

1. Watch the UI Claimant Video and download and read the Claimant Handbook [here](#).
2. Check [MyUI Claimant Portal](#) for your claim status. Monitor the GDOL website, your email and voicemail closely for messages from the GDOL. Your social security number (SSN) and password are required to use online unemployment claim related services.
3. If you are a federal employee filing for unemployment insurance you must complete the Claimant's Affidavit of Federal Civilian Service, Wages, and Reason for Separation (ES-935), to include proof of your federal wages (e.g. Standard Form 50, Standard Form 8, W-2, pay stubs, etc.) for the last 18 months to your local career center. Learn more about additional requirements [here](#).
4. **Request your weekly benefit payment. You must request a payment each Sunday thereafter to receive payments.** You may do so by selecting the [request for payments link](#) on your MyUI Claimant Portal or calling the Interactive Voice Response (IVR) System at 1.866.598.4164. **You must claim at least one week of benefits for a decision to be made on your claim.** You must report gross wages earned for each week claimed for benefits. Failure to report income could result in your having to repay any overpayment benefits.
5. **If you are permanently separated from your job, register for Employment Services at [Worksourcegeorgiaportal.com](#)** by creating a user account. Be sure to include your social security number to link your [Worksource Georgia](#) account to your UI claim. Make sure your résumé is in the "COMPLETE" status and searchable by employers. You are strongly encouraged to utilize Worksource Georgia in your job search efforts.
6. Be physically able to perform some type of work (even if it is not your regular field of work).
7. Be available to work and have no unreasonable restrictions that keep you from working.
8. Be actively looking for suitable work. You must make a good faith effort to find another job by performing new verifiable work search activities 3 or more days for each week you request payments to include, but is not limited to, developing a work search plan, applying for jobs, interviewing, attending job fairs, developing résumés, and more. Learn more about work search requirements [here](#).
9. Maintain a Weekly Work Search Record, [DOL-2798](#), of your work search activities and submit them to the GDOL either [online](#) or by fax (see form for details) immediately **after** you submit your weekly request for payment.
10. **Respond immediately to all requests for additional information.** It is critical you respond timely as directed by GDOL to avoid delay or denial of benefits.

Employers must be notified when an unemployment claim is filed and indicates a separation from employment. When a reason for separation is other than lack of work, such as, discharge, quit, leave of absence or other nonseparation issues are detected, such as receipt of severance pay, retirement pension, unable or unavailable to work, a benefit eligibility review must be conducted to review the details of the separation/nonseparation as provided by both you and your most recently separated employer. You may be contacted to provide additional information.

Claims are scheduled for review in the order of receipt. Your separation will only be reviewed if you have sufficient wages to establish a valid regular state claim with a weekly benefit amount of \$55 to \$365 based on your insured wages for the last 18 months. The wages available and used to calculate your weekly entitlement will reflect on your Unemployment Insurance Benefit Determination. Once the separation is reviewed, a Claims Examiner's Determination is mailed to you informing you if benefits are allowed or denied.

If benefits are allowed, payments will be released to your preferred payment method within 24-48 hours of the Claims Examiner's Determination being mailed to you.

11. If your personal contact information changes, you must immediately update this information online by going to dol.georgia.gov to ensure you receive GDOL related to your claim by email or mail.