

# WE ARE YOUR DOL



## How to enter the Unemployment Insurance online claim application.

### Step 1:

Point your browser to [unemployment.labor.ny.gov](http://unemployment.labor.ny.gov)

You will come to the NY.gov sign in page:

A screenshot of the NY.gov ID login page. At the top left is the New York State logo. To its right are navigation links: "Services", "News", "Government", and "Local". Below these is a dark blue horizontal bar with links: "NY.gov ID", "Online Services", "FAQs", "About NY.gov ID", "Help Desk Information", "Privacy Policy", and "Terms of Service". The main content area is titled "Login" and contains a "NY.gov ID" login box. This box has fields for "Username:" and "Password:", a "Sign In" button, and a link for "Forgot your Username or Password". Below the login box is a "Don't have an Account?" button. At the bottom of the page, there is a dark grey footer with the New York State logo and links for "Agencies Services", "App Directory", "Counties", "Events", and "Programs".

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## Step 2:

Enter your NY.gov Username and Password, and then select "Sign In."

If you don't have an NY.gov ID, you must create one by selecting "Don't Have an Account?"

A screenshot of the NY.gov ID login page. At the top left is the New York State logo. To its right are navigation links: Services, News, Government, and Local. Below these is a dark blue horizontal bar with links: NY.gov ID, Online Services, FAQs, About NY.gov ID, Help Desk Information, Privacy Policy, and Terms of Service. The main content area is titled "Login" and contains a central "NY.gov ID" login box. This box has fields for "Username:" (with placeholder "Your User Name") and "Password:" (with masked dots). Below these is a "Sign In" button. Underneath the button is a link: "Forgot your Username or Password" and a smaller link: "NY.gov ID - Terms of Service". Below the login box is a "Don't have an Account?" button. At the bottom of the page is a dark grey footer with the New York State logo on the left and navigation links: Agencies Services, App Directory, Counties, Events, and Programs. A small copyright notice is visible above the footer: "Copyright © 2017 - New York State Office of Information Technology Services (ITS) Build: 04/13/2020 3:29 PM W: 165P A: 168PA\_1".

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## Step 3:

You will come to a screen that states your NY.gov ID Login was successful, and you are logged in as your username. Select the "Continue" button.

A screenshot of the NY.gov ID login success screen. At the top left is the New York State logo. To its right are navigation links: Services, News, Government, and Local. Below these is a dark blue horizontal bar with a white icon of New York and the following links: NY.gov ID, Online Services, FAQs, About NY.gov ID, Help Desk Information, Privacy Policy, and Terms of Service. The main content area is a light gray box with the text "NY.gov ID Login successful. You are logged in as: your user name" and a blue "Continue" button centered below it. At the bottom of the page is a dark gray footer containing the New York State logo, "Agencies Services", "App Directory", "Counties", "Events", and "Programs". A small copyright notice is visible above the footer: "Copyright © 2017 - New York State Office of Information Technology Services (ITS) Build: 04/13/2020 3:29 PM W: 138P A: 141PA\_2".

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## Step 4:

You will come to the Welcome screen. It will state your first and last name, *not* your NY.gov username. Select the “FILE A CLAIM” button.



Welcome, YOUR FIRST AND LAST NAME

File a Claim

You may use this system to file a claim for Unemployment Insurance benefits. Once your application has been submitted it will be processed and you will receive an email update.

**FILE A CLAIM**

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## Step 5:

The next page will give you general instructions and a list of information you should have on hand when you file your claim. **READ** the instructions carefully, and then select the “CONTINUE” button. You will then begin to file your claim. The online system will lead you through the application. (Note: The dates shown in the first paragraph below are for example purposes only. The dates that will appear on your screen may be different.)



### Filing a New Claim

#### Can I apply for Unemployment Insurance Benefits?

If you apply for Unemployment Insurance benefits today, your claim will be effective 4/20/20. If you have worked or will work four or more days or earn more than \$504.00 gross pay between 4/20/20 - 4/26/20, you cannot file your claim at this time. You must wait until next Monday, 4/27/20, 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 Friday
- Employer Registration number or Federal Employer Identification Number (FEIN) of your most recent employer (FEIN may be found on your W-2 forms), if you have it
- 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 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 have 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.

[Filing Instructions in Other States](#)

CONTINUE