

Step-by-Step Unemployment Insurance Initial Claim Application

Identity Verification

1. Click on uicclaim.labor.Vermont.gov, it will redirect you to a sign in page and from there click on “*Create an Account*” button.
 - a. If you have already created an account, you can sign in with your Email ID and Password and click on “*Log In.*”

Log in to get started

Email Address *

Password *

[Forgot Password?](#)[Unlock your account.](#)Forgot your e-mail or have other account issues? See our [info site](#).

Don't have an account?

State of Vermont
Department of Labor

2. Complete the fields and click on “*Create Account*” button.

Create an account

Required Fields (*)

Email Address *

You'll use this email address to log into your account.

Password *

[\(view password requirements\)](#)

First and Last Name *

Alternate Email

Phone

[Terms for creation and use of a myVermont account.](#)

Create account

[Return to login](#)



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3. You will be sent a verification email to the email address provided when creating your account.

Verification email

Please check your email and use the link to verify your account.

Please note that some email providers, including Gmail, may take longer to process your verification email. It may take up to fifteen (15) minutes or more to receive your verification email.


[Return to login](#)

4. Click on “*Activate Account*” from the email.

Public Message > Activate your my.vermont.gov account - (DEV)

To	johnvdol
From	no-reply@my-dev.vermont.gov
Sending IP	167.89.126.180
Received	2023-07-16 07:29:59


HTML TEXT JSON RAW LINKS SMTP_LOG ATTACHMENTS



To verify your email address and activate your account, please click the following link:

[Activate account](#)

This link may be used only once.



This is an automatically generated message from State of Vermont. Replies are not monitored or answered.

5. Once the account is activated, you will be redirected to the identity proofing acceptance field. Please fill out the information asked, check the “*I Agree*” checkbox, and then click on the “*I Agree*” button.

You are about to begin an identity proofing process which is required to use the application **Vermont UI - Initial Claims**. We will collect some basic information and then ask some follow up verification questions. If this process is unsuccessful, you will be able to request assistance from a Vermont state employee.



IMPORTANT NOTICE: You, **John Doe**, understand that by clicking on the "I AGREE" button at the bottom of this form, you are providing "written instructions" to the State of Vermont under the Fair Credit Reporting Act authorizing Vermont to obtain information from your personal credit profile or other information from Experian. You authorize Vermont to obtain information solely to verify your identity and establish you as either a resident of Vermont or a person transacting with the State of Vermont.

* All Fields are Required

Social Security Number (SSN)*

Current Address Line 1*

City*

State*

Zip code*

I AGREE*

You understand that by clicking on the "I AGREE" button immediately preceding this notice you are providing "written instructions" to the State of Vermont under the Fair Credit Reporting Act authorizing Vermont to obtain information from your personal credit profile or other information from Experian. You authorize Vermont to obtain information solely to verify your identity and establish you as a resident of Vermont or a person transacting with Vermont.

I AGREE

- You will be taken to the Identity Proofing page. Select correct answers for all the questions on the page and click "Submit Your Answers" button. You must answer the questions correctly to pass verification and file your initial UI Claim online.

Please answer these follow up questions. 

Instructions: Select and answer for all of the questions.

Question 1: According to your credit profile, you may have opened a mortgage loan in or around January 2021. Please select the lender to whom you currently make your mortgage payments. If you do not have a mortgage, select 'NONE OF THE ABOVE/DOES NOT APPLY'.

Select an answer 


Question 2: Which of the following institutions do you have a bank account with? If there is not a matched bank name, please select 'NONE OF THE ABOVE'.

Select an answer 

Question 3: Which one of the following retail credit cards do you have? If there is not a matched retail credit card, please select 'NONE OF THE ABOVE'.

Select an answer 

Question 4: Using your date of birth, please select your astrological sun sign of the zodiac from the following choices.

Select an answer 

SUBMIT YOUR ANSWERS



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7. If your identity is successfully verified, you will receive an identity verification message. Click *“Return to Vermont UI – Initial Claims.”* Note that you may experience a short delay in seeing the button.
 - a. If your identity cannot be verified, you will see a message directing you to call the Claimant Assistance Line.



Your identity was verified to level 2. ✕

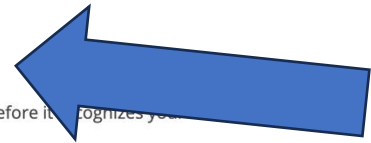
Completing updates to your My.vermont.gov profile...

All Set!

Your identity has been verified to level **2**.

[RETURN TO VERMONT UI - INITIAL CLAIMS](#)

NOTE: You may need to logout and login again of the "Vermont UI - Initial Claims" application before it recognizes you as a user who has completed identity verification.



8. If *"Identity Verification"* is successful, you will be redirected to the UI Initial Claim application.

9. Please complete the application and submit it.



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Welcome to the Vermont Department of Labor Online Portal for New Unemployment Claims. Please read the instructions below carefully before selecting "Next."

Instruction Page

The following form will allow you to apply for unemployment insurance benefits. Once submitted, your application will be reviewed by the Vermont Department of Labor and your eligibility will be determined. To read about unemployment insurance benefits, and your rights and responsibilities while filing, please click here to review your claimant handbook.

The information you will need to begin the process of filing an initial claim for benefits is as follows:

- 1) Social Security Number
- 2) Address (mailing and home address, if different)
- 3) Telephone Number (including area code)
- 4) Banking Information (for enrollment in Direct Deposit)
- 5) Alien Registration Number (if not a U.S. citizen)
- 6) Amount and duration of any separation pay you may receive (vacation, severance, wages in lieu of notice)
- 7) Recall Date (if you expect to be recalled to your job)
- 8) Valid Driver's License Number
- 9) Military Form DD-214, Member 4 Copy (if you were in the military in the past 18 months)
- 10) Form SF-8 (if you worked for the Federal Government during the past 18 months and received one)
- 11) The following information for every employer you worked for during the last 18 months:
 - Complete name and address
 - Payroll address (if different)
 - Telephone number (including area code)
 - First and last date of employment
 - Reason for separation

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Please provide the information requested below based on your personal information. This information will be used to verify your claim with the Vermont Department of Labor.

Contact Information

* Social Security Number 123456789	* First Name Test
Middle Initial	* Last Name Testing
* Gender Female	* City Test city
* Mailing Street 342 main	* Zip 34343
* State Vermont	* Email test@gmail.com
* Birth Date Jul 4, 2021	
* Vermont Driver License or Privilege Number Vermont123 Verify	<input type="checkbox"/> If you do not have a Vermont Driver License or Driver Privilege Card please check this box
Vermont Driver License or Privilege Number verified successfully.	
* Telephone Number (234) 234-2343	

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If you are an Independent Contractor, please provide the name and address of the business you worked for along with the date you started work for the business and the last day you performed work.
If you are Self-Employed, please provide the name and address of your business along with the date you started your business and the last day you performed work.
Please search for the name of your "Last Employer" below. Your last employer is the one you last performed work for. The address information will automatically populate once selected. If you cannot find your employer, please call the Vermont Department of Labor at 877-214-3332.

Employment Information

Enter information from the employer you are separating from.

I am an Independent Contractor I am self-employed or Sole Proprietor

* Last Employer or Indicate your Business Name
Test If you are unable to find your employer, please enter the employer name and address and check this box

* Employer or Business Address 1
123 Test St
Employer or Business Address 2

* City
Test City
* State
California

* Zip
23345
* DOL State Worked In
California

* Last Employment Start Date
Apr 18, 2023
* Last Employment End Date (If Self-Employed, list end date)
Jul 18, 2023

* Reason for filing
 Quit Quit for Health Reason Laid Off Fired Working Part Time

* Is your separation from employment a direct result of the federally declared disaster in July 2023?
 Yes No

If applicable, return to work date

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Please specify your citizenship and veteran status below

Citizenship

- * U.S. Citizen
 Yes No
- * Are you a military service veteran?
 Yes No

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Please complete the below information based on payments that will be received. Select the relevant checkbox(es) and complete the required fields before selecting "Next"

Monetary Information

- Vacation Pay
- Gross Vacation Pay Amount Vacation Rate of Pay
- Vacation Pay Number of Hours Vacation Pay Number of Weeks
- Wages in Lieu Of Notice
- Gross Wages in Lieu Of Notice Amount Wages in Lieu Of Notice Rate of Pay
- Wages in Lieu Of Notice Number of Hours Wages in Lieu Of Notice Number of Weeks
- Severance Pay
- Gross Severance Pay Amount Severance Rate of Pay
- Severance Pay Number of Hours Severance Pay Number of Weeks
- Pension
- Gross Pension Amount (Indicate only if you did not contribute to plan)
- * Workers Compensation, are you or will you receive it?
 Yes No
- * Have you received it within the past six months?
 Yes No

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Of the following list below, please select all that applies to you. If none apply, you may skip down to the question "Have you filed for any benefits in this state or another state, including Canada in the past 12 months".

Applicable Events

- Check all that apply
- Served on active duty in the military during the last 18 months
 - Worked for the federal government in the last 18 months
 - Worked for a business you owned
 - Related to the owner of business you worked for
- * Have you worked in another state or Canada in the past 18 months?
 Yes No
- * Have you filed for any benefits in this or another state, including Canada within the past 12 months?
 Yes No

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Please answer the following questions as they relate to your ability and availability to seek and accept work.

Job Information


* Are you self employed, attempting to become self-employed, working on a commission basis or engaged in any activities or hobbies from which you earn money?
 Yes No

* Are you able & available to return to full-time work?
 Yes No

* Are you available for all shifts normal to your occupation? Answering "No" may disqualify you.
 Yes No

* Are you currently attending or planning to attend school or training?
 Yes No

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Please select your preferred method of payment. If you have elected to be paid by check it will be mailed to the address you provided in the Contact Information section of this form. If you are choosing direct deposit, you must verify your Routing number and Account number before proceeding. Unemployment Insurance is taxable income. You must select "yes" or "no" to the withholding of Federal and State income tax.

Payment Information

* Unemployment benefits is taxable income. Do you want State and Federal taxes subtracted from your unemployment benefits each week?
 Yes No

* Payment Method
 Check Direct Deposit

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You must type your name into the field labeled "submitted by", check the box that this information is true, and check the box "I'm not a robot" before clicking on the submit button.

Attestation

* Submitted by: Date of Attestation:

I attest, under penalty of perjury, that all information provided on this form is true.

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10. Once the application is submitted, you will receive a confirmation number and an email that your UI Initial Claim application has been submitted.

**Thank you for submitting your Unemployment Insurance claim**

Thank you for submitting your Unemployment Insurance claim. Your application has been received and will be processed as soon as possible. Once your application has been entered you will receive a monetary determination in the mail. You will need to read and understand your rights and responsibilities outlined in the Claimant Handbook.

Your confirmation number is:

02338041

[View The Department Of Labor website](#)

UNEMPLOYMENT INSURANCE

When to file your first weekly claim

IF YOU FILED YOUR <u>INITIAL CLAIM</u>	YOU CAN FILE YOUR <u>WEEKLY CLAIM ON</u>
Monday - Thursday	The following Sunday, Monday, Tuesday, Wednesday, or Thursday
Friday - Saturday	The following Tuesday, Wednesday, Thursday or Friday
Sunday	The next Sunday, Monday, Tuesday, Wednesday or Thursday

Weekly claims cannot be filed on Saturdays

You can create a profile on the claimant portal to file your weekly claim online.

You can also file your weekly claim using the automated phone system at: 800-983-2300