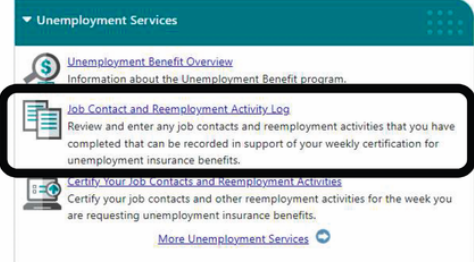
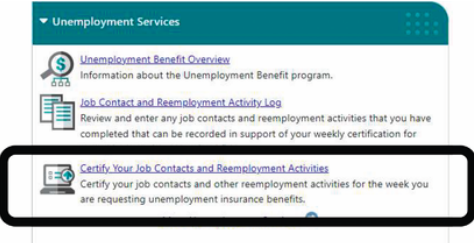
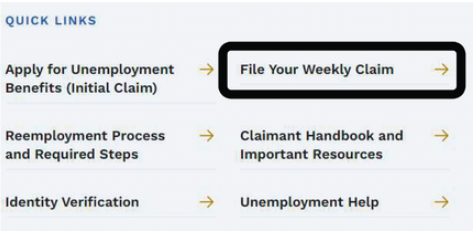


Filing your weekly claim is as easy as 1...2...3!

These steps MUST be completed IN ORDER and AS INSTRUCTED in order to receive benefits. Please make sure that there are no “red alert” icons at any point to ensure this process is completed successfully!

Step 1: Log Your Job Contacts/Activities Log in to www.iowaWorks.gov, go to your “Dashboard”, locate your “Unemployment Services” widget, and click on “Job Contact and Reemployment Activity Log”. Review and enter any job contacts and/or reemployment activities that you have completed. Apply for Jobs/Attend Activities from Sunday through Saturday of benefit week; jobs <u>MUST</u> be open <u>AND</u> specifically applied for!	
Step 2: Certify Your Job Contacts/Activities Login to www.iowaWorks.gov, go to your “Dashboard”, locate your “Unemployment Services” widget, and click on “Certify Your Job Contacts and Reemployment Activities” for every week that you wish to receive benefits. Certify the Job Contacts/Eligible Activities for the <u>PRIOR</u> (Step 1, or benefit) week from Sunday-Friday!	
Step 3: File Your Weekly Claim Go to workforce.iowa.gov, click the Unemployment tab, and click on the “File Your Weekly Claim” link. Login, verify your identity, complete your weekly claim, and save your confirmation number. Filing must occur <u>NO LATER</u> than 5:30pm on Fridays to receive benefits for the benefit (Step 1) week!	



REMEMBER!

Step 1 is: LOGGING APPLICATIONS AND/OR ACTIVITIES

Step 2 is: CERTIFYING APPLICATIONS AND/OR ACTIVITIES

Step 3 is: FILING YOUR WEEKLY CLAIM

Still Have Questions? IowaWORKS is here to help!

- Watch a tutorial online at: <https://tinyurl.com/weeklyclaimvideo>
- Register for a live Zoom workshop available on Fridays at 9am using the Event Calendar on www.iowaWorks.gov
- Schedule an in-person or virtual appointment with a Career Planner using the Event Calendar on www.iowaWorks.gov