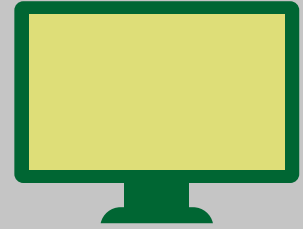


UNEMPLOYMENT INSURANCE

How to Establish or Re-Open a Claim



Have you established an initial claim for unemployment insurance benefits with the Vermont Department of Labor in the last 12 months? If so, you likely have an open benefit year and will need to re-open your claim. If you are unsure, go to labor.vermont.gov and log-in to the UI Claimant Portal to check your status. If you are unable to log-in, please review the steps below.

Establish an Initial Claim for Benefits

- Visit labor.vermont.gov/stepsforunemployment to establish a new claim for benefits.
**Please note: An email address is required to establish an initial claim online. Claimants will receive email communications from the Department regarding future claim and payment information.*
- Once your claim has been established, you can continue to file a weekly claim for benefits through either the UI Claimant Portal at labor.vermont.gov or over the phone by dialing 1-800-983-2300.

How to Re-Open a Claim for Benefits

- Log into the UI Claimant Portal using your Social Security Number and account PIN.
- If you do not remember your PIN or have any other problem, contact our Claimant Assistance Center at 1-877-214-3332.
- Once logged-in, click the “re-open your claim” link on the welcome page.
- After re-opening your claim, continue to file your weekly claim for each week you are unemployed, either through the UI Claimant Portal or by phone at 1-800-983-2300.

Claimants are required to inform the Department of Labor of any remunerations including, but not limited to: Severance Pay, Holiday Pay (Holidays as defined by State law or the Unemployment Insurance Board Rule), Vacation Pay, Sick Pay, and Wages in lieu of notice. Complete information about a claimant's responsibilities while filing for unemployment can be found in the Department's UI Claimant Handbook.