downsized, gone out of business, been destroyed, experienced financial difficulties, gone bankrupt, lost a contract, or had too many workers. You may be furloughed or laid off.
- **Discharge/Fired:** The employer ended their relationship with you because they weren't happy with your work or conduct or because you violated a policy. You weren't allowed to keep working.
- **Quit:** You ended your employment voluntarily when you could have kept working.
- **Leave of Absence:** You're still employed but not working for other reasons (such as medical leave, adoption leave, etc.).
- **Still Employed:** You're still employed, but you're working reduced hours.
- **Disciplinary Leave/Suspension:** You're still employed but have been ordered not to work for disciplinary reasons or while an investigation is being conducted.

Military Employment

If you answered “Yes” to the question about **military employment** on the **Eligibility Questions - Page 1** screen, you will be directed here to provide additional information.

Answer the questions and click **Next** to move on.

The screenshot shows the 'Military Employment' section of the Ohio Department of Job and Family Services website. The form includes the following fields and instructions:

- Branch of Service: Select One (dropdown menu)
- Official Discharge Date (mm/dd/yyyy): [text input field]
- Checkbox: 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 button: [Next]

Help Text and Help Video links are available on the right side of the form.

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

If you answered “Yes” to the question about federal civilian employment on the **Eligibility Questions - Page 1** screen, you will be directed here to provide additional information.

Click on the **Add Employer** button to move to the next screen.

Ohio Department of Job and Family Services

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
-------------	------	-------	------------	-----------------	-----------	------------

Add Employer Edit Delete

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

Next

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...”

To report a federal civilian employer, select the Search Criteria you wish to use. Then enter the appropriate information and click the **Search** button. You can find the 3-digit federal ID code on your Standard Form 8. You should have received this form when you left federal civilian employment.

Ohio Department of Job and Family Services

Select Federal Civilian Employer

claimant Log out

Search Criteria

Employer Name(Agency or Division) State

Federal ID Code Search Criteria Search

Help Text Help Video

Search Result(s): 0 Found

Agency Name	Division/Location	Federal ID Code	Address
-------------	-------------------	-----------------	---------

Select Employer Cannot Find Employer Cancel

If you find your employer in the search results, select the button to the left of your employer’s name. Then click the **Select Employer** button to advance to the **Federal Civilian Employment Details** screen.

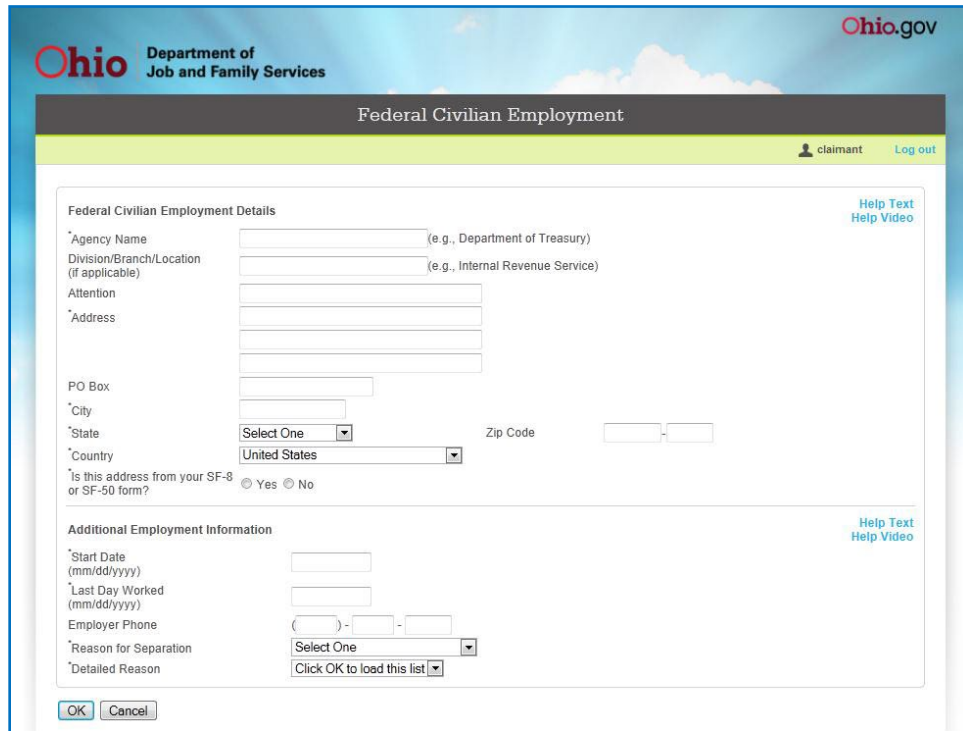
If you **can’t** find your employer in the search results, click the **Cannot Find Employer** button to advance to the **Federal Civilian Employment Details** screen.

Federal Civilian Employment (continued)

If you found your employer among the search results, you will see this screen. It will show the agency, division/branch/location, address, city, state, zip code, and country.

If you could **not** find your employer and selected the “Cannot Find Employer” button on the previous screen, the boxes on this screen will not contain information.

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



The screenshot shows the "Federal Civilian Employment" 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".

Federal Civilian Employment Details:

- * Agency Name (e.g., Department of Treasury)
- Division/Branch/Location (if applicable) (e.g., Internal Revenue Service)
- Attention
- * Address
- PO Box
- * City
- * State (Select One)
- * Country (United States)
- Zip Code
- Is this address from your SF-8 or SF-50 form? (Yes/No radio buttons)

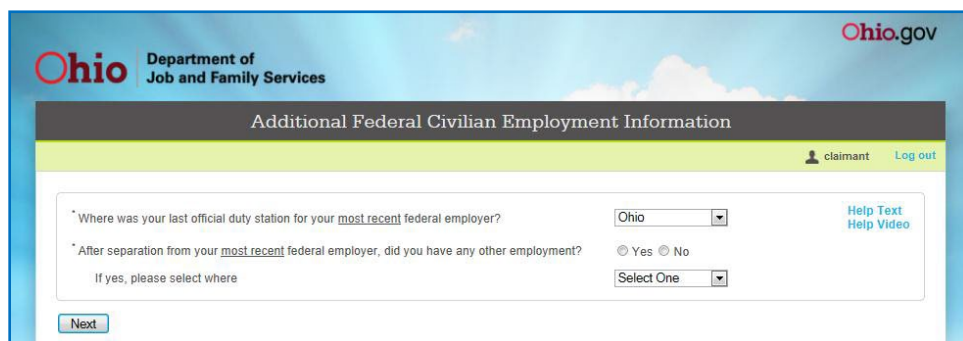
Additional Employment Information:

- * 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)

Buttons: OK, Cancel. Help Text, Help Video links are also present.

Additional Federal Employment Information

Answer the questions using the drop-down menus and buttons. Then click **Next**.



The screenshot shows the "Additional Federal Employment Information" form on the Ohio.gov website. The form is titled "Additional Federal Employment Information" and includes a "claimant" profile icon and a "Log out" link.

Questions and options:

- * 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 radio buttons)
- If yes, please select where (Select One)

Buttons: Next. Help Text, Help Video links are also present.

Out-of-State Employment

If you reported on the **Eligibility Questions - Page 1** screen that, sometime during the last 12 months, you filed a claim for unemployment benefits in a state other than Ohio, you will be directed here to provide additional information.

To add an out-of-state employer, click the **Add Employer** button.

You must add each out-of-state employer you have worked for during the dates shown.

Ohio Department of Job and Family Services

Ohio.gov

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
<input type="button" value="Add Employer"/>	<input type="button" value="Edit"/>	<input type="button" value="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.

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..."

To be eligible for benefits in Ohio, you must have worked in Ohio. It's OK if you also worked in other states.

If our system can't determine whether you had Ohio wages, you will receive a questionnaire so you can provide more information. You must respond within 5 business days, or your application will be denied.

If your claim is denied because you had no Ohio wages, you will receive a determination notice. The notice will state that you may apply for benefits in a state where you had employment.

It may take up to two weeks to receive this determination notice.

Out-of-State Employment (continued)

If you worked in Ohio **and** at least one other state during the last 18 months, answer the questions on this screen for your out-of-state employment.

Report **all** of your out-of-state employment during this time period. **You must fill out this screen completely to ensure that your claim is processed.**

Enter either your employer's physical address OR their PO Box. **Do not enter both.** In the PO Box field, you still must include the words "PO Box."

If you worked during any of the time 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.

The screenshot shows the 'Out-of-State Employment' form on the Ohio.gov website. The form is titled 'Out-of-State Employment' and is part of the Department of Job and Family Services. It includes a header with the Ohio.gov logo and the text 'claimant Log out'. The form is divided into several sections:

- Employer Details:** Fields for Employer Name, Attention, Payroll Address, PO Box, City, State (dropdown), Zip Code, and Country (dropdown). A note asks for the vessel's name if the user worked on a maritime vessel.
- Out-of-State Employment Details:** Fields for State where you performed your work for this employer (dropdown), Start Date (mm/dd/yyyy), Last Day Worked (mm/dd/yyyy), Employer Phone, Reason for Separation (dropdown), and Detailed Reason (dropdown with 'Click OK to load this list').
- Weeks Worked Table:** A table with two columns: 'Date(Quarters)' and 'Weeks Worked'. The rows represent quarters from January 01, 2014 to March 31, 2015.

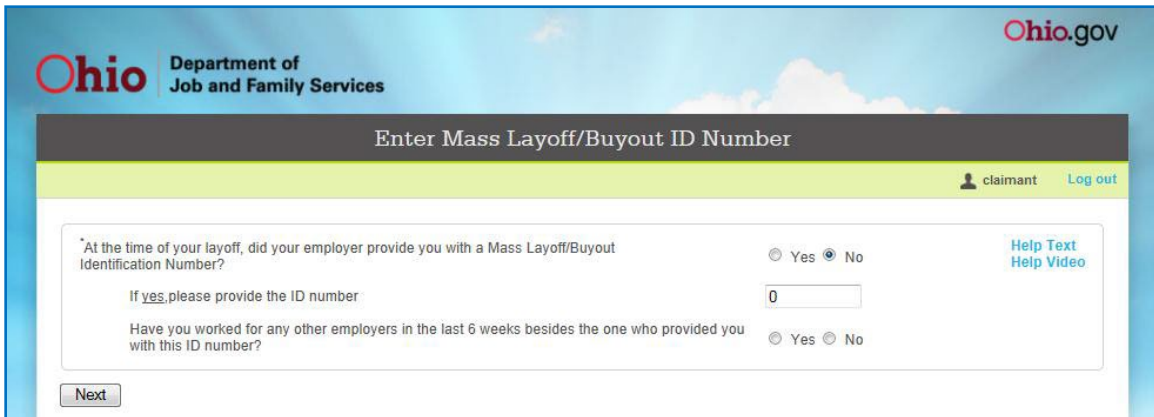
At the bottom of the form, there are 'OK' and 'Cancel' buttons. There are also links for 'Help Text' and 'Help Video' on the right side of the form.

Date(Quarters)	Weeks Worked
January 01, 2014 - March 31, 2014	<input type="text"/>
April 01, 2014 - June 30, 2014	<input type="text"/>
July 01, 2014 - September 30, 2014	<input type="text"/>
October 01, 2014 - December 31, 2014	<input type="text"/>
January 01, 2015 - March 31, 2015	<input type="text"/>

Mass Layoff / Buyout I.D. Number

If you were given a Mass Layoff/Buyout Identification Number on the last day you worked, select “YES.” Then type the number in the field.

Answer the last question to report whether you worked for any other employers during the previous six weeks.



The screenshot shows the Ohio Department of Job and Family Services website. The page title is "Enter Mass Layoff/Buyout ID Number". The user is logged in as "claimant" and can click "Log out". The main question is: "At the time of your layoff, did your employer provide you with a Mass Layoff/Buyout Identification Number?". There are radio buttons for "Yes" and "No", with "No" selected. To the right of the question are links for "Help Text" and "Help Video". Below the question, there is a text input field for the ID number, containing the digit "0". A second question asks: "Have you worked for any other employers in the last 6 weeks besides the one who provided you with this ID number?". There are radio buttons for "Yes" and "No". A "Next" button is located at the bottom left of the form area.

Employment History – only one employer

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

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



The screenshot shows the Ohio Department of Job and Family Services website. The page title is "Employment History". The user is logged in as "claimant" and can click "Log out". The main question is: "Have you worked for more than one employer since 01/01/2014?". There are radio buttons for "Yes" and "No", with "No" selected. A blue arrow points to the "No" radio button. To the right of the question is a link for "Help Text". A "Next" button is located at the bottom left of the form area.

Employment History – only one employer (continued)

You will see this screen only if you responded “No” to the question “Have you worked for more than one employer since (start date)?” Enter the requested information, using the drop-down options.

Recent Employment History

Provide all of your employment for your last six weeks of work. If your employer gave you a mass-layoff/buyout number, and if you did not work for another employer in the last six weeks, you will not see this screen.

Do not include military service, federal civilian employment, or any out-of-state employment that you already provided on previous pages. If your most recent employer was in military service, federal civilian employment, or out-of-state employment, *do not re-enter the employer.*

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

Recent Employment History – Employer I.D.

You may search for your most recent employer using the employer’s Federal Employer Identification Number (FEIN). This number usually is located on your W-2 form or pay stub. When searching for your employer, **do not include dashes.**

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

Recent Employment Name & ZIP Code

Enter as much of the employer's name as you know. Then enter the ZIP code and click the **Search** button. If you are unsure of the ZIP code, you don't have to include it.

See the next page for helpful hints.

Helpful Hints for Locating an Employer

- If you have the employer's FEIN, you can use it to search for your employer. You can usually find it on your W-2 form or pay stub.
- Search for the name that your employer uses on your pay stub. The name on the building you worked in may not be the name the employer uses for unemployment purposes.

- If your employer’s name contains several words, try searching the first word or two in the name. Then add additional words, as needed. (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 using either the “&” symbol or the word “and.” (Example: Search “ABC Warehouse & Storage Company” or “ABC Warehouse and Storage Company.”)
- Try searching for the employer using the owner’s name.

Recent Employment History – Select Employer

If the system finds an employer, the information for that employer will appear on this screen.

When you locate your employer, select the button to the left of the employer’s name. Then click the **Select Employer** button.

The screenshot shows the Ohio Department of Job and Family Services website. The page title is 'Recent Employment Name and Zip Code Search'. There are input fields for 'Employer Name (Starts With)' containing 'EUCLID PUBLIC LIBRARY' and 'Zip Code' containing '44123'. A 'Search' button is next to the zip code field. Below the search fields, it says 'Search Result(s): 1 Found'. A table displays the search result:

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	Help Text Help Video

At the bottom of the table, there is a 'Select Employer' button and a 'Cannot Find My Employer' button.

Recent Employment Detail (if you find your employer)

If you find your employer using the search functions, the upper portion of this screen will contain pre-filled fields that can’t be changed.

Complete the **Additional Employer Detail** section of the screen.

For the question “**Have you worked at least 6 weeks and earned at least...**” respond “**Yes**” if you worked at least 1 day a week for 6 weeks for the employer AND if you earned at least the amount shown.

Recent Employment Detail (if you can't find your employer)

If you can't find your employer using the search functions, enter the employer's contact information here. This is necessary for your claim to be processed. You can usually find this information on a recent pay stub or W-2 form. If you don't have a recent pay stub or W-2, try calling the employer for this information.

Enter either the employer's physical address OR their PO Box. **Do not enter both.**

If you enter a PO Box, you must enter "PO Box" or "Box" at the beginning of the field.

Recent Employment Detail

claimant Log out

Employer Detail

Help Text
Help Video

*Employer Name
*Attention
*Address

PO Box
*City
*State
*Country

Enter either the employer's physical address or their PO Box. **Do not enter both.**
If you enter a PO Box, you must enter "PO Box" or "Box" at the beginning of the field.

Zip Code
Phone () -

Additional Employer Detail

Help Text
Help Video

*Start Date (mm/dd/yyyy)
*Last Day Worked (mm/dd/yyyy)
*County of Employment
*Reason for Separation
*Detailed Reason
*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

Register for Job Matching

You must register for job matching. Select the **Occupation Lookup** button. Then select 2 occupations you'd like to work in.

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?
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? Yes No

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

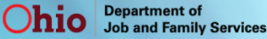

(1) Occupation **Occupation Lookup** ← Months of Experience

(2) Occupation Months of Experience


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

U.S. Bank ReliaCard

You can choose to receive benefits either through direct deposit or on a pre-paid U.S. Bank ReliaCard debit card. Either way, you must read the information on this screen. After you do, click "Next."

Register for Job Matching

 TEST ACCOUNT, OJI [Log out](#)

U.S. Bank ReliaCard® Pre-Acquisition Disclosure

You have options as to how you receive your payments, including direct deposit to your bank account or this prepaid card. Ask your agency for available options and select your option.

Monthly fee	Per Purchase	ATM withdrawal	Cash reload
\$0	\$0	\$0 <small>in-network</small> \$1.50 <small>out-of-network</small>	N/A
ATM Balance Inquiry (in-network or out-of-network)			\$0
Customer Service (automated or live agent)			\$0 per call
Inactivity (after 365 days with no transactions)			\$1.50 per month

We charge 3 other types of fees.

See the accompanying Fee Schedule for free ways to access your funds and balance information.

No overdraft/credit feature.
Your funds are eligible for FDIC insurance.

For general information about prepaid accounts, visit cfpb.gov/prepaid. Find details and conditions for all fees and services inside the card package or call 1-855-254-9198 or visit usbankreliacard.com.

U.S. Bank ReliaCard® Fee Schedule

All fees	Amount	Details
Get cash		
ATM Withdrawal (in-network)	\$0	This is our fee per withdrawal. "In-network" refers to the U.S. Bank or MoneyPass® ATM networks. Locations can be found at usbank.com/locations or moneypass.com/atm_locator
ATM Withdrawal (out-of-network)	\$1.50	This is our fee per withdrawal. "Out-of-network" refers to all the ATMs outside of the U.S. Bank or MoneyPass ATM networks. You may also be charged a fee by the ATM operator even if you do not complete a transaction.
Teller Cash Withdrawal	\$0	This is our fee for when you withdraw cash off your card from a teller at a bank or credit union that accepts Visa®.
Information		
ATM Balance Inquiry (in-network)	\$0	This is our fee per inquiry. "In-network" refers to the U.S. Bank or MoneyPass ATM networks. Locations can be found at usbank.com/locations or moneypass.com/atm_locator
ATM Balance Inquiry (out-of-network)	\$0	This is our fee per inquiry. "Out-of-network" refers to all the ATMs outside of the U.S. Bank or MoneyPass ATM networks. You may also be charged a fee by the ATM operator.
Using your card outside the U.S.		
International Transaction	3%	This is our fee which applies when you use your card for purchases at foreign merchants and for cash withdrawals from foreign ATMs and is a percentage of the transaction dollar amount, after any currency conversion. Some merchant and ATM transactions, even if you and/or the merchant or ATM are located in the United States, are considered foreign transactions under the applicable network rules, and we do not control how these merchants, ATMs and transactions are classified for this purpose.
International ATM Withdrawal	\$1.50	This is our fee per withdrawal. You may also be charged a fee by the ATM operator even if you do not complete a transaction.
Other		
Card Replacement	\$0	This is our fee per card replacement mailed to you with standard delivery (up to 10 business days).
Card Replacement Expedited Delivery	\$10.00	This is our fee for expedited delivery (up to 3 business days) charged in addition to any Card Replacement fee.
Inactivity	\$1.50	This is our fee charged each month after you have not completed a transaction using your card for 365 consecutive days.

Your funds are eligible for FDIC insurance. Your funds will be held at U.S. Bank National Association, an FDIC-insured institution, and are insured up to \$250,000 by the FDIC in the event U.S. Bank fails. See fdic.gov/deposits/prepaid.html for details.

No overdraft/credit feature.
Contact Cardholder Services by call 1-855-254-9198, by mail at P.O. Box 551617, Jacksonville, FL 32255 or visit usbankreliacard.com.

For general information about prepaid accounts, visit cfpb.gov/prepaid. If you have a complaint about a prepaid account, call the Consumer Financial Protection Bureau at 1-855-411-2372 or visit cfpb.gov/complaint.

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 User: TEST ACCOUNT, OJI Date: 03/11/2016 Build: @BUILD@

Direct Deposit

You will be directed to this screen if you chose direct deposit as your preferred payment method on the Personal Information screen. Enter **your Bank Name, Bank Account Number, Account Type, and Bank Routing Number**. See the bottom of this page for help locating your banking information.

If you choose direct deposit, your bank must have a physical office in Ohio. If your bank does not have a physical location in Ohio, you will receive your benefits on a U.S. Bank ReliaCard debit card.

If you change your mind about your payment preference, you can always change it later on your Personal Information screen.

The screenshot shows the 'Payment Preference Details' form on the Ohio.gov website. The form is titled 'Payment Preference Details' and includes a 'claimant' profile icon and a 'Log out' link. The main content area contains the following text: '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.' Below this, there are two radio buttons: 'Direct Deposit' (unselected) and 'Debit Card' (selected). A note states: '* 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.' The form fields include: 'Bank/Branch Name', 'Address', 'City', 'State' (a dropdown menu with 'Select One' selected), 'Zip Code', 'Bank Account Number', 'Account Type' (a dropdown menu with 'Select One' selected), and 'Bank Routing Number'. A hint at the bottom reads: '(Hint: The Bank Routing Number is the 9 digit number that appears in the lower left corner of your checks.)' There is a 'Next' button at the bottom left.

Locating Your Banking Information

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

Your **bank name** should appear immediately below the "Dollars" line.

The diagram shows a check from MARK STONE and MELISSA STONE, 914 UPPER CREST LANE, ANYWHERE U.S., 12345. The check number is 0301. The routing number is 9-58-11234. The account number is 2345678012345678. The check is payable to the order of 'YOUR FINANCIAL INSTITUTION, ANYWHERE U.S.' for an amount in dollars. Three callouts provide instructions: 1. 'The **Bank Routing Number** is the 9-digit number in the lower left corner.' (points to 9-58-11234). 2. 'The **Bank Account Number** is usually 8-10 digits starting here.' (points to 2345678012345678). 3. 'Do **not** include the check number when providing the account number.' (points to 0301).

ONLINE FILING INSTRUC

Certification

If you want your claim submitted for processing, click **“I agree to all...”** and then **Next**.

You must do this within 48 hours of starting your application. If you don't, your information will be deleted, and you'll have to start over.

After you click **Next**, do not refresh this page or close this window while you wait for the next screen to appear!

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.

"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!"

Help Text
Help Video

Next

Claim Confirmation

You will receive a **Confirmation Number**. This is the final step in the application process.

Ohio.gov
Ohio Department of Job and Family Services

Claim Confirmation

claimant Log out

You have successfully filed your claim for unemployment benefits!
Your claim Confirmation Number is: CA00-0000-0000-0000-0000

Please write this number down or print out this page for your records. You may contact this agency at 1-877-644-6562 if you have any questions regarding your claim. Please have your Confirmation Number available when making inquiries about your claim, if additional information is needed.

You will receive a new or additional claim instruction sheet in the mail that describes your rights and responsibilities associated with your benefits. Please review the packet and follow the instructions carefully to avoid any possible delay in the processing of your claim. If you are required to reply to any information in the packet, please complete the information and fax or mail it to the ODJFS office indicated on the form. Failure to reply timely to any request will cause your claim to be processed based on the information in your file, which could result in a denial of your benefits. You have been given a PIN number for filing your weekly claim for benefits. Keep your PIN and instructions in a safe place for future reference. DO NOT give your PIN to anyone. If you believe someone knows your PIN or you forget your PIN, please contact your claims processing office. If you do not receive your instruction sheet within 5 working days, please call the automated system at 1-877-644-6562. In the future, please feel free to access our website at <https://www.unemployment.ohio.gov> for immediate service. Service is available 24/7. Your application has now been completed and has been submitted for processing.

Next

Congratulations!

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

If You Are Asked to Provide Documents

If you are asked to submit copies of documents to prove your identity, you can now do so at any participating Post Office. Providing the documents at your nearest Post Office will speed processing time. There is no cost to use this method, and no appointment is needed.

This option is available to claimants who apply for benefits on or after Jan. 26, 2024, and are prompted to provide copies of documents during the initial application process. If you choose the Post Office option, you will get a confirmation email with a barcode, detailed instructions, and a deadline. You will have up to seven days to provide the documents after you receive the barcode.

If you prefer not to visit a Post Office, you still can submit the documents directly to the unemployment office. However, in certain situations, a Post Office may be a good option – for example, if you don't have an OHID, if you don't have an address, or if you have an out-of-state ID. In certain cases, if the identity verification at a Post Office is unsuccessful or incomplete, you may be asked to submit documents directly to the unemployment office.

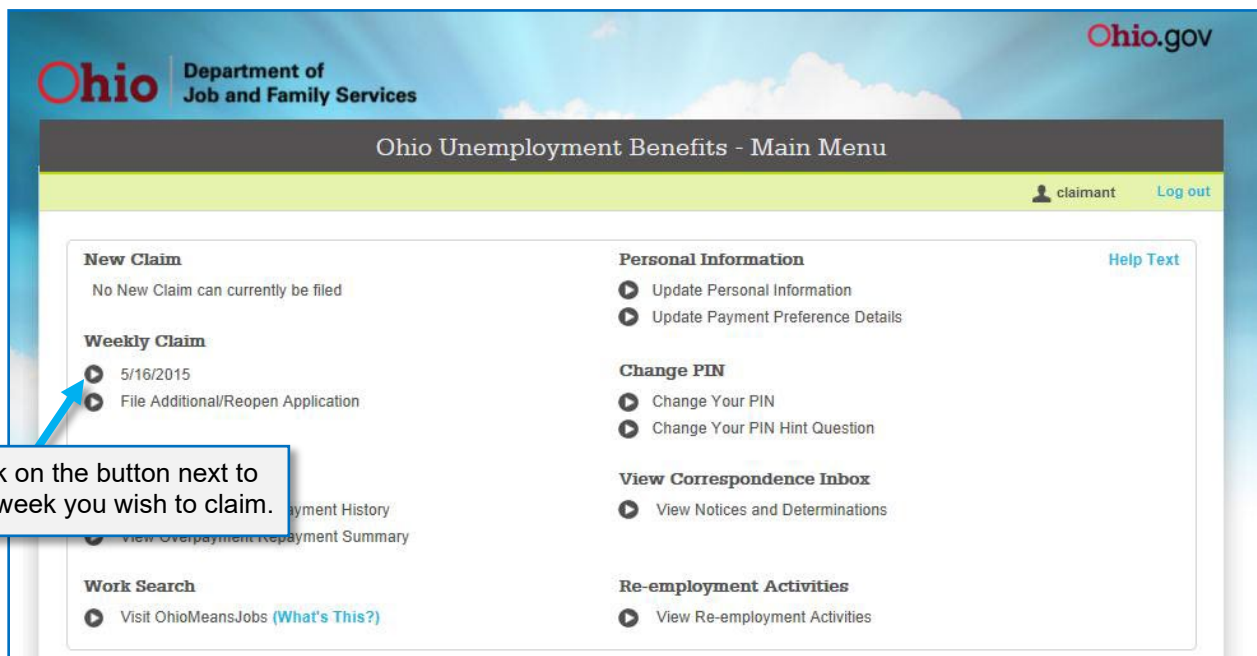
Filing Weekly Claims

To be paid, you must file claims for each week that you are unemployed or earn less than your weekly benefit amount.

Most people are required to file claims every week. However, if you choose to receive correspondence by U.S. mail, after you file 3 weeks of weekly claims, you will be required to file biweekly claims instead.

To file a weekly claim, **click on the button next to the week** you wish to claim.

You must claim weeks in chronological order (oldest to most current week). If you don't, you may not be able to claim them online.



Continued Claim Application

The questions that appear on this page may be different from the ones that appear on your screen. The questions will reflect your individual circumstances.

Answer all questions honestly and correctly. There are penalties for making false statements to obtain benefits. See the next page of this guide for an explanation of each question.

When you're finished completing this screen, click **Next**.

Ohio.gov

Ohio Department of Job and Family Services

Continued Claim Application

claimant Log out

Continued Claim Application - UI Claim - 5/16/2015

*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 contact at least two employers? (Reminder: You must keep a weekly record of your employer contacts). If YES, in the spaces below write in the name and address of both of the employers you contacted. Yes No

*a In the spaces below write the name and address of employer 1 that you contacted

Employer Name

Street Address

City

State

Zip Code

*b What was the method of applying for work with employer 1?

*c What was the type of work sought with employer 1?

*d What date did you make a job contact with employer 1?

*e What was the outcome of the contact with employer 1?

*f In the spaces below write the name and address of employer 2 that you contacted

Employer Name

Street Address

City

State

Zip Code

*g What was the method of applying for work with employer 2?

*h What was the type of work sought with employer 2?

*i What date did you make a job contact with employer 2?

*j What was the outcome of the contact with employer 2?

*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

Explanation of Questions on the Continued Claim Application Screen

QUESTION	EXPLANATION
During the week claimed, were you available for work?	Answer “Yes” if you were available to work – for example, if a former employer or new employer called you for work.
During the week claimed, were you physically and mentally able to work?	Answer “Yes” if you were able to work – in other words, if you were not sick or under a doctor’s care.
During the week claimed, did you contact at least two employers? <i>(You must keep a weekly record of your employer contacts.)</i>	Answer “Yes” if you applied for work with at least two different employers who hire in your trade or occupation.
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 “No” if you did not refuse work or a work referral from the unemployment office, if you did not quit a job, and if you were not fired during the week you’re claiming for benefits.
During the week claimed, did you apply for (or was there a change in the amount of) a pension or any other type of retirement payment?	Answer “No” if you did not apply for, begin receiving, or have a payment change for 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 “No” if you did not receive holiday pay for the week you’re claiming for benefits. 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?	Answer “No” if you did not work at all during the week. If you filed your application by phone and worked during the week, your earnings were not recorded. You must report them on this screen. If yes , you <u>must</u> provide the gross amount you received or will receive in the field directly below the question. Provide a return-to-work date only if you returned to full-time work during this week. Be sure to provide your earnings.

Weekly Claim – Certification

Review the answers you provided on the previous page. Also review the certification statement at the bottom.

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

If you want to change your answers, click the button next to the sentence that begins “I wish to change...”

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

When you have completed this screen, click **Next**.

City	State
Zip Code	OH
What was the method of applying for work with employer 1?	43215 -
What was the type of work sought with employer 1?	Email
What date did you make a job contact with employer 1?	any
What was the outcome of the contact with employer 1?	03/22/2015
Employer Name	Interviewed
Street Address	grog
	4200 east fifth ave
City	columbus
Zip Code	State
What was the method of applying for work with employer 2?	OH
What was the type of work sought with employer 2?	43215-
What date did you make a job contact with employer 2?	Mail
What was the outcome of the contact with employer 2?	any
	03/24/2015
	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

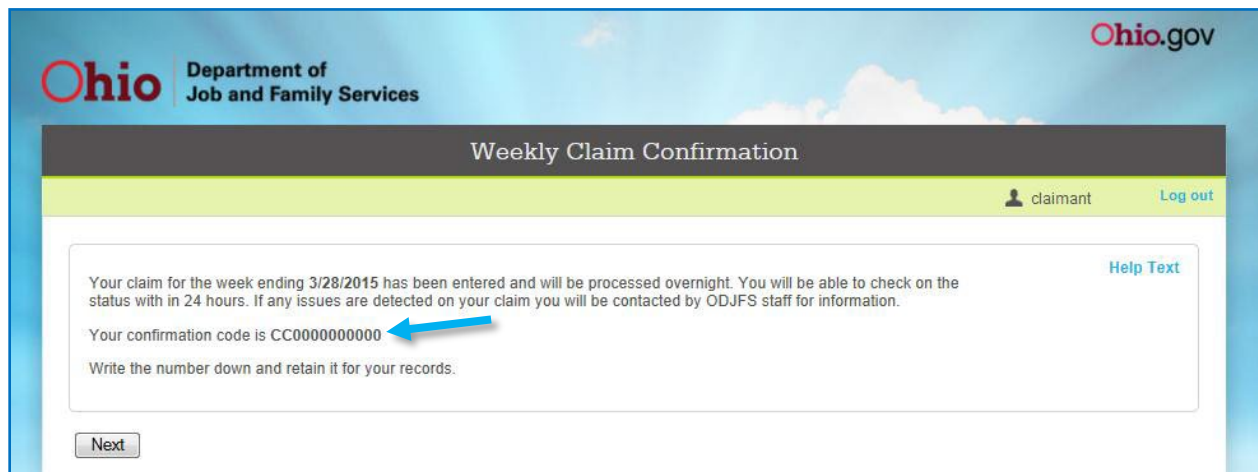
I wish to change one or more of my answers prior to submitting my claim for processing

I do not agree and wish to cancel my claim

Weekly Claim Confirmation

Record your confirmation number. Then click **Next**.

You will be returned to the main menu.



Ohio Department of Job and Family Services

Ohio.gov

Weekly Claim Confirmation

claimant Log out

Your claim for the week ending 3/28/2015 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.

Your confirmation code is CC0000000000

Write the number down and retain it for your records.

Next

Help Text

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

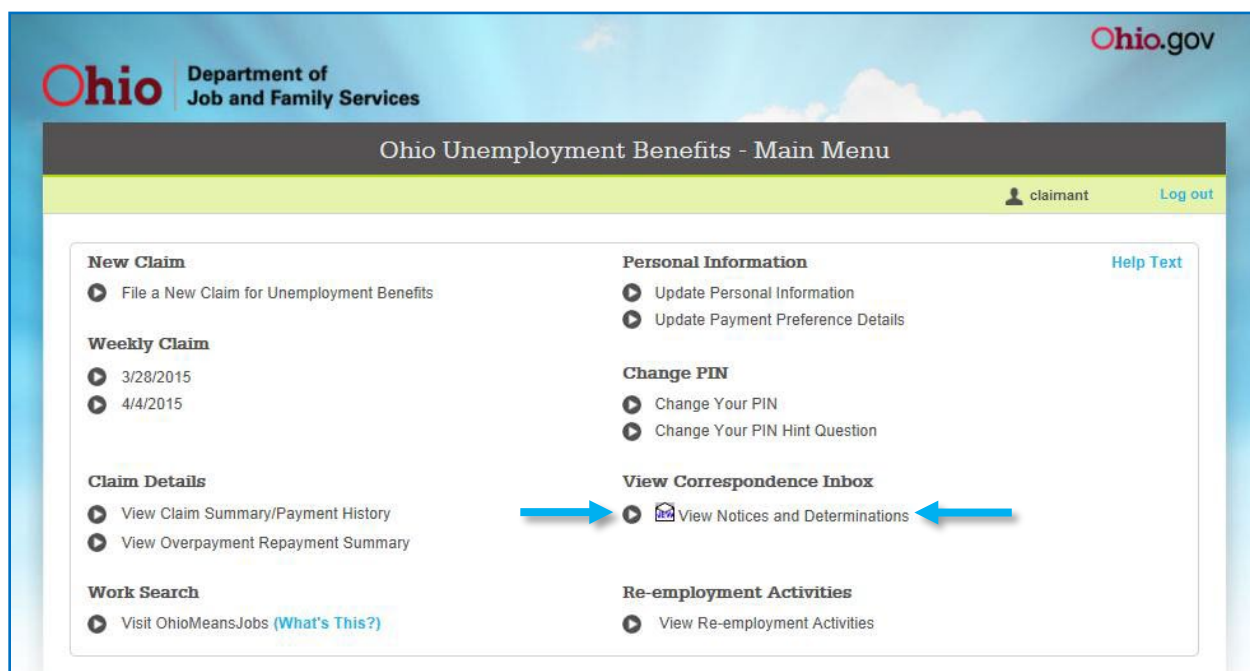
You **MUST** file no later than 21 days after the last day of the week you are claiming.

After that, your claim will be considered late. It will be denied unless you can show that the late filing was for reasons beyond your control.

If for any reason you can't claim benefits for more than a few days, call 1-877-644-6562 immediately.

Viewing Correspondence

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:** This tells you if your application for benefits was allowed or denied.
 - If **allowed**, the determination notice will provide your benefit year start and end dates, your weekly benefit amount, other information about the decision, and the total amount of benefits that are potentially payable. Each time you are paid benefits, that amount will be subtracted from your total benefits. Any remaining amount will no longer be payable after your benefit year ends, unless you requalify for additional benefits.
 - If **denied**, the determination notice will say why your application was denied.
- **UI (Unemployment Insurance) Additional:** This tells you if your “additional/restart” application was allowed or denied.
- **Notice of Eligibility Issue:** This explains that an issue may affect your eligibility. You may be required to provide information.
- **Unemployment Benefit Payment:** This is your pay stub for unemployment benefits. It will show your weekly benefit amount, deductions, net payment, and remaining benefit balance.
- **Claimant 1099:** This is your tax statement for benefits received during a specific tax year.

Using the Correspondence Filters

Use these options to filter your correspondence. This can be helpful if you're trying to find a particular correspondence.

If you choose not to filter, **all** correspondence will appear in the list.

The screenshot shows the 'View Correspondence InBox' page for a claimant. The search criteria section includes:

- Correspondence Type: All Correspondence
- Correspondence ID: [Empty text box]
- UCRC Case Number: [Empty text box]
- Status (not applicable to UCRC Correspondence): All Statuses

Search Result(s): 155 Found

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

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

Buttons: View Details, Main Menu

When you find the correspondence you're looking for, click the button to the left of the document. Then click on the **View Details** button.

Viewing Correspondence Past the “Action Needed By” Date

You are responsible for viewing your correspondence and responding in a timely manner.

Be sure to respond before the “Action Needed By” date. If you try to view correspondence after the “Action Needed by” date, you will see the following message:

- 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 call 1-877-644-6562 for more information about the correspondence.

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

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	Help Text
<input type="radio"/>	<input type="checkbox"/>		Other	OHIO MEANS JOBS SEEKER NOTICE	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"/>		Request for Information	NOTICE OF ELIGIBILITY ISSUE	06/13/2014	06/20/2014	
<input type="radio"/>	<input type="checkbox"/>		Other	SCHEDULE NOTICE FOR REA ORIENTATION	06/03/2014		
<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

Reviewing/Responding to a Notice of Eligibility

If you receive a **Notice of Eligibility Issue**, you must review the information and then click one of the buttons at the bottom.

To respond immediately (recommended), click the button to the left of the sentence that begins **“I will provide the information requested at this time.”** Then click **Next**.

If you don't want to respond now, select the button to the left of the sentence that begins **“I will not provide the information requested at this time.”** Then click **Next**.

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

Answering Eligibility Questionnaires

If you receive a **Request for Information** (sometimes called fact-finding), answer all the questions.

Then select the check box saying you agree with the certification statement.

Then click on the **Certify** button.

To change your answers after you certify, you must call 1-877-644-6562.

Ohio Department of Job and Family Services

Ohio.gov

Request for Information

claimant Log out

Issue	Work restriction	Availability	Involving employer	Page 4 of 4
1. If no, please explain.				Help Text

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.

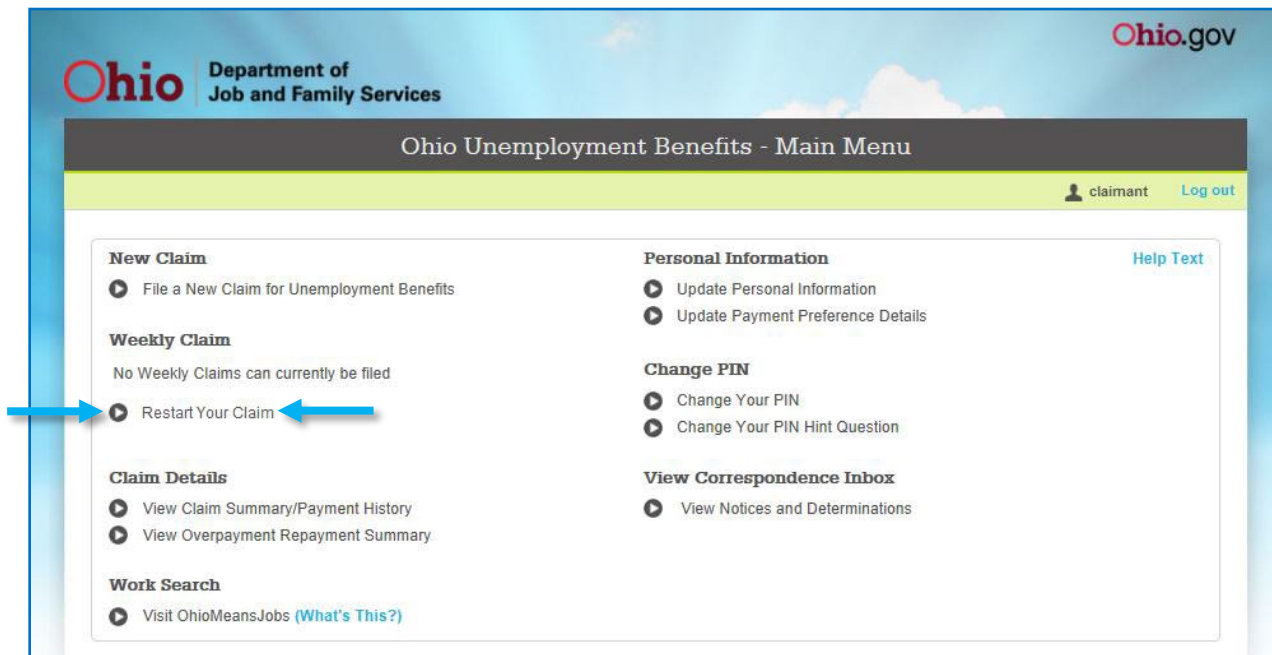
Back Certify

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

Restarting Your Application / Claim

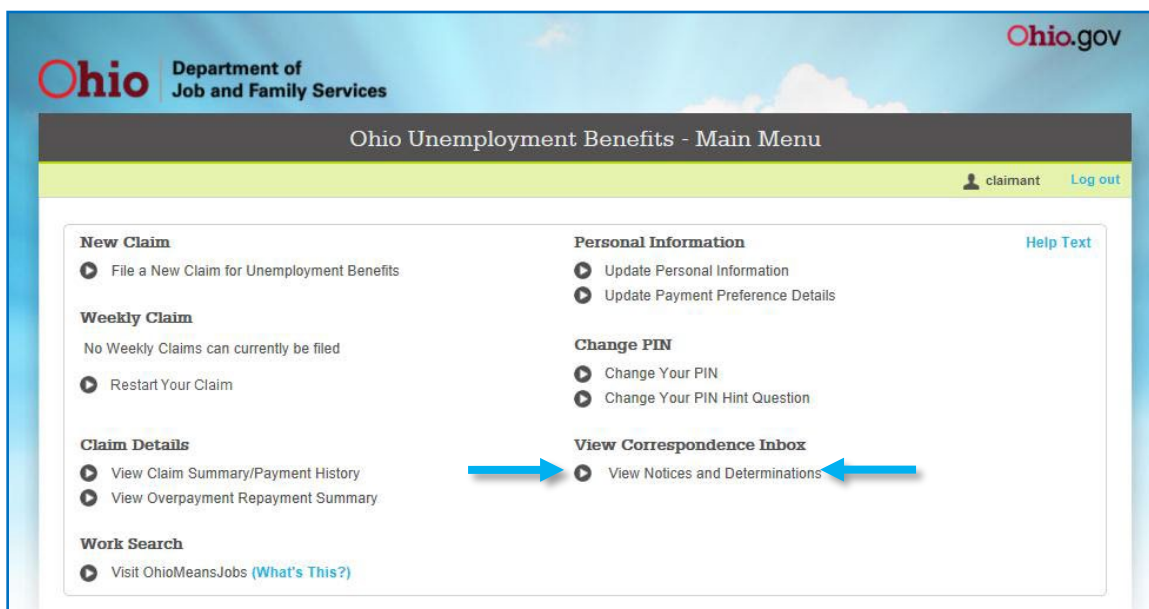
If you stop submitting weekly claims OR if you earned more than your weekly benefit amount, you may need to restart your claim.

If restarting is an option, you will see **“Restart Your Claim”** on this screen. Click the button to the left of these words if you would like to restart your claim.



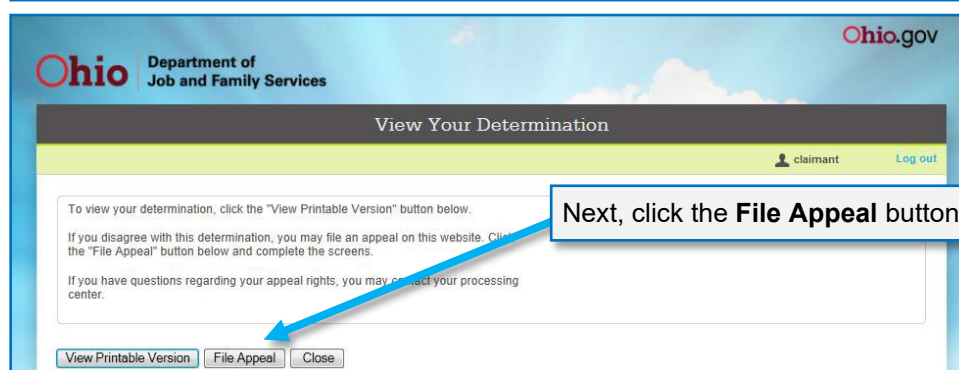
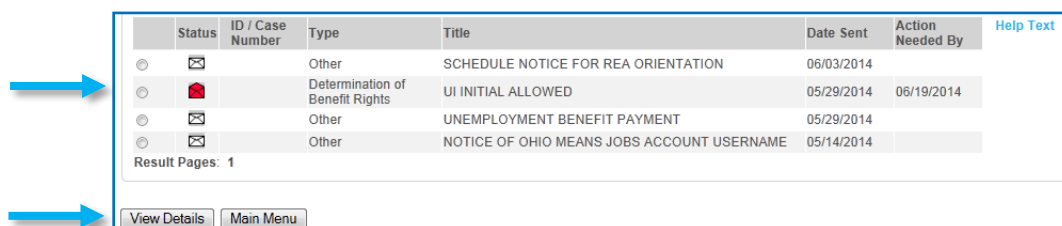
Filing an Appeal

To file an appeal, log in to your account. From the Main Menu, click the button to the left of “View Notices and Determinations.”



Filing an Appeal - Step 1

Select the determination you disagree with. Then click the **View Details** button.



Filing an Appeal – Step 2

Enter the requested information using the buttons and the drop-down menu.

Provide a statement explaining why you disagree with the determination.

Warning: The text box will hold only **1,500 characters**. If your statement is longer than 1,500 characters, provide just a brief statement in the text box. Then send the remaining information by U.S. mail or fax (1-614-752-4810). In your text box statement, be sure to say **“additional information will be sent by U.S. mail”** or **“additional information will be sent by fax.”**

Then click **Certify**.

The screenshot shows the 'File an Appeal' page on the Ohio.gov website. The header includes the Ohio Department of Job and Family Services logo and the text 'Ohio.gov'. The page title is 'File an Appeal'. A user is logged in as 'claimant' with a 'Log out' link. The main content area contains the following elements:

- A message: "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
- A question: "Do you need an interpreter (either Limited English Proficiency or hearing impaired)?" with radio buttons for "Yes" and "No".
- A dropdown menu labeled "Select One" for selecting the type of interpreter.
- A large text box for the appeal statement, with a blue arrow pointing to it. The text above the box reads: "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."
- An "Attachment List" section with a radio button and the text "steps to change password employer view after successful entry.docx".
- An "Add Document" section with a "Browse..." button and "Add", "View", and "Remove" buttons.
- A checkbox that is checked, followed by the text: "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" and "Cancel" buttons at the bottom.

Appeal Confirmation

You will receive an appeal confirmation number.

Continue to file claims for any weeks you remain unemployed. If the appeal is decided in your favor, you may receive payment only for weeks that were properly claimed and are otherwise payable.

If you want to withdraw your appeal, click the **Withdraw** button.

Otherwise, click **Close**.

Ohio Department of Job and Family Services

Ohio.gov

Appeal Confirmation

claimant Log out

Your appeal confirmation number is AP000000000
You filed an appeal on 04/16/2015 against Determination ID # 00000000-0

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

Click the **Close** button to close the window.

System Requirements

Browser Support: To best protect confidential and other important data, Ohio Department of Job and Family Services websites no longer support several outdated web browsers. This includes Internet Explorer 6 or older, Opera 4 or older, and Netscape Navigator. You 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 in your inbox. For best results, use the latest version of Adobe Acrobat Reader. You can download a free version at get.adobe.com/reader.

Important: When filing your claim online, **do not use the back button on your browser**. This will cause an error in processing your application.

To change your responses on previous screens, you must:

1. Log out.
2. Log back in.
3. Advance through each of the previously completed screens, making any changes necessary.



Department of Job & Family Services

Mike DeWine, Governor
State of Ohio

Matt Damschroder, Director
Ohio Department of Job and Family Services

JFS 22758 (2/2024)

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