Filing an Initial Claim OR Reopening an Existing Claim

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When to open an initial claim?

- You have the right to file a claim in the first week that you have worked less than your normal full-time hours.
- If you have a valid claim and it expires, you will need to file a new claim.
- The first time you file an initial claim, you will need to register your User ID and Password. The log in information you create will be used every time you enter the system.

When to reopen an existing/inactive claim

- If you have a break in filing (returned to work full time or need to decline a week of UC for any reason),
- If you have reported excessive earnings, or
- If you have reported partial earnings.

•COMPLETING A REOPEN IS THE SAME PROCESS AS FILING A NEW CLAIM.

•YOU WILL BE ASKED ALL OF THE SAME INFORMATION.

Multi-Factor Authentication MFA

To safeguard the personal data of Pennsylvania's unemployment claimants against fraudulent activity, we have added multi-factor authentication (MFA) to the Unemployment Compensation (UC) system login process. All claimants must set up MFA.

Multi-factor authentication (MFA) reinforces the UC system's security with an added layer of protection to the sign-in process. Users provide additional identity verification when accessing their UC accounts by entering a code delivered to the claimants by text message or email.

After entering your usual login credentials, you'll have the option to receive a temporary verification code via either text message or email. You must retrieve and enter that code before you can access the UC dashboard.

You must have a valid cell phone number or email on record to complete the MFA process. If your contact information needs to be updated, contact the UC Service Center.

The 6-digit MFA code is required to be entered upon registration, or to login, if you registered before the feature was activated. MFA will also be required if you attempt to change the bank account information on record.

Penr	Account Verification	
be taken to the account verification	swebsite requires a two step verification. You have the option to receive your 6 digit verification code either from your cell phone message, or from your email address. Once you have made your selection you will page where you will be able to request your code. The system can change your selection if it deems the selected method is undeliverable. tions of how you would like to receive your 6 digit verification code. Cell phone text message to (xxxxxx=9999 Email message to bc*******@pagov	After you have made your selection, the system will provide a 6- digit code, and you will
	Continue If you can't provide the needed information, you will be redirected to the contact staff page. [Contact Staff]	be prompted on the following screen to enter the code received.
	Pennsylvania Pennsylvania Pennsylvania Pennsylvania Pennsylvania Pennsylvania Pennsylvania Pennsylvania	
	For your protection and security we have sent you a 6 dight willication code via Text from 7403 . Toget modula charges may apply. When you receive this cod You may be asked to enter a verification code again upon login if your location or device stronges. Your message ID is 06526 . Your verification message has been sent by text message. Please allow a for indiments for delivery.	le please enter it below. You will be asked for this verification once per device per location.
	*Please enter the 6 digit numeric verification code: Validate Verification Code	
	Didn't receive the code? Send a new verification code to hookow.915 Need help: Click here.	ц.
	If you can't provide the needed information, you will be redirected to the conta [Contact Staff]	ct staff page.

Note: After successfully passing MFA, if you have not previously passed ID.Me, you will have to go through the ID.Me verification process. After successfully navigating ID.Me, you will be brought to the claimant dashboard.

News and Announcements

- Services Preview
- Widgets

From your Dashboard you can either choose "Start an Unemployment Claim" OR "File for Weekly Benefits."



Welcome to Pennsylvania's Unemployment Compensation (UC) Benefits System

On the next screen, you will be asked to enter your social security number to begin the application process. Why do I have to provide my social security number?

You MUST use your correct social security number, name and date of birth to complete the application process.

The Pennsylvania Department of Labor and Industry routinely exchanges information with other state, federal and local agencies. Computer resources are used to detect illegal receipt of benefits and to verify information provided. Providing correct and complete information will ensure the accuracy of your claim. Providing incorrect information, or information on someone other than yourself, may be considered fraud. False statements are punishable pursuant to 18 Pa. C.S. §4904, relating to unsworn falsification to authorities. A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 801 of the UC Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution and loss of future benefits.

NOTE: Your session will time out after 120 minutes of inactivity. Gather all the necessary information before you continue. For a complete list, view our application requirements checklist.

Click Next to proceed to the next screen.









States Where You Have Claimed Unemployment

* Have you claimed unemployment insurance benefits within the last 12 months?

🖲 Yes 🔿 No

Select all states where you have applied for unemployment insurance benefits within the last 12 months.

Pennsylvania

Alabama	Alaska		Arizona	Arkansas
California	Colorado		Connecticut	Delaware
District of Columbia	Florida		Georgia	Hawaii
Idaho	Illinois		Indiana	lowa
Kansas	Kentucky		Louisiana	Maine
Maryland	Massachusetts		Michigan	Minnesota
Mississippi	Missouri		Montana	Nebraska
Nevada	New Hampshire		New Jersey	New Mexico
New York	North Carolina		North Dakota	Ohio
Oklahoma	Oregon		Pennsylvania	Puerto Rico
Rhode Island	South Carolina		South Dakota	Tennessee
Texas	Utah		Vermont	Virginia
Virgin Islands	Washington		West Virginia	Wisconsin
Wyoming				
	< < Back	Nex	t >>	

Select all states where you have applied for unemployment insurance benefits within the last 12 months.





				-				
* Indicates required fields.	Eligibility	Registration	Work History	Certification	Complete O	For help click the information icon next to	each section.	
Login Information								
Login Name: Security Question	:						A	If you have created a Keystone ID username and password, the information on this page will be prepopulated. Please review it for accuracy.
E-mail Address								
* Primary E-mail:							A	
* Confirm Primary E-mail Address:								
Demographic Information								
*Date of Birth:							A	
Age:								
*Gender:								
* Have you registere the Selective Servi								





* First Name:

Middle Initial:

* Last Name:

If you have worked under a different name than what has been entered, Go here if you have worked under a different name.

<< Back Next >>

Be sure your name appears exactly as it is shown on your Social Security card. If the is a mismatch, we must conduct a manual review which could result in delays.

If you had a legal name change (such as a marriage or divorce) which has not yet been changed with the Social Security Administration, please provide that name by clicking the link, "Go here if you have worked under a different name."

Residential Address

This is where you live. *Address Line 1 :		A
Address Line 2:		
*Zip Code:		
* City:		
*State:		
* Country:		
Mailing Address		
		A
This is where you receive your mail.		
Use residential address	This is where you will receive your mail	
	if different from your residential	
Address Line 1 :	address.	
Address Line 2:		
	If your mailing address and residential	
'Zip Code:	address are the same, simply check the	
'City:	box "Use residential address" to copy	
'State:	the information into the fields.	
• Country:		

Phone Numbers	A
* Primary Phone:	
* Primary Phone Type:	
* Primary Phone Mode:	
Alternate Phone:	
Alternate Phone Type:	
Text Message Cell Phone Number:	
Only certain communications can be sent via text message. Normal text messaging rates apply. Other important notices, including some regarding unemployment benefits, will NOT be sent via text message.	
<< Back Next >>	



* Indicates required fields.	For help click the information icon next to eac	h section.
	 Pennsylvania law allows for an additional \$5 per week in benefits for one dependent, and \$8 per week in benefits for two or more dependents (that's \$8 together; not \$8 each). If you have dependents and wish to be paid this additional amount, you must click the "Add Dependents" link. Ves Yes No You will be prompted to enter your relationship to the dependent and their SSN and birthdate. Narried spouse who lives with you. Children under the age of 18 or children older than 18 with a mental or physical infirmity. 	
Citizenship *Citizenship:	Citizen of U.S. or U.S. Territory. U.S. Permanent Resident – You will be prompted to enter information found on your work authorization documents. Alien/Refugee Lawfully Admitted to U.S. – You will be prompted to enter information found on your work authorization documents.	A
Disability *Do you wish to disclose a disability?	 Yes, I have a disability I wish to disclose. No, I do not have a disability. I do not wish to answer. 	A



		Unemplo	yment Insurance Claim Filing P				
	Eligibility	Registration	Work History	Certification	Complete O		
 Indicates required fields. 						For help click the information icon.	
Employment Information							
*Current Employment Status: Not Working	•						
			<< Back Next >>)			
mpioyment informat	ion						
		•					
	Not Working	•					
	Not Working None Selected	·					
	Not Working None Selected Working Full Time	·					
	Not Working None Selected Working Full Time Working Part Time	•					
	Not Working None Selected Working Full Time Working Part Time Not Working	T					
	Not Working None Selected Working Full Time Working Part Time	T					
*Current Employment Status:	Not Working None Selected Working Full Time Working Part Time Not Working	•			<< Back	Next >>	







Indicates required fields.		For help click the information i
abor Union Member		
re you a member of a labor unior /hich finds / obtains work for its r	n or union hiring hall 💿 Yes 🔿 No nembers?	
Search for Union:	Plumbers & Pipefitters Co, 271 Armbrust Rd, Youngwo	
Union Number:	832053821	
Union Name:	Plumbers & Pipefitters Cc	When choosing your union from the drop-down list, if it is not
Union Street Address:	271 Armbrust Rd	listed, there is a box to check where you can enter it manually.
Zip code:	15697	
City:	Youngwood	
State:	Pennsylvania 👻	
Phone Number:	724 - 925 - 7238	
[*] Do you use the <u>Union Hiring</u> <u>Hall</u> as your sole method for Job Seeking?	• Yes • No	
*Are you a paid-up member of a Craft Union obtaining work through a union hiring hall?	Yes O No	
Do you have an expected return to work date?	🔿 Yes 💿 No	

 Indicates required fields. 				For help click the information icon.
Job Title				
Please enter a job title below. As you	are entering the job title, you may see a list of	common job titles	es similar to what you are entering. If you see your job title in the list, select it.	
What is your desired job title?	Mechanical Maintenance Worker			
		Your desired job	b and occupation titles can be changed at any time after registration.	
Job Occupation				
Please select the occupation that be	st matches your job title. You may either select	rom the Suggeste	ed Occupations drop-down list, which is populated based on the job title above, or you can search for	an occupation using the search link.
			Suggested occupation(s):	
			HelpersInstallation, Maintenance, and Repair Workers 💌	
			[Search for an occupation]	
Occupation Title: HelpersIns Occupation Code: 49909800	tallation, Maintenance, and Repair Workers			
			<< Back Next >>	







Payment Deductions	
* Do you want Federal Tax withheld? (If yes, it would be 10.00% of the w benefit amount):	
Effective Date of change to Federal Withheld:	Tax
Backdate Unemployme	nt Insurance Claim
*Would you like to backdate this claim?	Yes O No
IMPORTANT: Your request for backdatin *Backdate Effective Date:	g your reopen/additional claim will be reviewed. You will receive a notice that weeks are available for certification. You will receive a determination regarding your eligibility for payment.
You cannot backdate an additional or re	eopened claim to a date prior to the original effective date (9/12/2021).
* Please enter the reason why you	are backdating this claim
	If you are requesting backdating, you can request it here. The effective date must be a Sunday. You must also include a reason for the request.
	<< Back Next >>

Requesting backdating when reopening a claim

 If you are attempting to file a weekly certification and are notified that you have an existing claim that needs to be reopened, but you were not able to file for that particular previous week, you must say "YES" to the backdate question and enter the previous Sunday date. For example, you attempt to file on 3/20/22 for the week ending 3/19/22, the system is telling you that you need to reopen, complete the reopen and request backdating to 3/13/22 (Sunday date).



Unemployment Compensation Claim Extension

If you have worked since the last time you filed for unemployment compensation, please click the I have worked since my last filing button below. Otherwise, click the I have NOT worked since my last filing button below to continue processing your claim.



This screen appears during the reopen process.

If you have not worked since the last time you filed a weekly certification, click the "I have NOT worked since my last filing."



Unemployment Insurance Claim Confirmation

If you would like to review what the system has on file for your Unemployment Compensation claim up to this point, click the Review My Claim link below. Otherwise click the Next button to continue.

If you have NOT worked since your last filing, you will not have to enter any additional employment history.

[<u>Review My Claim</u>]





To help expedite your employment history process, we need to find the employer you were employed by in our system. Enter the employer name and click the Search button below.

If the employer you are entering is not located in Pennsylvania, click here.



If you HAVE worked since your last filing, you will have to enter your last employer here and the information will prepopulate in the next screen.

If the employer's name is unique, you will be able to choose it and go directly to the next page where contact information is automatically populated.



 Indicates required fields. 					0		For help click the information icon.
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Employer							
* Employer Name:							
*Address:							
Address 2:							
*Zip Code:							
* City:							
* State / Province:	None Selected					You may ne	ed to add the employer's
	United States		•			-	
* Phone Number:		Ex		ype: Work Phone	e 👻	phone numb	er if it is not listed.
L			е і	ype: Work Phone	• •	-	
Pennsylvania's C Unemployment Compensation (UC) Benefits System Employer Account:	<u>nange</u> n you nave	selected th	e wrong empl	loyer, please click Cl	HANGE to return to the pre	vious page.	
Unemployment Compensation (UC) Benefits System Employer Account:	uld like to get the Industry Code (NA	industry cl AICS) below	assification ir to search for	nformation for this		n preset for you below based	d on the employer information you entered. If it has not been
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Job Title

ease enter a job title below for this em	ployment history. As you are entering the job t	iitle, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.
Occupation		
* Occupation title:		[Search for an occupation]
Occupation code:		One option under "type of employment" is SEASONAL
Position		
* Type of employment:	None Selected 👻	WORKER.
* Full or part-time:	None Selected 👻	Do not choose this ention a "seasonal worker" is a very
* Number of hours a week you normally work? (excluding	Whole Hours: None Selected	Do not choose this option- a "seasonal worker" is a very
overtime):	Partial Hours:	specific agricultural job in UC law.
* Gross Salary:		
* Salary is based upon:	None Selected ▼ O Yes O No	If reopening, enter the date you returned to work following
* Salary is commission-based: * Date you began work:		
		your pervious layoff as the date you began work.
* Are you currently employed	O Yes O No	
with this employer? * Gross earnings this week:		If you are not <u>currently</u> working for the employer listed, do
* Number of hours worked this		not answer this question "yes", even if you will be returning
week:		
Employer's Reason for Separation:	Not Yet Submitted	to the employer at a later date.
Partial Employment is defined as customary hours with your regula of work.	a reduction in your normal and r full-time employer due to a lack	
* Reason for Separation:	None Selected	•
* Additional information on reason for separation:		

* Last day worked:] (MM/DD/YYYY) <u>Today</u>
Duration of Job: 0 Year(s) 0 Mon	nth(s) 0 Day(s)
[•] Did this employer tell you that you would be recalled to your job?	O Yes O No
* Was this employment with a public or private school, college or university (e.g. teacher, athletic coach, maintenance staff); or with a governmenta agency that provides services (e.g. educational support staff, or crossing guard) to a school, college or university? (If you worked as a bus driver for a transportation company and not directly for a school, answer NO.)	
* Did you own stock and serve as an officer for the company where you were last employed?	O Yes O No
* Was your job eliminated because the work was transferred out of the country?	O Yes O No
* Are you a spouse or parent of this employer?	O Yes O No

For "Last day worked," enter the date that you actually last reported to work, even if you are still working on a part-time basis.

Benefit Payment Information

Please indicate if you will receive benefit payments from any of the following categories from this employer.

* Did you or will you receive any O Yes O No Severance Pay?

Pension / Retirement Information

Please indicate if you have received, or will receive within the next 52 weeks, payment for any of the following from this employer.

* Pension / retirement benefits:	0	Yes	0	No
* 401K / 403B / Personal IRA / KEOGH:	0	Yes	0	No
* Military service connected disability compensation (Answer No if paid by VA):	0	Yes	0	No

Cancel

Save

ndicates required fields.		0	00	For help	click the informatic	
nployment History						
Company Name	Location	Job Title (Occupation)	Start / End Dates	UI Claim	Action	
Additional Employment History employme			ous screens, this screen will have th It information listed here under "Employmen			
Are there any other employment history ite would like to add?		History.".				
Next the second state as also accessed in the second	vork between 10/1/2020 and 9/30/2021(", yo	u will have to enter at least 1 Employment History while fil	ing this claim.			

If you get to this screen after entering your most recent period of employment and it is blank, say "YES" to "Are there any other employment history items that you would like to add?" Then complete the information again.

If you leave this blank and hit "next" you will have an "open issue" on your unemployment claim, "no work history added" and it will prevent your weekly benefit payments from processing.

Base Period Employment Information

Monetary Finality Date 10/5/2021

Below are the employers for which you earned income between 4/1/2020 and 3/31/2021.

Employer	State Source	Q1 4/1/2020- 6/30/2020	Q2 7/1/2020- 9/30/2020	Q3 10/1/2020- 12/31/2020	Q4 1/1/2021- 3/31/2021	Total Wages	Wage %	SIDES
UNITED STATES STEEL CORPORATION (8199582)	PA	\$15,269.91	\$21,014.08	\$16,687.48	\$22,413.28	\$75,384.75	100.000%	
Total		\$15,269.91	\$21,014.08	\$16,687. <mark>4</mark> 8	\$22,413.28	\$75,384.75		

The current monetary determination became final on 10/6/2021. Use Override Finality function, if a High/Low monetary should be issued.

Monetary Information

*Please select the appropriate option below to indicate whether the employers and wages above are shown correctly:

O I agree that these are all of the employers and wages I had between 4/1/2020 and 3/31/2021. Select this option if you were Self-Employed during this period.

O I had other employment and/or wages between 4/1/2020 and 3/31/2021 that are not shown. You do not need to select this option if the missing employment and/or wages include Self-Employment, Out-of-State, Military, or Federal Civil Service

O I did not work at one or more of the employers listed above.

Please note, if this is a "reopen," the base period employment information listed above will be from the initial application, not when you are completing the reopen.



am providing my social security number as required under the authority of the Internal Revenue Code of 1954, and the Social Security Act. Your social security number is mandatory for filing UC. Your social security number will be used to

report the amount of any UC that you receive to the IRS as income that may be taxable. It will also be used to identify your claim, for statistical purposes, and to make sure you are eligible for UC and other public assistance benefits.

Yes, I want to file this claim. O No, I do not want to file this claim.



Work Registration/Work Search and Waiting Week

EVERYONE FILING FOR UC BENEFITS MUST REGISTER WITH THE PA CAREERLINK.

You must register within 30 days of your initial application. If you do not register within 30 days, you will be denied UC benefits until the week after you are FULLY registered.

Union members and workers with a recall date are exempt from the work search requirements. When you are filing your weekly certification, if the question about work search appears, you should indicate "Yes," you have completed your work searches or are otherwise exempt from the requirement.

The waiting week has returned- the first week of every new claim is a noncompensable waiting period. You must file for it to receive credit as your waiting week. That ends the presentation. Thank you for your time and attention.

ANY QUESTIONS?