

# Applying for Unemployment Insurance (UI) online

## A Help Guide



For information on the Alaska  
Unemployment Insurance program visit:  
[labor.alaska.gov/unemployment](https://labor.alaska.gov/unemployment)

# Applying for UI over the Internet is fast, easy and secure!

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To apply over the Internet go to [my.alaska.gov](http://my.alaska.gov)

## Here's what you need to get started:

- Your Social Security Number.
- Your current mailing and physical address.
- Your telephone number or a contact number.
- If you are not a U.S. citizen, your Alien Registration Number, type of card and expiration date.
- Your most recent employer's name (company name), address and phone number.
- DD 214, Member – 4 (if you served in the military in the past 18 months).
- Your dates of employment and the reason you are no longer working for your last employer (e.g., quit, fired, lack of work, laid-off, etc.).
- Hours and gross wages earned in the last week you worked. To calculate your wages, multiply the hours you worked by your hourly pay. This equals wages earned.
- Information about any retirement income you are receiving.

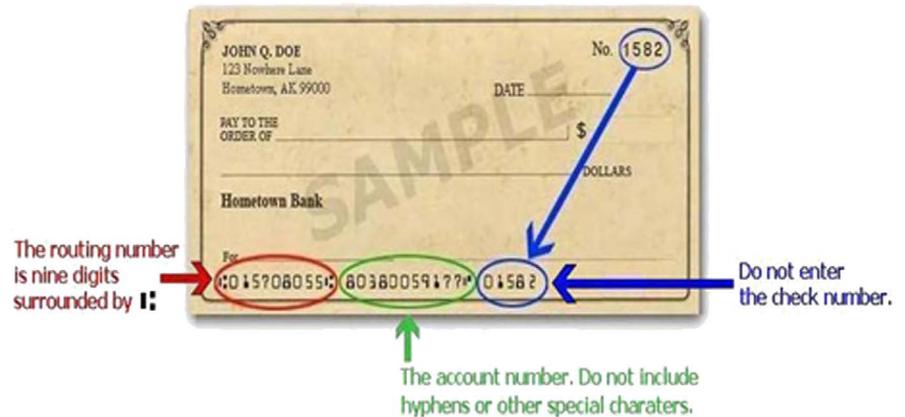
**The information you provide will be used to determine your eligibility for UI benefits. It is important that your information is accurate and complete for all questions asked.**

## If you want your UI payments to be deposited into your bank you will need:

- Your bank routing number
- Your account number

If you chose not to use direct deposit and you are determined to be eligible to receive UI benefits, you will automatically receive your benefits on the Key2Benefits debit card provided by KeyBank.

## Direct deposit



In this example the **routing** number is **015708055** and the **account** number is **80380059177**.

## IMPORTANT!

- You have **20 minutes per page** to complete the process before the system will log you out. If this happens you must log back on and re-enter your information on your application.
- If you need to stop before you complete the application your information will not be saved. You will need to start from the beginning.
- Read all instructions carefully.
- Complete each screen from top to bottom.
- Questions/information marked with a red dot ● are required. You will not be able to continue to the next page until all required questions/information have been answered/provided.
- You can click on this icon ? to get additional help or information about the page or question you are working on.
- Do not use the back arrow. If you need to make a change or check your answer on a previous page, use the previous button located at the bottom on each page.

Your information **WILL NOT BE SAVED** if you log off before you submit and receive a confirmation number.

*The Division of Employment and Training Services is responsible for protecting the Unemployment Insurance Trust Fund. Those who collect, or attempt to collect benefits dishonestly will be disqualified, will have to repay the benefits received, will be charged an additional amount equal to one-half the amount of the wrongfully claimed benefits and be subject to other civil and criminal penalties.*

# What to expect once you are in the application to file for UI benefits

## There are 10 main sections to the application process:

- 1. Initial claim data** — These questions will help determine your eligibility for UI benefits from Alaska.
- 2. Personal information** — Your name, address (both mailing and physical), phone number, email, etc.
- 3. Eligibility information** — This information is used to determine your eligibility for benefits i.e. do you have child care, transportation, are you attending school, etc.
- 4. Deductible income information** — You will be required to give additional information if you expect to receive any vacation, sick, severance pay, etc.
- 5. Employment history** — Have you worked for the military, federal government, or in another state in the last 18 months.
- 6. Select last employer** — This page will list the employer(s) that UI has on file for you at the time you file.
- 7. Employment information** — You will need to provide your last employer's name, address, phone number, dates of employment, wages, position, location and current employment status.
- 8. Registration information** — Questions to determine if you will need to register in the Alaska Labor Exchange System (ALEXsys) for work.
- 9. Certification page** — You certify and agree that you have read the information, and understand what you need to do to continue the claim process.
- 10. Confirmation page** — This page will give you a confirmation number, and provide helpful links to access direct deposit and register in ALEXsys.

myAlaska

my.alaska.gov

The screenshot shows the myAlaska website interface. At the top, there is a navigation bar with 'HOME', 'SERVICES', 'MYPROFILE', and 'HELP'. A 'Registered User : Sign In' link is visible in the top right. A red-bordered box contains a reminder: 'Don't forget to visit MyProfile and make sure your email address and other contact information is up to date!'. Below this, a paragraph explains that myAlaska is a system for Secure Single Sign-on and Signature for Citizens. The main content area is divided into sections: 'Account Services' with links for 'Sign into myAlaska' and 'Register for a myAlaska Account'; 'Most Popular Services' with a link for 'PFOnline'; and 'Services for Individuals' with links for 'ACPE - Student Aid Portal', 'Alaska Donor Registry', 'APOC - Disclosure Forms', 'APOC - Lobbyist/Employer of Lobbyist Reporting', 'ARIES Self-Service Portal', and 'Child support statements'. Two blue callout boxes with arrows point to the 'Sign into myAlaska' and 'Register for a myAlaska Account' links.

myAlaska

HOME SERVICES MYPROFILE HELP Registered User : Sign In

• Don't forget to visit MyProfile and make sure your email address and other contact information is up to date!

myAlaska is a system for Secure Single Sign-on and Signature for Citizens, or, an authentication and electronic signature system allowing citizens to interact with multiple State of Alaska services through a single username and password.

**Account Services**

[Sign into myAlaska](#)  
If you're already registered, sign in and begin using applications or manage your profile through the registered user portal.

[Register for a myAlaska Account](#)  
It's quick, easy and provides the tools you need to start using myAlaska applications in just a few minutes.

**Most Popular Services**

[PFOnline](#)  
Apply for your Permanent Fund Dividend online.

**Services for Individuals**

[ACPE - Student Aid Portal](#)  
Apply for and view your Alaska Performance Scholarship and Alaska Education Grant Information

[Alaska Donor Registry](#)  
Alaska Donor Registry

[APOC - Disclosure Forms](#)  
Reporting for Public Officials, Legislative Staff, and Campaign Activity

[APOC - Lobbyist/Employer of Lobbyist Reporting](#)  
APOC Insight

[ARIES Self-Service Portal](#)  
Online Application that allows customers to apply for public assistance.

[Child support statements](#)  
Child Support Case Financial Statements Online Service

If you already have a myAlaska account click here.

To create a myAlaska account click here and go to next page.

# If you DO NOT have a myAlaska account, follow these instructions

State of Alaska MYALASKADEV myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska Registered User - Sign In

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

## NEW ACCOUNT

If you have previously registered for a myAlaska account please refrain from creating a new account. Many applications require use of the same myAlaska account. If you have forgotten your user name or password use the following links to recover them:

[Forgot my Username](#)  
[Forgot my Password](#)

To register for an account with myAlaska, fill in the new account information required below. You must have a valid email address. Next, read the user agreement. If you accept the agreement (required to use myAlaska), click on the **I accept the User Agreement** box. Then click on the **Start Registration** button.

Username:

Password:

Verify Password:

Secret Question: - Select -

Answer:

Email Address:

Verify Email Address:

**User Agreement**

AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA

myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions.

I accept the User Agreement

Creating a user name and password in myAlaska

You can click on this icon  to get additional information or instructions

## TIPS

### How do I choose a username?

- Your username should be something that you will remember. You will need this each time you log in to myAlaska.
- Your username must be between one and 120 characters long, and may contain only letters, numbers and the following characters: - \_ @.
- Spaces and any other special characters are not allowed within usernames.
- It is not currently possible to change your username after it has been created.

### Password requirements:

- Must be between six and 50 characters long
- May contain letters, numbers and special characters.
- Something that only you will know.
- Not related to your username or your secret question and answer.
- Difficult for others to guess.

### What is the secret question?

- This Forgotten Password Question is used in case you lose your password and our system needs to verify that it is really you trying to reset your password.
- Choose a personal question to which only you will know the answer.
- The answer to your secret question is not case sensitive.

### Why does myAlaska require my email address?

- Your email address is used to help verify your identity during enrollment and to help re-establish your account if you ever lose your user name.
- Without a valid email address you will be unable to register with myAlaska. myAlaska will send an email to this address during the enrollment process.

Your myAlaska user name will be here.

# From this page you will click on "View Your Services"

Your name will be here.

State of Alaska **MYALASKADEV** myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska Signed in as [redacted] : [Sign Out](#)

[HOME](#) [SERVICES](#) [MYPROFILE](#) [MYDOCUMENTS](#) [HELP](#)

Your account has been confirmed successfully.

Welcome [redacted]. The myAlaska Registered User Portal is your dashboard for viewing information specific to your myAlaska account, managing your information and gaining access to a wide array of services designed for registered users of myAlaska. Select an option to begin.

**Services**  
Use myAlaska to do business with the State of Alaska. There is a wide selection of services available for both individuals and businesses. For example, Permanent Fund Dividend services for individuals and Employment Security Tax services for businesses.  
[View Your Services](#)

**MyProfile**  
Manage, update, or change your myAlaska account and user information.  
[Manage Your Profile](#)

**Help**  
Get help using myAlaska or one of the myAlaska applications.  
[Get Help](#)

Click here.

## After you register ...

myAlaska is a system for Secure Single Sign-on and Signature for Citizens, or, an authentication and electronic signature system allowing citizens to interact with multiple State of Alaska services through a single username and password.



### Most Popular Services

[PFDOnline](#)

Apply for your PFD online



### Services for Individuals

[ACPE - Student Aid Portal](#)

Apply for and view your Alaska Performance Scholarship and Alaska Education Grant Information

[Alaska Background Check System](#)

Alaska Background Check System

[APOC - Lobbyist/Employer of Lobbyist Reporting](#)

APOC Insight

[APOC - Public Official/Legislative Financial Disclosure](#)

Reporting for Public Officials and Legislative Staff

[Child support statements](#)

Child Support Case Financial Statements Online Service

[DRBPortal](#)

Development / Sandbox for using myAlaska v3 with Classic ASP

[EED Online Services](#)

Education & Early Development Online Services

[myADFG](#)

myADFG Portal for interacting with the Department of Fish and Game.

[myAlaska Sample Application](#)

Template used for testing myAlaska.

[myPFDInfo](#)

One stop shopping for all your existing PFD application needs!

[myRnB](#)

Retirement and Benefits Services

[PFDOnline](#)

Apply for your PFD online

[Statewide training and development classes](#)

Online training resources

[Unemployment Insurance Benefits](#)

Unemployment Insurance Benefits Online

[VCCB Online](#)

Violent Crime Compensation Board online application for fund reimbursement.

After you register and sign into myAlaska you will return to the myAlaska home page. From here you will click on **"Unemployment Insurance Benefits"** located under **"Services for Individuals."**

Click here to go to Unemployment Insurance benefits.

# Client Authentication page

*You may see this page when opening a new UI claim or reopening an existing claim:*

# Initial claim data page

The first two questions on this page are asking about your work between these dates.

Indicates required field.

Press to go back to the previous page.

Press to go to the next page.

To help determine your eligibility, you need to report where you have worked **in the last 18 months.**

# Personal and statistical info page

**Personal Information** Indicates Required Field

Mailing Address:

Name

Attention Line or c/o (if any)

Street or PO

City

Country

State/Province

Zip Code

Be advised that all correspondence will be sent to the mailing address you provide. You are responsible for and will be held liable for the content of all correspondence sent to you concerning your unemployment insurance claim.

Is your mailing address different than your current physical location?  Yes  No

Enter the physical address where you are located today.

Street

City

Country

State/Province

Zip Code

Primary Telephone

Secondary Telephone

Sex

Education

Race

Are you Hispanic?  Yes  No

Do you want to be contacted by Email?  Yes  No

Do you want 10% of your benefits withheld for the Internal Revenue Service?  Yes  No

Your mail will be sent to your mailing address.

Very Important advisory, please read.

If your mailing address is a P.O. Box or you live at a different location than your mailing address you will need to provide your physical address here. Some addresses are not recognized by the U.S. Postal Service verification system. If you get a message that your address is not valid and you are sure it is correct just click continue again to go to the next page.

If a "Yes" answer

Drop-down boxes to help with your selection.

## Eligibility Questions

When answering yes or no to a question, you may see a drop-down box. There are three types of boxes that may open up. Examples of these are shown here.

**Eligibility Questions**

Do you have dependent children (or legal ward)?  Yes  No

Are you a citizen of the United States?  Yes  No

Are you a citizen of Canada?  Yes  No

Alien registration number

Work authorization status

Document type

Document expiration date

Are you a veteran of the US Armed Forces?  Yes  No

Select veteran status.

Do you have a disability?  Yes  No

Since 10/01/2012, have you been or are you a corporate officer?  Yes  No

Were you medically unable to work for seven or more weeks from: 10/01/2012 to 09/30/2013?  Yes  No

Are you self-employed or do you own or operate a business?  Yes  No

Are you currently working on a commission basis?  Yes  No

Are you filing at this time because you work a rotating schedule such as 2 weeks on 2 weeks off and this is part of your scheduled time off?  Yes  No

Are you currently registered for or attending school and/or training?  Yes  No

Are you traveling or planning to relocate?  Yes  No

Travel must be reported when you file your weekly certification using our Internet weeks claimed certification. If you are relocating outside Alaska, you must reopen your claim when you arrive in your new area by clicking the Unemployment Insurance Benefits link on the myAlaska website or by calling 1-888-252-2557. You will also be required to register with a Job Service or dispatching union in your new location within 7 days of your arrival or your benefits may be denied.

Do you have an obligation to provide care for a child or another person that would interfere with your ability to seek or accept immediate full-time work?  Yes  No

Are you currently, or during this week have you been incarcerated or under third party supervision?  Yes  No

Do you have any physical or mental condition that would interfere with your ability to seek or accept immediate full-time work?  Yes  No

Do you have transportation to get to work?  Yes  No

Are you available to accept and begin full-time work immediately?  Yes  No

Did you work for a school or educational institution in the last 18 months?  Yes  No

Dependents are defined as your natural children, stepchildren by marriage, legally adopted children or your legal ward. Dependents must be unmarried, and under the age of 18 or disabled. They must also live with you or you must be providing more than 50 percent of their financial support. You cannot claim your spouse as a dependent.

If you answer "No" to this question, you will need to enter your Alien registration number then use the drop down boxes to select the correct answer.

Answering "Yes" to this question means you were not able to work at any job for at least seven continuous weeks because of illness or injury.

This is an example of additional instructions.

Answering "YES" to this question means you could not accept a job because of this obligation.

If offered a job, do you have a way to get to work such as walk, bus, drive, taxi.

# Deductible income

# Employment history

Depending on your answers you may need to supply additional information.

### Deductible Income Questions

Did you receive or will you receive any of the following payments? Choose all that apply.

Vacation Pay	<input checked="" type="radio"/>	<input type="radio"/> Yes	<input type="radio"/> No
Sick Pay	<input checked="" type="radio"/>	<input type="radio"/> Yes	<input type="radio"/> No
Holiday Pay	<input checked="" type="radio"/>	<input type="radio"/> Yes	<input type="radio"/> No
Severance Pay	<input checked="" type="radio"/>	<input type="radio"/> Yes	<input type="radio"/> No
Bonus Pay	<input checked="" type="radio"/>	<input type="radio"/> Yes	<input type="radio"/> No
Retirement Pay	<input checked="" type="radio"/>	<input type="radio"/> Yes	<input type="radio"/> No

### Employment History

Were you in active military duty status since ?  Yes  No

Were you employed as a civilian by the Federal government since ?  Yes  No

Were you employed in a state other than Alaska since ?  Yes  No

<<PREVIOUS
CONTINUE >>

You are answering questions based on the dates provided.

If you worked in more than one state, you will be contacted for a claim choice. Combining your wages from all states worked may result in an increase of your weekly benefit amount. If we are unable to make contact, your claim will be based on the wages you earned in Alaska only.

# Select Last Employer page

### Select Last Employer

Please select the most recent employer that you worked for prior to filing this claim. Include work that was/is part-time, full-time, on-call or still working.

- ADMINISTRATION/SOA
- COMMERCE COMMUNITY & ECONOMIC DEV/SOA
- CORRECTIONS/SOA
- COURT SYSTEM/SOA
- EDUCATION/SOA
- ENVIRONMENTAL CONSERVATION/SOA
- FISH & GAME/SOA
- HEALTH & SOCIAL SERVICES/SOA
- LABOR & WORKFORCE DEVELOPMENT/SOA
- LAW/SOA
- LEGISLATIVE AFFAIRS/SOA
- MILITARY & VETERANS AFFAIRS/SOA
- NATURAL RESOURCES/SOA
- OFFICE OF THE GOVERNOR/SOA
- OMBUDSMAN/SOA
- PUBLIC SAFETY/SOA
- REVENUE/SOA
- TRANSPORTATION & PUBLIC FAC/SOA
- Last employer not listed

<<PREVIOUS
CONTINUE >>

Your most recent employer could also be an out-of-state employer.

If your last employer is not listed, select this option.

# Last Employment page

NOTE: If you selected an employer from the "Last Employer Page," some of the information may be prefilled for you. If you selected "Last employer not listed," you will need to fill in all the information requested.

**Last Employment Information** Indicates Required Field

Enter your most recent employer that you worked for prior to filing this claim. Include work that was part-time, full-time, on-call or still working. Be as specific as you can when entering the last day worked and site location.

Employer's Name

Employer's Mailing Address

Employer's City

Employer's Country

Employer's State/Province

Employer's Zipcode

Employer's Telephone Number: (###-###-####)

Start Date: (mm/dd/yyyy)

Last Day Worked: (mm/dd/yyyy)

Pay Rate: (#####.##)

Pay Unit

Job Title

Work Site Location

Separation Reason

<<PREVIOUS    CONTINUE>>

**Callout 1:** Remember you can click on this icon to get additional information. (points to help icon)

**Callout 2:** Select your last job title from the titles listed in the drop down box that best fits your job duties. (points to Job Title field)

**Callout 3:** Type in the name of the city, town or village where you physically performed your job. (points to Work Site Location field)

**Callout 4:** Select one of the options from the drop down box that best fits the reason your last job ended. (points to Separation Reason field)

This is the contact information for the company you worked for last. If you worked for two employers in the same week report the last employer you were scheduled to work for.

# Registration information

Depending on your answer(s) you may need to fill out additional information.

**Unemployment Insurance**

**Registration Information**

The information you provide will help to determine Job Service registration requirements for your claim. This information is needed to provide the best customer service to our clients.

Is your town/village more than 55 road miles from the   Yes  No

Are you currently working full-time, 40 or more hours a week?  Yes  No

Do you have a definite date you will be going back to full-time work, 40 or more hours a week?  Yes  No

Enter the date you will be returning to full-time work (mm/dd/yyyy)

Please provide information for the employer to which you will be returning to work. If this employer is unable to verify your return to work status, it may result in a denial of your benefits.

Employer Name

Contact Name

Contact Title

Employer's Telephone Number (###-###-####)

Are you normally dispatched through a referring union?  Yes  No

What Union do you belong to?

Are you in good standing or on the out-of-work list with your union?  Yes  No

Are you out of work due to a strike or labor dispute?  Yes  No

Will you be relocating outside of Alaska within 14 days?  Yes  No

You have reported you will be relocating to another state outside of Alaska. Once you arrive in your new area, you must reopen your claim by going to [www.labor.state.ak.us](http://www.labor.state.ak.us) or by calling 1-888-252-2557. You will also be required to register with a Job Service office or dispatching union in your new area within 7 days of your arrival or your benefits may be denied.

<<PREVIOUS    CONTINUE>>

**Callout 1:** Answering "YES" means you are in good standing with your dispatching Union and can be dispatched to any Union employer requesting your skills. (points to 'Are you normally dispatched...' question)

**Callout 2:** This is an example of additional instructions you need to follow. (points to relocation notice)

# Certification page

Unemployment Insurance myAlaska home

**Certification Page**

If you wish to review or change your answers, press the review button. Please check all boxes to certify this application. **REVIEW**

I certify that:

- I am requesting a determination of eligibility for UI benefits.
- I am the person named in this application.
- I understand my information may be shared with other state or federal agencies as authorized by Alaska and federal laws.
- I authorize my former employer to release all information necessary to determine my eligibility for benefits.
- I understand it is my responsibility to read the contents of the UI Claimant Handbook.
- I understand in collecting or attempting to collect benefits fraudulently, I will be disqualified, required to repay the benefits received and may be subject to additional civil and criminal penalties.

I certify that I have read the above statements and the information I have provided is true and correct.

You will receive a Monetary Determination in the mail listing your employer and wages on which your claim is based. It is your responsibility to contact the UI Claim Center immediately if it is incorrect. If you have Federal, military or wages earned in other states, a new monetary will be sent to you once these wages are added to your claim.

I certify that I have read the above advisories.

**Registration for Work Requirements**  
Based on the information provided, you must register for work, create, post, and maintain an online resume on Alaska's Job Bank, in the Alaska Labor Exchange System (ALEXsys) at [www.jobs.state.ak.us](http://www.jobs.state.ak.us) within 7 days from filing your new or reopened claim for unemployment insurance benefits.

If you have already posted your resume in ALEXsys, you must verify the status of your resume to make sure it is current and accessible online. You can verify this by checking the "Date your registration will inactivate" on your "My Resumes" page in ALEXsys. It is your responsibility to check this date often. Your registration and resumes stay active while you are actively engaged in job search and referral activities and or while receiving reemployment services from job center staff.

**Work Search Requirements**  
You are required to perform 2 valid work search contact(s) per week. You will receive information in a separate mailing giving you instructions on what is considered a valid work search and what you need to report for each work search contact(s).

**Bi-Weekly Claims**  
To receive UI Benefits, you must file every other week. The first two weeks you can file for are 10/11/2014 and 10/18/2014. To file these weeks online, click the unemployment insurance link on the myAlaska website between 10/19/2014 and 10/25/2014.

I certify that I have read the above instructions and understand failure to comply as instructed will result in a denial of benefits.

**It is very important to read your CERTIFICATION PAGE.** This page gives you additional instructions you must follow. Failure to comply with all instructions will result in a delay or denial of UI benefits.

# Confirmation page

**Confirmation**

Your Confirmation Number is

Keep a copy of this page for your records. Your Unemployment Insurance application has been accepted. The effective date of your new claim is 01/25/2014.

**I want to**

- Register, create, post, or review my resume on [ALEXsys](#)
- Print a [Work Search Log](#)
- Get information on [KeyBank's debit card](#)
- Read the [UI Claimant Handbook](#)
- Read about [Alaska's UI Program](#) **labor.alaska.gov/unemployment**
- Start, change, or verify [Direct Deposit](#)
- Sign out of [myAlaska](#) **Remember to sign out of myAlaska.**

Please take a moment to send us your comments about our online unemployment application. **FINISH**

You will find a confirmation number here.

# FILING FOR WEEKLY BENEFITS ONLINE

**After you have opened a UI claim you will need to file for benefits every two weeks in order to receive payment.**

*This step is fast, easy, and secure over the Internet!*

## You will need:

- myAlaska ID and password.
- Your Social Security Number.
- Dates you were not able or available to work each week.
- Dates you refused an offer of work or job referral.
- If attending school or a training program, you will need the name of the school or training program, dates of attendance and class schedule.
- Date(s) and reason for any travel outside of your local residence.
- Date(s) of move, if you relocated.
- Your retirement amount if it has changed or you just started receiving your retirement pay.
- The amount of any vacation, sick, severance, bonus, or holiday pay.
- Your most recent employer's name (company name), address and phone number.
- Hours and gross wages earned in the last week you worked. To calculate your wages, multiply the hours you worked by your hourly pay. This equals wages earned.
- Your work search information:
  - Date
  - Employer name
  - Method of search (i.e., in-person, mail, phone or Internet)
- If additional information is requested please give as much detail as possible. This will help prevent your UI payment from being delayed.
- To file for your weekly benefits you will go to myAlaska, click on unemployment benefits and then select "weeks claim."

**After you certify your claim you will be given a confirmation number. Keep this number for your records as proof of filing timely.**

**The following pages are examples of the screens you may see when filing for your weekly UI benefits.**

# Filing for weekly benefits

Any request for information or a question that has a red dot  is required. You will not be able to continue to the next page until you have provided the required information. For additional help or instructions some screens provide a help icon . Click on this symbol to get more instructions.

## Is this you?



Alaska Department of Labor  
and Workforce Development

myAlaska home

## Unemployment Insurance

Client Authentication
 Indicates Required Field

**Important:** The information displayed below has been prefilled from your [MyAlaska](#) profile. If you wish to update this information, you will need to do so through your [MyAlaska](#) profile. **Note:** You must use the same MyAlaska account each time you access the unemployment insurance website. You may want to use the same account information that you use for your Alaska Permanent Fund Dividend if you receive one. Please record your MyAlaska account information for future reference. To insure your privacy and the security of your information, remember to log out of the myAlaska website when you have finished your session.

SSN (999999999) 

First Name 

Middle Initial

Last Name 

Birthdate (mm/dd/yyyy) 

Please select from the following options.

- [File UI benefits for weeks ending 10/4/2014 and 10/11/2014](#) 
- [File a new claim or reopen an existing UI claim](#)
- [Current UI Claim Status and Work Search Requirements](#)
- [Direct Deposit - Start, change, or verify direct deposit account](#) 
- [Debit Card Enrollment](#) 
  - Card Holders: View your account information online at [www.Key2Benefits.com](http://www.Key2Benefits.com).
- [Get help finding a job, ALEXsys](#)
- [1099/Tax Information](#)

To file your weekly claim, click here.

The [UI Claimant Handbook](#) explains the claim processes and requirements. It is your responsibility to read and familiarize yourself with the contents of the handbook.

Please review the [top ten things](#) you should know about filing a claim.

You will have 20 minutes to complete each page of the application before timing out.

Please visit our [assurances](#) page to learn about the privacy and security of information provided for your UI claim. If you have questions about filing a claim, qualifying for a claim, or about the UI Program, see our [Unemployment Insurance](#) Benefits website. To contact a claim center representative [click here](#).

## Verify your personal information:

Alaska Department of Labor and Workforce Development  
myAlaska home

### Unemployment Insurance

**Personal Information** Indicates Required Field

Be advised that the U.S. Postal Service does not forward mail sent from our office. All correspondence will be sent to the mailing address you have provided. You are responsible for and will be held liable for the content of all correspondence sent to you concerning your unemployment insurance claim. Failure to maintain a current mailing and/or physical address may result in a denial of benefits.

Mailing Address: When your mailing address, physical address, or phone number change, update your information. If your mailing address is a P.O. Box, you must enter the physical address where you live.

Name

Attention Line or c/o (if any)

Street or PO

City

Country

State/Province

Zip Code

Is your mailing address different than your physical address?  Yes  No

Primary Telephone

Secondary Telephone

[Click here for help.](#)

## Questions may change without notice

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### Unemployment Insurance

**Weeks Claimed** Indicates Required Field

You are filing for the weeks ending 3/1/2014 and 3/8/2014. If these are not the weeks you wish to file for, please contact your Unemployment Insurance Claim Center. For contact information, [click here](#).

Depending on your answers, you may be asked to provide additional information. Do not exit until you have certified that your answers are true and correct. After you certify, you will receive a confirmation page for your records.

	Week Ending 3/1/2014	Week Ending 3/8/2014
Were you available and physically able to work full-time each day of the week?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>You stated that you were unavailable or unable to work each day of the week ending 3/8/2014. Check the reason(s) that apply.</p> <p>Medical Condition <input checked="" type="checkbox"/></p> <p>Care for Others <input type="checkbox"/></p> <p>Lack of Transportation <input type="checkbox"/></p> <p>Incarcerated or other legal restriction <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>		
Did you refuse any offer of work or a job referral?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Were you attending school or a training program during the week?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Did you travel?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Did you move to a different town?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you receiving a monthly retirement payment?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Did you receive a lump sum payment for vacation, sick, severance, bonus, holiday, or retirement pay? (Do not include monthly retirement payments)	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Did you work for any employers?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Did you miss or refuse any hours or shifts that were offered to you during the week ending 3/1/2014?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Were you self-employed during the week?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Depending on your answer, you may see additional questions.](#)

Be sure to read each question completely before selecting your answer.

Depending on your answer, you may see additional questions.

# Reporting wages

Wages are the total amount you earned that day and **NOT** your hourly rate. Example: If you worked 8 hours and earn \$10 an hour, you would report 8 hours worked and \$80 in wages.

**Important:** The information you provide on this questionnaire will be used to determine your eligibility for UI benefits. If you do not complete this questionnaire, you must contact your UI Claim Center within 7 days to provide this information. Failure to do so may result in a denial of your UI benefits.

Enter hours and wages for each day you worked. You must enter gross wages (dollars and cents) for the work you performed, even if you have not been paid. Round partial hours down to the nearest hour. If you worked for more than one employer during the week, enter your total daily hours and gross wages for ALL employers. If your employer name and separation reason was not pre-filled on the form, enter the name and separation reason of the last employer you worked for during the week. ?

Report your total hours and gross wages for the week ending 3/1/2014.

Employer Name:

Separation Reason:  Working Full-time

WEEK 1	SUN	MON	TUE	WED	THUR	FRI	SAT
	2/23/2014	2/24/2014	2/25/2014	2/26/2014	2/27/2014	2/28/2014	3/1/2014
Hours							
Wages \$							

Do you certify the totals from above are correct?  Yes  No

Total hours: 0  
Total wages: \$ 0.00

You reported providing incorrect hours and/or wages in the week ending 3/1/2014. Enter the correct hour and gross wage information for each day worked now or click continue button to proceed. If you proceed without entering the information, you will be instructed to contact the UI Claim Center within 7 days.

Report your total hours and gross wages for the week ending 3/8/2014.

Employer Name:

Separation Reason:  Working Full-time

WEEK 2	SUN	MON	TUE	WED	THUR	FRI	SAT
	3/2/2014	3/3/2014	3/4/2014	3/5/2014	3/6/2014	3/7/2014	3/8/2014
Hours							

The majority of overpayments are due to misreported work and earnings. If it is determined fraudulent information was submitted you must repay all benefits paid during the week affected, along with a penalty equal to 50 percent of the overpayment.

Additionally, you will be disqualified from receiving future benefits. The period of disqualification is at least six weeks, up to a maximum of 52 weeks.

# Self-employed earnings

To report self-employed earnings, you will fill out this form. When reporting self-employment earnings you are reporting the net income, which is the amount you earn after expenses.

BIFWEB ?

Under State law, the amount of benefits payable to an individual for a week shall be reduced by 75% of the wages earned by the individual during the week that are in excess of \$50.

**Important:** The information you provide on this questionnaire will be used to determine your eligibility for UI benefits. If you do not complete this questionnaire, you must contact your UI Claim Center within 7 days to provide this information. Failure to do so may result in a denial of your UI benefits.

Enter your hours and net earnings for each day you performed self-employment. Round partial hours up to the nearest hour. For example, if you worked 3.5 hours, enter 4 hours. Click the help button for instructions on how to enter self-employment earnings. ?

Report your total hours and net earnings for the week ending 3/1/2014.

WEEK 1	SUN	MON	TUE	WED	THUR	FRI	SAT
	2/23/2014	2/24/2014	2/25/2014	2/26/2014	2/27/2014	2/28/2014	3/1/2014
Hours	8	8	8	8			
Net Earnings	10.00	10.00	10.00	10.00			

Do you certify the totals from above are correct?  Yes  No

Total hours: 32  
Total net earnings: \$ 40.00

Click the ? icon for more information.

## Registration information

Alaska Department of Labor and Workforce Development

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### Unemployment Insurance

Registration Information
Indicates Required Field

The information you provide will help to determine Job Service registration requirements for your claim. This information is needed to provide the best customer service to our clients.

Is your town/village more than 55 road miles from the Juneau Job Center?  Yes  No

Are you currently working full-time, 40 or more hours a week?  Yes  No

Do you have a definite date you will be going back to full-time work, 40 or more hours a week?  Yes  No

Are you normally dispatched through a referring union?  Yes  No

Are you out of work due to a strike or labor dispute?  Yes  No

Will you be relocating outside of Alaska within 14 days?  Yes  No

Questions may change without notice. Be sure to read each question completely before selecting your answer.

## Work Search Questionnaire

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### Unemployment Insurance

Work Search Questionnaire

BIFWEB

Did you make one employer work search contact for the week ending 9/20/2014  Yes  No

Date of contact:  Monday 9/15/2014

Employer Name:  trident seafoods corp.

Method of contact:  Phone

Phone:  206-297-5758

Did you make a second employer work search contact for the week ending 9/20/2014  Yes  No

Did you make one employer work search contact for the week ending 9/27/2014  Yes  No

Date of contact:  Monday 9/22/2014

Employer Name:  Sam's Fish Market

Method of contact:  Phone

Phone:  206-299-5674

Did you make a second employer work search contact for the week ending 9/27/2014  Yes  No

Read and follow all instructions to prevent a delay or denial of UI benefits.

**WARNING:** You have indicated you did not make employer contact(s) for work during the week you are claiming. You must contact the claim center within 7 days to explain why you did not make employer contact(s) so a determination of eligibility can be made. Failure to contact the claim center may result in a denial of benefits.

Read and follow all instructions to prevent a delay or denial of UI benefits.



# Certification page

Alaska Department of Labor  
and Workforce Development

## Unemployment Insurance

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**Certification Page**

Persons collecting or attempting to collect benefits fraudulently will be disqualified, required to repay the benefits received and may be subject to additional civil and criminal penalties. Please check all boxes to certify this application.

**Registration for Work Requirements**  
Based on the information provided, you must register for work, create, post, and maintain an online resume on Alaska's Job Bank, in the Alaska Labor Exchange System (ALEXsys) at [www.jobs.state.ak.us](http://www.jobs.state.ak.us) within 7 days from filing your new or reopened claim for unemployment insurance benefits.

If you have already posted your resume in ALEXsys, you must verify the status of your resume to make sure it is current and accessible online. You can verify this by checking the "Date your registration will inactivate" on your "My Resumes" page in ALEXsys. It is your responsibility to check this date often. Your registration and resumes stay active while you are actively engaged in job search and referral activities and or while receiving reemployment services from job center staff.

**Work Search Requirements**  
Based on the information you provided, you are required to perform 2 employer work search contact(s) per week. You will receive new information by mail if this is a change from your previous requirement.

Do you certify the answers you provided are true and correct for the weeks ending  and ?

**It is very important to read your CERTIFICATION PAGE.** This page gives you additional instructions you must follow. Failure to comply with all instructions will result in a delay or denial of UI benefits.

# Confirmation page

**Confirmation**

Your Confirmation Number is

Keep a copy of this page for your records. Your Unemployment Insurance application has been accepted.  
The effective date of your new claim is 01/25/2014

**I want to**

- Register, create, post, or review my resume on [ALEXsys](#)
- Print a [Work Search Log](#)
- Get information on [KeyBank's debit card](#)
- Read the [UI Claimant Handbook](#)
- Read about [Alaska's UI Program](#)
- Start, change, or verify [Direct Deposit](#)
- Sign out of [myAlaska](#)

Please take a moment to send us your comments about our online unemployment application.

You will find a confirmation number here.

[labor.alaska.gov/unemployment](http://labor.alaska.gov/unemployment)

Remember to sign out of myAlaska.



We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

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