

Individual Personal Identification Number (PIN) Set-up Instructions for Employer Filed Claims

If your employer filed an unemployment insurance (UI) claim on your behalf, you can create a Personal Identification Number (PIN) by following the steps below:

1. Select [UI Benefit Payment Methods](#) under Online Services to get started.
2. Read the **Advisory and Acknowledgement** details.
3. Click the checkbox to accept and acknowledge the terms and conditions.

Unemployment Insurance Benefit Payment Methods

Advisory and Acknowledgement

- The Georgia Department of Labor has two methods of payment available: Direct Deposit or Debit Card.
- NOTICE: You are responsible for entering correct financial institution information. When you enter a routing number and account number, you are directing money to be deposited to the owner of that account at the financial institution.
- Metabank and Green Dot bank routing and account information is not acceptable for direct deposit.
- Keep your Personal Identification Number (PIN) a secret. Never share your PIN with anyone. You are responsible for the security of your PIN.
- If money is deposited to the wrong financial institution or account based on your entry, the Georgia Department of Labor (GDOL) may be able to attempt a reversal of payment(s) but is not liable, if the funds cannot be recouped from the receiving financial institution.
- If you are unsure, check with your financial institution to get the correct routing and account numbers.
- Do not use the routing number on a deposit slip if it is different from the routing number on your checks.
- By using the Online UI Benefits Services you are consenting to having the information you have entered into the system become part of your claim personal profile record.
- You are certifying that your information is true and accurate to the best of your knowledge. You are responsible for the information that you give.
- You understand the law provides penalties for making false statements or providing false information in order to obtain unemployment insurance benefits.
- Changes made to your account information after 6:00 p.m. ET may take up to 48 hours to become effective.

Unemployment Insurance Benefit Payment Methods Acknowledgement

* I accept and acknowledge that I have read and agree to the terms and conditions stated in the above Unemployment Insurance Benefit Payment Methods Advisory Statement.

4. Enter your **Social Security Number**, and then **Re-enter for verification**.
5. Skip the field labeled **“If you have already set up a PIN, enter it here.”**
6. Enter a 4-digit PIN of your choice in the field labeled **“If you need to set up a PIN, enter it here.”**
7. Re-enter your 4-digit PIN in the field labeled **“Re-enter for verification.”**
8. Click the **Continue** button. (The Personal Information page will display.)

Enter your information to get started.

*Required

Enter Social Security Number: *	<input type="text" value="XXXXXXXXXX"/>
Re-enter for verification: *	<input type="text" value="XXXXXXXXXX"/>
If you have already set up a PIN, enter it here: *	<input type="text" value="XXXX"/>
If you need to set up a PIN, enter it here: *	<input type="text" value="XXXX"/>
Re-enter for verification: *	<input type="text" value="XXXX"/>

ContinueClear this page

9. Enter your **Date of Birth** and your **Mailing Zip Code**.
10. Click the **Continue** button. (The Payment Information page will display.)

Personal Information

* Required

Date of Birth: *

Mailing Zip Code: *

Continue Clear this page

11. Click the radio button for your preferred method of payment.
12. Click the **Continue** button.

Payment Information

You have two options for receiving payments: **Direct Deposit** or **Debit Card**

* Required

What is your preferred method of payment? * Direct Deposit Debit Card

Your current payment method is Debit Card.

Continue Clear This Page Exit

13. Follow the on-screen instructions.