

How to Apply for NYS Unemployment Insurance Benefits

When to Apply

If you are filing a new unemployment insurance claim, the day you should file is based on the first letter of your last name.

- 1. If your last name starts with A F, file your claim on Monday
- 2. For last names starting with G N, file your claim on **Tuesday**
- 3. For last names starting with 0 Z, file your claim on Wednesday

If you missed your filing day, file your claim on Thursday, Friday or Saturday.

What You Will Need To Apply

- Your Social Security number
- Your driver license or Motor Vehicle ID card number (if you have either one)
- Your complete mailing address and zip code
- A phone number where they can reach you from 8 am 5 pm, Monday–Friday
- Your Alien Registration card number (if you are not a U.S. Citizen and have a card)
- Names and addresses of all your employers for the last 18 months, including those in other states
- Your first and last date of work
- Employer Registration Number (EIN) or Federal Employer Identification Number (FEIN) of your most recent employer. You can find the EIN or FEIN number on your W-2 Forms. You may also find it by Googling the company you work for (Example: Amy's Bread EIN number). If you do not have your W-2 or cannot find your EIN or FEIN number online, <u>contact your employer immediately</u>.
- Access to a computer and some paper and a pen to write things down

Step 1: Go to Unemployment Website

-Go to https://www.ny.gov/services/get-unemployment-assistance -Click on the "Get" button



Get Unemployment Assistance

Apply for unemployment insurance benefits to receive temporary income while you search for a job.

AVERAGE TIME OF TRANSACTION

60+ 2

MINUTES

GET

Step 2: Filing a New Claim

-Click on "File a New Unemployment Insurance Claim Here"

Department of Labor	Traducir	
<u>Home</u> » Online Services For Indivi	uals	
Online Services Fo	r Individuals	
	insurance claim here. This is only for new unemployment insurance claims. If you see use the NY.gov sign in below to make weekly certifications or to view your claim	
throughout New York St	site 🗇 if you're looking for a job. There are immediate openings in key industries te. <u>abor is hiring!</u> 🧔 Read about our current job openings.	
NY.gov I	Use your NY.gov ID to sign in to your online account with the Department of Labor or create a new account in the NY.gov ID box to the left.	
This page is for NY.gov IDs or Your SSN/PIN will not work on page. NY.gov Username		
NY.gov Password	▶ With an online account, you can	
Sign In	 If you already have an NY.gov ID If you do not have an NY.gov ID 	
Forgot your <u>Username</u> or Pass <u>NY.gov - Terms of Service</u>	Still need help? Important Reminders	

Step 3: Login Prompt

-Click on "Login"

Unemployment Insurance Benefits Department of Labor	
Login	
LOGIN	

Step 4: Login Screen

-To create your NY.gov ID, click on "Don't have an Account?"

-If you already have an account, enter your Username and Password to sign in

- NY.gov ID	Online Services	FAQs	About NY.gov ID	Help Desk Information	Privacy Policy	Terms of Service
Login						•
					IY.gov ID	
				Username		
				Password	:	
					Sign In	
				Forgot your US	ername or Password	d
				NY.gov	/ ID - Terms of Service	
				Don't ha	ave an Account?	

Step 5: Create your NY.gov Account

- -Fill in your information and create your Username
- -Write your username down on a piece of paper in case you forget
- -Click on "I'm not a robot" and complete the task, then click on "Create Account"

- NY.gov ID	Online Services	FAQs	About NY.gov ID	Help Desk Information	Privacy Policy	Terms of Service
				NY.gov ID SEL	F REGISTRA	TION
User Information						Personal Privacy Protection Law Notice
				First Name	* First Name	
				Last Name	Last Name	
				Email	* Email	
				Confirm Email	Confirm Email	
Login Information						
				Preferred Username	Preferred Username	Check
				I'm not a robe	reCA	APTCHA cy-Terms
						Step 1 of 3

Step 6: Confirm Account Information

-Review the information and click on "Continue"

- NY.gov ID	Online Services	FAQs	About NY.gov ID	Help Desk Information	Privacy Policy	Terms of Service	
				NY.gov ID SE	LF REGISTRA	TION	
	Before you continu	ue, please c	heck the information be	low. If any information needs t	to be corrected, pleas	e click on the "Back" button below and make the necessary corrections	
				First Name : Last Name : Email : Username :			
				Back	Continue	Step 2 of 3	
	If you need further assistance: <u>Click here for agency assistance & contact info</u>						

Step 7: Account Activation Email Message

-Go to your email and find the message from NY.gov to complete the registration

NY.gov ID	Online Services	FAQs	About NY.gov ID	Help Desk Information	Privacy Policy	Terms of Service
				NY.gov ID SE	LF REGISTRA	TION
			P	an activation email has bee	en sent to -	
						oted to set your password, and select 3 security questions & answers.
lf you d	o not click on the link w	vithin 48 ho	urs, you will be required t	o come back to this website and	re-register your accou	nt. Please check your junk mail filters/folders in case the activation email gets blocked.
					Finish	
						Step 3 of 3

Step 8: Activation Email Message

-From your email, open the message from noreply@labor.ny.gov

- -Click on link to complete the registration
- -This will bring you back to the NY.gov website

From: <noreply@labor.ny.gov> Date: Fri, Apr 3, 2020 at 8:49 AM Subject: Individual Account Creation for Online Services To: < ***This is an automated e-mail. Please do not reply to it.*** Please click on the link below to validate your e-mail address with the Department of Labor and to go back to the registration page. Click here to continue with the registration process If you are unable to click the above link, please copy and paste the following web address into your browser's address bar https://applications.labor.ny.gov/IndividualReg/xhtml/individual/accountInformation.faces?key=zEycXoDgkniyD0nDbCRPmyDxalL9g4hJP6H7IJv%2BC1ZaJy1tlA3ri% 2B9ZRu4IM6%2FaD8zYU%2BOwV4eXp2AlvJqWi3ZX9hT9L1udr3luh%2B4wnHbZd4ax5A67IZvIYA3u5Ur1r3O54WO11IKFHWizYrhTqPn1Plq3KqvX dfE68U78Bt%2F8H%2FdqVdri2A%3D%3D

Step 9: Set Up Your Security Questions

-Select 3 questions from the drop-down list and type each answer

-Write down the questions and answers on a piece of paper in case you forget

You are now ready to activate your NY.gov I	d.		
During this process, you will need toSet 3 valid secret questions and answers.Set a new password.	·		
Secret Questions			
* indicates required field			
*Question 1	What was the name of my	first pet?	▼
*Answer	····	*Confirm Answer	····
*Question 2	What was my first grade te	acher's last name?	T
*Answer		*Confirm Answer	
*Question 3	What is your favorite veget	able or fruit?	
*Answer		*Confirm Answer	
		Continue	

Step 10: Set Up Your Password

-Type a new password and click on "Set Password"

NY.gov ID	Online Services	FAQs	About NY.gov ID	Help Desk Information	Privacy Policy	Terms of Service
Password Chang	e Request					
	1	- c _e ti y	👝 , please change you	r current password before cor	itinuing.	
			New Passwo	rd [*] Minimum 8 characters with at least 3	letters and 1 number.	
			Confirm New Passwo	rd [*]		
			Set Passwor	rd Clear this form		

Step 11: Password Confirmation

-Write your password down on a piece of paper in case you forget



Step 12: Account Creation

-Click on "Go to MyNy"

NY.gov ID	Online Services	FAQs	About NY.gov ID	Help Desk Information	Privacy Policy	Terms of Service	
			NY.gov	ID ACTIVATION			
							Log out
			You have success	fully activated your NY.gov Id!			
			Please click or	one of the buttons below.			
		Go	to MyNy A portal to view	the NYS applications you have a	ccess to.		

Step 13: Confirm Your Social Security Number

-Enter your SSN and click on "Next"



Unemployment Insurance Benefits Department of Labor



Unemployment Insurance Claimant

You might have to enter your Social Security Number (SSN) more than once because when we process your initial application for UI benefits, we also verify that your SSN is correct and really yours. This step ensures your protection from identity theft. Once your application is successfully processed and you sign in with a NY.gov ID, you will not have to enter your SSN again.

Social Security Number



Step 14: PIN and Security Answer

-Create a 4-digit PIN number and type in your Mother's Maiden Name; then click on "Submit" -Write down this information on a piece of paper in case you forget

	ou will need it if you call the Telephone Claims Center (TCC). 20 weeks of benefits if you allow another person to use yo	
	nother person, you must make sure you are present each ti /ou will be responsible for your helper's actions. You may be	
UI Claimant		Required Field *
4-Digit PIN *	Show	
Confirm PIN *	Show	
Mother's Maiden Name *	Show	
Confirm Mother's Maiden Name*	Show	

Step 15: Unemployment Insurance Benefits Homepage

-Click on "File a Claim"

Unemployment Insurance Benefits Online

Please select from one of the following:

File A Claim

You may use this system to file a claim for Unemployment Insurance benefits. If you apply for Unemployment Insurance benefits today, your claim will be effective the Monday of the current week. This online system is available between the hours of 7:30 am to 7:30 pm Monday through Thursday (Eastern Time), Friday, 7:30 am to 5:00 pm, all day Saturday, and Sunday until 7:00 pm.

File A Claim

Get your NYS 1099-G

You may use this option to view and print 1099Gs. (Make sure to close document window after viewing/printing.) Each year 1099G information for the prior calendar year will be available after January 9.

2019 • Get Your NYS 1099-G

Step 16: Filing a New Claim

-Review information and click on "Continue"

Complete Original Claim

My Account Services « Sign Out « Terms and Conditions « Privacy Policy « Help «

Unemployment Insurance Benefits - Filing a New Claim

Can I apply for Unemployment Insurance benefits?

If you apply for Unemployment Insurance benefits today, your claim will be effective 4/13/2020. If you have worked or will work four or more days or earn more than \$504.00 gross pay between 4/13/2020 - 4/19/2020, you cannot file your claim at this time. You must wait until next Monday, 4/20/2020, in order to file if you are still unemployed.

What information will I need to file a claim?

To complete the online application, you will need the following information:

- Valid New York State driver's license or Non-Driver Photo Identification Card number (if you have either one)
- Your complete mailing address and zip code
- Telephone number where we can contact you between 8 am and 5 pm Monday through Eriday

Step 16: Filing a New Claim (cont'd)

 Complete name, address, zip code and phone number of your most recent employer Alien Registration card number (if you are not a U.S. Citizen) If you are unable to print, have a pen and paper available to write down important information If you choose to have direct deposit of your weekly benefits, you must have a check handy in order to enter your bank routing and checking account numbers If you currently reside in Canada or your most recent employer has a Canadian address, you must file for unemployment insurance benefits by calling the Telephone Claims Center at 1-888-209-8124. If you have not worked in New York State in the last 18 months, but worked in one or more states other than NYS, you may be able to establish a claim with one of the states which you worked. If you have not worked in New York State in the last 18 months, but worked in two or more other states, you may be able to establish a combined wage claim with any of the states in which you worked. Your wages will be combined and your benefits will be calculated under the law of the state in which you file your combined wage claim. This may increase your benefit amount. You should know that state unemployment laws, weekly benefit amounts, and eligibility requirements vary between the states. Click here for information and filing instructions in other states.

Continue

Step 17: Application (Step 1)

Unemployment Insurance Benefits	Sign Out
SAVE AND CONTINUE LATER	
Step 1	
1. This week, beginning Monday 4/13/20, how many days have you worked?	
0	
2. This week, beginning Monday 4/13/20, were your gross earnings more than \$504?	
O Yes 🖲 No	
3. What was the last day that you worked?	
2020-04-02	
4. Was your employment status impacted by COVID-19?	
● Yes ○ No	
< PREV NE	XT

Step 18: Application (Step 2)

SAVE AND CONTINUE LATER	
Step 2	
Your mailing address	
1. Did you work in New York State in the last 18 months?	
O Yes 🖲 No	
2. Did you only work in New York State, one or more states other than New York, or did you	u not work?
I only worked in New York	
3. Do you currently live in New York State?	
● Yes ○ No	
4. Were you discharged from the military within the last 18 months?	
○ Yes ● No	
5. Was your last employment as a federal civilian employee whose last duty station was out	side the United States?
○ Yes ● No	
< PREV	NEXT

Step 19: Application (Step 3)

-Fill in your information and scroll down

Unemployment Insurance Benefits	Sign Out
SAVE AND CONTINUE LATER	
Step 3	
Your name	
First Name	
Middle Initial	
Last Name	
Any other last name under which you worked during the last 18 months (optional):	

Step 19: Application (Step 3, cont'd)

-Fill in your information and click "Next"

	Date of Birth	
	yyyy-mm-dd	
	Social Security Number	
	New York State Driver's License or the number of your NYS Non-Driver Photo ID	
	I don't have a NY Driver's License	
	or NYS Non-Driver Photo ID Card	
	How many employers have you worked for in the past 18 months?	
< F	PREV	NEXT

Step 20: Application (Step 4)

-Fill in your information and scroll down

VEW VORK Unemployment Insurance Benefits STATE Department of Labor	Sign Out
SAVE AND CONTINUE LATER	
Step 4	
Your mailing address	
Enter the number and street name or enter "P.O. Box" and the number	
City	
State	
NY	\sim
Zip Code	

Step 20: Application (Step 4, cont'd)

-Fill in your information and click "Next"

	Zip Code]
	Telephone	
	Are you a veteran?	
	○ Yes ● No	
	Are you a citizen of the U.S.?	
	○ Yes ● No	
	Please enter your Alien Registration number (numbers after the letter "A")	
<	PREV	NEXT

Step 21: Application (Step 5)

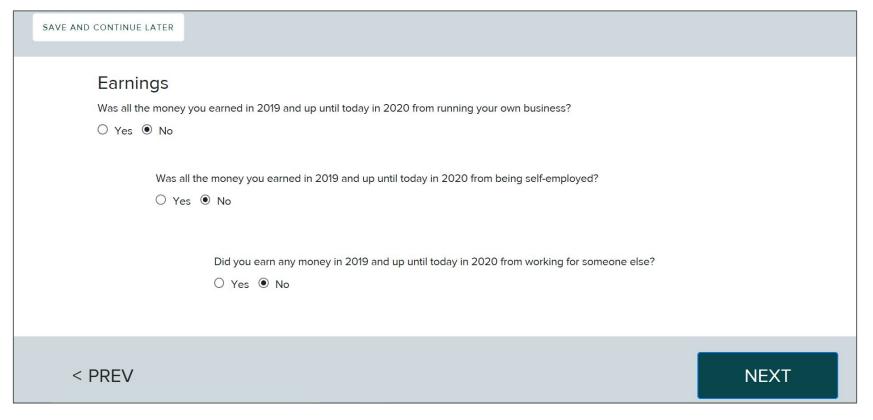
-Answer each question and scroll down

6. Do you	u want 10% of your weekly Unemployment Insurance benefits witheld for Federal taxes?
• Yes	O No
7. Do you	u want 2.5% of your weekly Unemployment Insurance benefits withheld for State taxes?
• Yes	O No
8. Would	you like to register to vote or make changes to your current voter registration?
O Yes (No
9. Ethnici	ity
Dono	t wish to answer

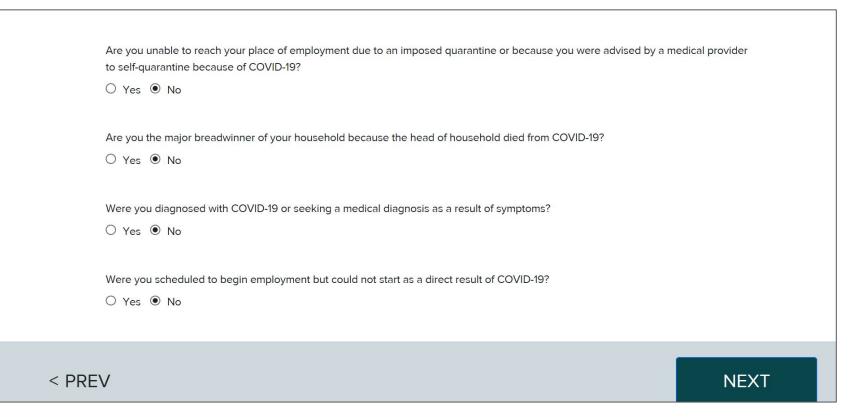
Step 21: Application (Step 5, cont'd)

10. Race	
Do not wish to answer	~
11. Are you a person with a disability?	
No	~
12. Did you lose all your employment due to lack of work?	
● Yes ○ No	
< PREV	NEXT

Step 22: Application (Step 6)



Step 23: Application (Step 7)



Step 24: Application (Step 8)

SAVE AND CON	NTINUE LATER	
A	vailability	
	Are you only seeking part-time employment?	
	○ Yes ● No	
	What was your last day of work, or the date that you became unable to work, as a direct result of COVID-19? 2020-03-06 Are you unemployed for COVID-19, but otherwise able and available to work? • Yes O No	
< PR	EV	NEXT

Step 25: Application (Step 9)

-Click on the drop down list and select "Direct Deposit" or Key2benefits card -Fill in your bank information if using Direct Deposit and click "Next"

SAVE AND CONTINUE LATER	
Benefit Payment Details Do you want to receive your benefits by direct deposit or debit card?	
Direct Deposit	\checkmark
9-Digit Bank Routing Number	
Checking Account Number	
	×
	NEYT

Step 26: Application (Step 10)

-Fill in your annual net income (this information should be on your tax documents) and click "Next"

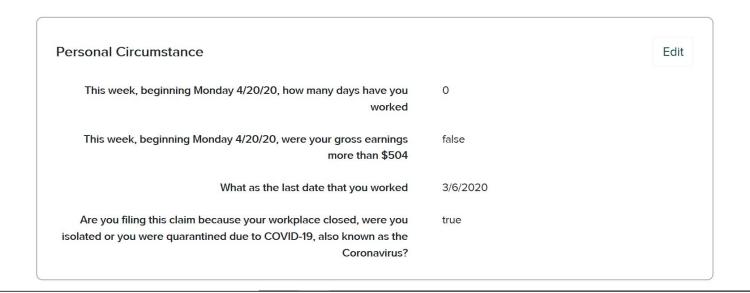
SAVE AND CONTINUE LATER	
Pandemic Unemployment Assistance What was your annual net income for your most recently filed tax year?	
< PREV	NEXT

Step 27: Information Review

-Review ALL information and scroll down

Review Your Claim

You have completed the Unemployment Insurance Benefits application. Verify that the information you have provided is complete and accurate by reviewing your application.



Step 27: Information Review (cont'd)

-Review ALL information and click "Submit"

Personal information	Edit
First Name	
Middle Inittial	
Last Name	
Any other last name under which you worked during the last 18 months:	
Date of Birth	
New York State driver's license or the number of your NYS Non-Driver Photo ID card	
I don't have a NY driver's license or NYS Non-Driver Photo ID card	
How many employers have you worked for in the past 18 months?	

Step 28: Confirmation Page

-Review ALL information and click "Sign Out"

-You may want to save or print out this page for your records



Unemployment Insurance Benefits Department of Labor





Submission Confirmed

Thank you for submitting your unemployment insurance claim with the New York

State Department of Labor.

To complete your claim, a Department of Labor call center agent will call you within 72 hours. You do not need to contact the Department of Labor -- we will contact you at the number that is listed in your claim. To verify that a caller is from the Department of Labor, they will verify the date you filed your claim.

** IMPORTANT - READ AND PRINT THIS PAGE **

Read and print this page for your records. If you cannot print this page, you should write down the information below so that your claim can be processed. Complete All Questionnaires

The information that you have provided on the web application has been saved. However, to complete your claim, you will need to speak with a claims specialist to provide additional information about your claim.

Complete All Questionnaires

Complete All Questionnaires

You may receive questionnaires in the mail that must be completed and returned. Failure to do so will delay your claim or result in the denial and/or suspension of benefits. The Department of Labor will determine your eligibility for benefits based on the information we receive. Failure to complete forms or questionnaires may affect your eligibility for benefits. If we determine that you are not eligible for benefits, you will receive a Notice of Determination from us in the mail explaining why. If we determine that you are not eligible to receive benefits, you may be required to repay some or all of these benefits. In addition, if we determine that you made willfully false statements to obtain benefits, you may be required to pay additional monetary penalties and forfeit benefits you may claim in the future. Failure to repay any benefits you receive improperly may result in the Department of Labor taking legal action against you.

Personal Identification Number (PIN)

Remember the PIN you set today. You will use your PIN to identify yourself when you claim your weekly benefits or inquire about your claim on the telephone. NEVER tell anyone your PIN. Claiming Unemployment Insurance fraudulently (or allowing someone else to access your claim using your PIN) is a serious offense and can lead to severe penalties, including criminal criminal prosecution and imprisonment.

IF you are a person with a disability who is unable to access our services without the assistance of another person, you may allow another person to assist provided you are present each time the services are accessed including the entry of the PIN. You will be held accountable for the actions of your agent and may be subject to penalties including forfeiture of benefits if you are not present when your agent accesses our service.

NEED ASSISTANCE?

If You are Hearing Impaired and:

- use video relay service, you may ask the video relay operator to call the Telephone
 Claims Center at <u>1-888-783-1370</u>
- use TTY/TDD, fist call a relay operator at <u>1-800-662-1220</u>, and ask the operator to call the <u>1-800-662-1220</u>, and ask the operator to call the Telephone Claims Center at <u>1-888-783-1370</u>
- are being assisted by another person, you may ask that person to call the Telephone Claims Center at <u>1-888-783-1370</u>

Only hearing impaired individuals will receive service at the numbers.

Callers who have difficulty using the telephone, for any reason, may request that a friend or relative assist them in calling the Telephone Claims Center at <u>1-888-209-</u> <u>8124</u>. Translation services are also available. Only hearing impaired individuals will receive service at the numbers.

Callers who have difficulty using the telephone, for any reason, may request that a friend or relative assist them in calling the Telephone Claims Center at <u>1-888-209-</u> <u>8124</u>. Translation services are also available.

OTHER NEW YORK STATE PROGRAMS

Find out about other New York State programs and services at myBenefits (www.mybenefits.ny.gov). MyBenefits is an online tool where anyone can quickly and confidently check their eligibility for a range of work supports and other benefits. By answering a simple set of questions, people in New York State can find out if they qualify for benefits such as nutrition assistance, various tax credits and Home Energy Assistance Program.

SIGN OUT

NEXT STEPS

- 1. If your confirmation page stated that someone from the Department of Labor will call you to finish your claim, then you will need to wait for that call. Even though they say someone will call within 72 hours, it may take longer than that. Please be patient and make sure your voicemail on your phone is not full.
- 2. If your confirmation page stated that you are approved, then you will need to log onto the NYS Dept of Labor (<u>https://www.labor.ny.gov/</u>) EACH WEEK to file your claim (<u>more info and guide to weekly claims here</u>) You can also call their Tel Service line at (888) 581-5812 to make the claims by phone, but the online system is strongly recommended.
- 3. When you are ready to return to work, you will need to terminate your unemployment benefits.



Hot Bread Kitchen's COVID-19 Hotline (929) 282-4554 M-F 8am-6pm

More resources for individuals