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
1. **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.
### 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**

<table>
<thead>
<tr>
<th>Date and Time:</th>
<th>9/15/2010 8:03:00 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>TEST USER</td>
</tr>
<tr>
<td>Weekly Benefit Amount:</td>
<td>425.00</td>
</tr>
<tr>
<td>Balance:</td>
<td>3400.00</td>
</tr>
<tr>
<td>Benefit Year Ending:</td>
<td>11/20/2010</td>
</tr>
<tr>
<td>Last Paid Benefit Week:</td>
<td>03/27/2010</td>
</tr>
<tr>
<td>Date of Last Payment:</td>
<td>03/29/2010</td>
</tr>
<tr>
<td>Benefit Entitlement*:</td>
<td>$425.00</td>
</tr>
<tr>
<td>Taxes being withheld*:</td>
<td>No</td>
</tr>
<tr>
<td>Direct Deposit:</td>
<td>Cancel Pending</td>
</tr>
<tr>
<td>Return to Work Date:</td>
<td>12/19/2010</td>
</tr>
<tr>
<td>Required to Look for Work?</td>
<td>No</td>
</tr>
<tr>
<td>1099 Information:</td>
<td>$0.00 for tax year 2009</td>
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<tr>
<td>Federal Withholding:</td>
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<tr>
<td>State Withholding:</td>
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</tr>
<tr>
<td>State E.I.D No.:</td>
<td>03-0272593</td>
</tr>
</tbody>
</table>

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](#)

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On-line Applications available to YOU are shown here.
4 Answer Preliminary Questions

Our records indicate you are now required to submit information about your work search efforts. This information will help support you have made a systematic and sustained effort to find suitable work, which efforts will be periodically validated.

Warning: Failure to document work search or failure to accept suitable work could result in a denial of benefits. Under the state Extended Benefit Program it will result in a disqualification until you have worked in at least four calendar weeks and have earned wages not less than six times your weekly benefit amount.

Once you have provided the required information, you will be automatically moved to the application for filing your weekly claims over the internet.

Your claim is NOT filed until you answer questions on this page, click ‘Continue’ to provide work searches on the next page, click ‘Continue’ to answer all weekly claim questions, and then click ‘Submit’. After you 'Submit' your claim, please print and retain your confirmation page that will appear at the end of your filing.

Are you currently working part-time \( THAT \) IS EXPECTED to become full-time? Required

- Yes
- No

Do you belong to a Labor Union?

- Yes
- No

Helpful Hints are provided here.

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

5 Provide Information Regarding Potential Employers

List all information accurately in the contact boxes.

Affirm by clicking box that the information you provided is accurate.

Hit “Continue” when done.

(Note: you will be given a second chance to verify information if there are any potential concerns.)
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.

7 Confirm Your Filing

Thank you for filing your weekly claim. Please print this page as confirmation of your filing. If you are unable to print this page please write down your confirmation code.

Confirmation Code: a99b9999abcd

Claim Confirmation for TEST USER
Week Ending: 05/22/2010
Filed On: 11/22/2010 1:19:09 PM
Wages: $0.00
Hours: 0

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.