

A close-up photograph of a hand holding a pen, poised to sign a document. The document has the words 'UNEMPLOYMENT INSURANCE' printed in large, bold, black letters. The background is a dark, textured surface.

# HOW TO APPLY ONLINE FOR NEW JERSEY AND PA UNEMPLOYMENT INSURANCE BENEFITS

THIS INFORMATION IS FOR USE AS A MEASURED  
RESPONSE TO COVID 19 PANDEMIC

A microscopic view of several coronavirus particles. The particles are spherical with a textured, spiky surface. They are set against a dark background with a red and white color scheme.

**Coronavirus  
Updates**

# Ready to start?

## Gather the following information:

- **Social Security Number**
- **Alien Registration Number (if you are not a US citizen)**
- **Pension information (if you are receiving any pension or 401k).**
- **Amount and duration of any separation pay you may be receiving.**
- **Recall date (if you expect to be recalled to your job).**
- **Union hiring hall information, including local number and address (if you get work through a union).**



# **IATSE Local 8 IS NOT YOUR EMPLOYER INFO FOR WORK SEARCH REQUIREMENTS**

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- **IATSE LOCAL 8**
  - **Address: 2401 S Swanson St,  
Philadelphia, PA 19148**
  - **Phone: (215) 952-2106**
  - **Military Form DD-214 (if you were  
in the military in the last 18  
months)**
  - **Form SF-8 or SF-50 (if you were a  
federal employee).**
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# Online Assistant

<https://www.iorad.com/player/1165/How-File-an-Initial-Unemployment-Compensation-Claim#trysteps-1>



PA  
UNEMPLOYMENT  
COMPENSATION  
ONLINE  
APPLICATION

- [https://www.youtube.com/watch?v=YykwB\\_uDXis&feature=youtu.be&ab\\_cchannel=PennsylvaniaDepartmentofLabor%26Industry](https://www.youtube.com/watch?v=YykwB_uDXis&feature=youtu.be&ab_cchannel=PennsylvaniaDepartmentofLabor%26Industry)



## NJ HOW TO APPLY ONLINE FOR UNEMPLOYMENT INSURANCE

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VISIT THE NEW JERSEY DIVISION OF  
UNEMPLOYMENT INSURANCE

<https://myunemployment.nj.gov/labor/myunemployment/before/about/howtoapply/infoneeded.shtml>

**Get your information ready.**

**It'll be easier to fill out your application  
that way.**



# NJ how to apply online.

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- In order to apply online for Unemployment Insurance benefits, you must have:
- Worked only in New Jersey in the last 18 months, *or*
- Worked in New Jersey and any other state(s) in the last 18 months, *or*
- Worked for the federal government *and* in New Jersey in the last 18 months, *or*
- Served in the military in the last 18 months and be physically present in New Jersey.
- If you were a maritime employee in the last 18 months or you live outside of the United States, you must [apply by phone](#).



## Get ready the information about your following employer(s):

For each employer that you worked for in the last 18 months, provide the following:

- Complete name and address of employer
- Employer's telephone number
- Your occupation with that employer
- Beginning and ending dates of employment
- Reason for separation **LACK OF WORK**





# Create an Online Account

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- To apply online for Unemployment Insurance benefits, you'll need to *create an account in our online system*.
- If you think you may have already created an account with us but don't remember the details?
- Try using the "Forgot username?" or "Forgot password?" links from the bottom of the [login page](#).
- The following steps explain the process.

**LOGIN**

**Username**

**Password**

**[Forgot your password?](#)**

# Step 1

- Go to the [Create an Account page](#) of our online system and enter your email address.
- Your email address must not contain more than 35 characters.
- Make sure you use an email address that you check regularly.
- We'll use it to send you important information about your claim.



## ***Step 2***

- ***Check your email.***
- After you hit "SEND," we'll send you a link to verify your email address.
- This link is only active for 60 minutes. The email will be sent from [ui-noreply@dol.nj.gov](mailto:ui-noreply@dol.nj.gov).
- You may want to add that email address to your "safe senders" list to make sure it doesn't get flagged as junk email.



# Step 3

## Click the account verification link

- Click the link in the email we send to complete the initial registration process.
- **Remember**, the link will expire after 60 minutes.

*If you do not complete the registration process within 60 minutes .*

*You will need to [re-enter your email address](#) and have a new link sent.*



# STEP 4 CHECK YOUR MAILBOX.

- After you apply for unemployment benefits you will get several different pieces of mail from us. The mailings will most likely come on different days, so don't worry if you don't receive everything at once. Depending on the circumstances of your claim, you may not receive all of the documents listed below. Some of the mail will come from the US Postal Service. We may also contact you via email.
- You may also need to download and print some of our forms to send in by mail or fax. Those are linked in the second tab of the module below. Note that not all forms can be downloaded and printed. Some are created automatically by our claims system and need a [customer service agent](#) to generate a replacement.





**Step 5**  
**Complete**  
**your account**  
**registration**

**After you click the link, you'll be taken to a page where you'll have to enter your personal information..**

**You may encounter page errors if you let your browser autofill the text fields.**

**Please enter all the information manually.**

***A. first and last name***

***B. date of birth (formatted as MM/DD/YYYY, e.g. 04/07/1978)***

***C. Social Security number (without dashes)***

***D. phone number (numerals only)***

***E. email address (the same one you used to register)***

## Step 5 Cont.

- You'll also need to create a password.
- Be sure to remember it and do not share it with anyone.
- Your PASSWORD must contain at least the following
  - *eight characters*
  - *one number*
  - *one uppercase letter*
  - *one lowercase letter*
  - *one of these special characters: ! @ # \$ % &*

# STEP 6 START YOUR JOB SEARCH.

- You must register for work search as an ongoing condition of eligibility for Unemployment Insurance benefits.
- YOU GET YOUR WORK THROUGH A UNION HIRING HALL .

YOU MUST REGISTER

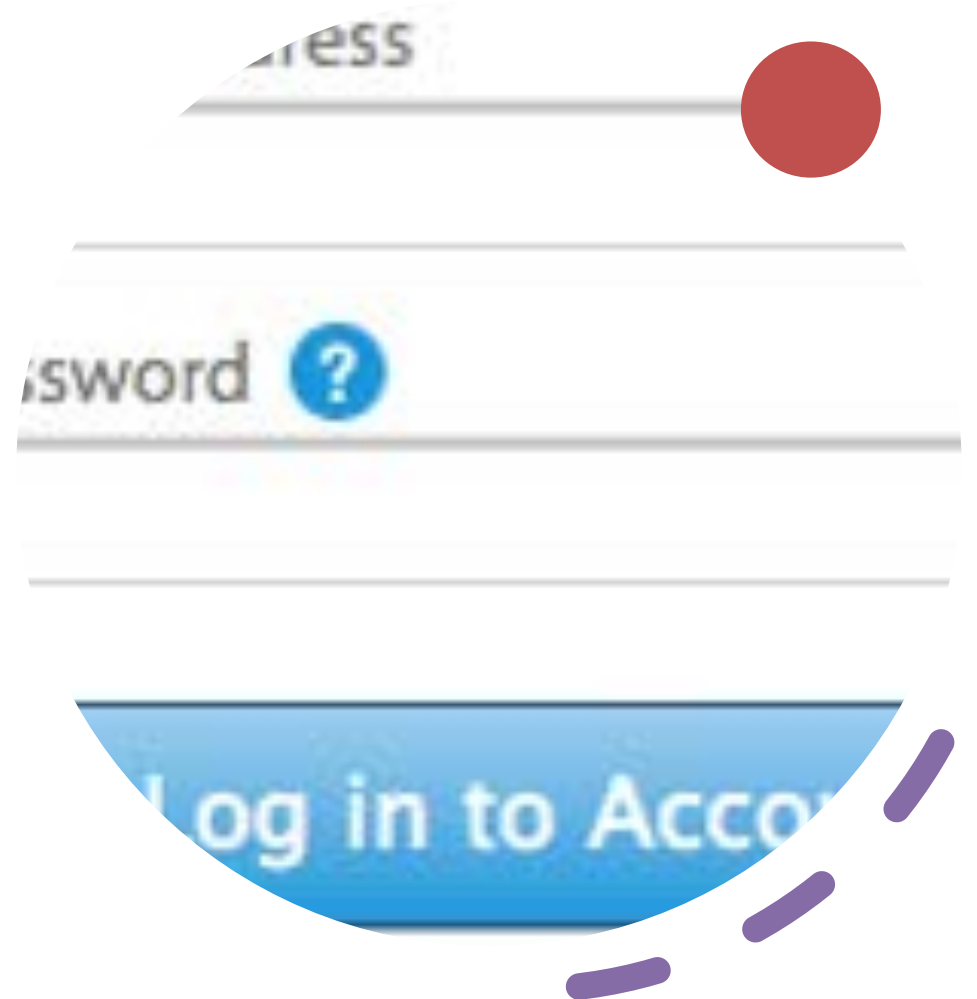
- IN NEW JERSEY YOU MUST REGISTER WITH [https://careerconnections.nj.gov/careerconnections/plan/support/njccsites/new\\_jersey\\_career\\_connections\\_sites\\_index.shtml](https://careerconnections.nj.gov/careerconnections/plan/support/njccsites/new_jersey_career_connections_sites_index.shtml)
- IN PA YOU MUST REGISTER WITH CAREER LINK
- <https://www.pacareerlink.pa.gov/jponline/Common/Registration>



# STEP 7

## Log in to view your account dashboard

- After you complete your registration.
- You will be returned to the main page to log in to your account with the same email address and the password you just created.
- After you are signed in
- You will see your personalized dashboard
- Where you can use the "File a New Claim OR Open an Existing Claim" link to start your application.



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