Guide for Filing a Weekly Claim on the Internet

www.labor.vermont.gov



Seven easy steps to filing electronically

State of Vermont
Department of Labor
5 Green Mountain Drive
P. O. Box 488
Montpelier, VT 05601-0488



• Access the Application



Vermont Department of Labor (VDOL) Claimant Applications can be accessed from any Labor site page.

Simply click "Claimant Applications" and you are on your way to fast and easy filing.

2 Enter Your Identification Numbers



Once "Claimant Application" is selected, the Labor Claimant Portal will be launched.

Enter your Social Security number and your Personal Identification Number (PIN),

then click "Continue."

No one can access your information as it is secured with your PIN, known and maintained only by you.

8 Review Your Unemployment Account Information

This page provides information about YOUR unemployment claim. On-line applications available are indicated at the bottom of the page. Access them by clicking the link provided.

A weekly claim must be filed within 6 days of the week ending. Once the weekly claim is filed, the link will not appear until the following week.

Welcome to the Vermont Department of Labor claimant application Portal. From here you can access a variety of information concerning your UI account. Other applications available to you are indicated below.

Please note: Once you have filed your weekly claim, it may take up to 2 - 3 business days before you will see it posted on this site.

* If you have requested VDOL withhold federal and state taxes from your unemployment benefit, the "Amount of Last Payment" indicated below is your benefit entitlement BEFORE taxes were withheld.

UI Security WARNING

Your personal information will appear here.

If the "Benefit Year Ending" date indicated above has already expired, it will be necessary for you to call the Initial Claims Line at 1-877-214-3330 to reactivate your claim

Please choose one of the functions below. If there are no options indicated or the one you desire is not listed, you must call the Claimant Assistance line at 1-877-214-3332.

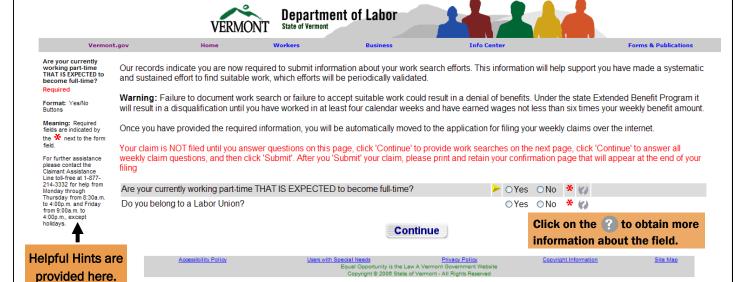
File Your Weekly Claim
Enroll or Update Direct Deposit



Exit

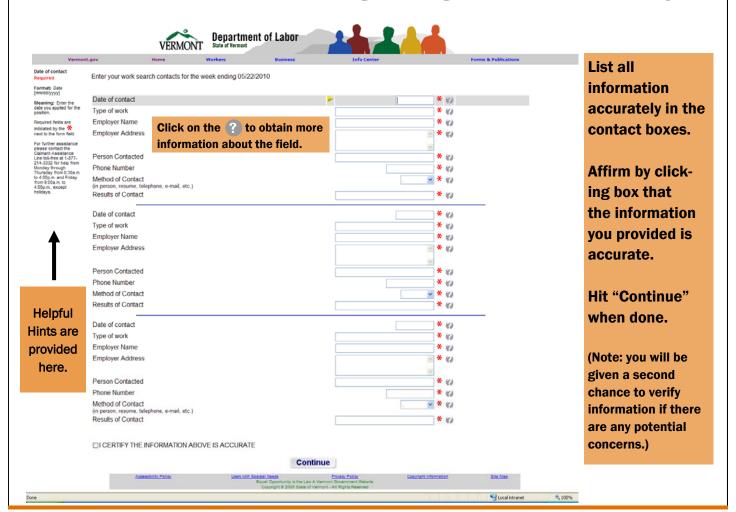
On-line
Applications
available to YOU
are shown here.

Answer Preliminary Questions



To answer the questions relating to part-time work and union membership, simply click the "yes" or "no" button. Hit "Continue" after answering.

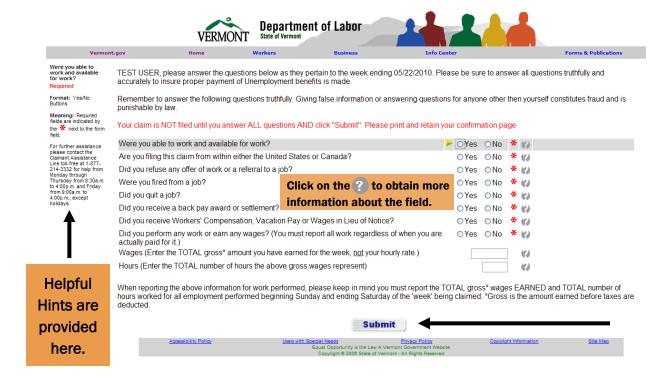
Provide Information Regarding Potential Employers



6 Provide Eligibility Information

To answer the questions, simply click on the "yes" or "no" button. When work is performed, you must report your gross wages EARNED during the week and the number of hours worked. You need to report these totals regardless of when you will be paid for the work.

When all information has been provided, click the "Submit" button.



🕜 Confirm Your Filing



This page confirms your weekly claim was filed. We encourage you to document your confirmation code and to print a copy for your records. Click the "Continue" button to return to the Vermont Department of Labor website.