GEORGIA DEPARTMENT OF LABOR

HOW TO FILE FOR UNEMPLOYMENT BENEFITS IN GEORGIA

CREATE A MYUI CLAIMANT PORTAL ACCOUNT TO

- File an unemployment claim.
- Request weekly payments.
- Report your work search activities.
- Check your claim status.

WHAT YOU NEED TO CREATE AN ACCOUNT

- Your social security number (SSN) issued by the Social Security Administration.
- Access to a mobile phone, laptop, or computer with a camera.
- Government-issued photo ID or ID.me login credentials if you are already registered with ID.me.
- A personal email address.

STEPS TO CREATE A MYUI CLAIMANT PORTAL ACCOUNT AND FILE YOUR CLAIM

STEP 1: Set up or reset your password

1. Go to **dol.georgia.gov**, select Login to MyUI, then select Create/Forgot Password and/or PIN.
2. Follow the instructions to set up your profile and verify your identity.

STEP 2: File a claim

1. Enter your social security number and password.
2. Select Apply for Benefits on the MyUI dashboard.
3. Complete the claim application. Read the information carefully and answer all questions fully and accurately.
4. Receive a confirmation number once completed. Keep this for your records.
5. You will receive two emails: 1) Confirming your claim has been submitted. 2) Advising your claim has been processed.

Individuals without Internet access or who need assistance may visit a Georgia Department of Labor Career Center Monday through Friday, 8:00 a.m. to 4:30 p.m.

AFTER YOU APPLY

- Read all correspondence received and respond to requests promptly.
- Submit your weekly request for payments on your MyUI or by telephone at 1.866.598.4164.
- Submit your weekly work search activities on your MyUI or by downloading the Weekly Work Search Record, DOL-2798, on our website and following the instructions on the form to submit.
- Register for employment services online at **worksourcegaportal.com**.
- Check the status of your claim anytime in your MyUI Claimant Portal.
- Be sure to keep your contact information up to date.

DISASTER UNEMPLOYMENT ASSISTANCE

Individuals affected by a presidentially declared disaster may be eligible for unemployment benefits. First, eligibility for regular state unemployment benefits must be determined. If you are not eligible, the GDOL will notify you to apply for disaster unemployment assistance (DUA). DUA applications must be submitted within 60 days from the date the President declares a disaster. Check our website for more information on disasters, including the counties currently declared for individual assistance.

NEED ASSISTANCE?

You may call 1-877-709-8185 or visit your local career center to speak to a GDOL representative Monday through Friday, 8:00 a.m. to 4:30 p.m.