Filing for Unemployment Insurance

As Easy as 1... 2... 3...

uplink®

1 APPLY

Review the Claimant Handbook and watch online tutorials at: **Unemployment.IN.gov**

- File an initial application for benefits as soon as you become unemployed at **Unemployment.IN.gov.**

You will need the following information when filing:

- A valid email account – your email address will become your Uplink Username.
- Driver's license or valid ID, address, Social Security number, date of birth and phone number.
- Last employer's name, mailing address, phone number, dates of employment and reason you are unemployed.
- Bank routing number and account number if choosing direct deposit as your payment option *(NOTE: Key2Benefits prepaid MasterCard® is also available).*

2 VOUCHERS

- **Vouchers should be filed WEEKLY** through the Uplink filing system. Submit your weekly voucher the week following your initial application and each week thereafter.
- **Benefits are paid weekly.** Weeks run from Sunday, 12:00 a.m. to Saturday, 8:59 p.m. Eastern time. Vouchers cover the previous week and may be filed starting on Sunday.
- **You should file a weekly voucher even if you have an issue delaying your benefits or are appealing a decision.** When a determination is made all eligible payments will be released.

3 AFTER FILING

- Within 10 business days of filing, you will receive a monetary determination form. This does not mean you qualify: it is a statement providing a possible weekly benefit amount and an overall maximum benefit amount should you be eligible.
- The maximum length of benefits is 39 weeks.
- Eligibility will be determined during the first 21 business days if there are no issues with your claim. We encourage you to check your claimant homepage daily throughout this time at: **Unemployment.IN.gov**
- Eligible recipients may choose between Direct Deposit and a Key2Benefits prepaid Mastercard (If a card, you will receive it shortly after the first payment has been released). For questions visit: **Unemployment.IN.gov**

You will receive payment when you are eligible.

As Congress passed the COVID-19 CARES ACT, a major component is the temporary $600 weekly increase and special provisions for self-employed and independent contractors. While plans are being put into place to get this relief to impacted Hoosier workers as soon as possible, we don't have the answers yet, and as soon as the final determinations are made, we will post the information on **Unemployment.IN.gov** & **DWD COVID-19**.

You are required to report any income earned during the week a voucher is filed.