This is a tutorial for how to apply for unemployment for those who are unemployed due to Covid-19. This would include people who were laid off, their jobs have closed and those whose hours have been significantly cut due to the Covid-19 government regulations, it also may cover people who are currently quarantined based on orders from a medical professional. For more specific information please see the document here [https://esd.wa.gov/newsroom/covid-19](https://esd.wa.gov/newsroom/covid-19)

1. People will sign in to the employment security website at [https://secure.esd.wa.gov/](https://secure.esd.wa.gov/)

   They either need to sign into their existing account or get a new account, if they aren’t sure if they have an account they can get an email sent with their username if it exists.

2. After you’re signed in you will be on this page, choose, under “for yourself”, “apply for unemployment benefits or manage your current and past claims”.

3. From here under the alerts section click apply for benefits.

4. Read the statement and click next.
5. The next screen gives information about who typically qualifies for unemployment, remember that some of these requirements have been waived by the state during this time.

Click next
6. There will be another statement to read and certify. They will need to click “I agree, Continue with application”

7. Enter their social security and birthday.
8. Update their personal information

9. Update license information
10. They will answer yes or no questions about employment history and ability to work. There are about 7 questions that they will have to answer.

11. They will enter their contact information.

12. Complete Demographic information
13. Employer information

14. They will get a summary of the hours they worked and their wages
15. Enter information about their occupation and the next page will be questions about union membership that are yes or no questions.
16. Identify if they are requesting standby. This is for people that will be returning to work with their normal hours at a later date, they will not be required to look for work. This will ask when they will return to work, they should give the information they have for now, based on what their employer has told them about when they will return to work and it can be updated with a new claim later if the information changes.

17. They will be asked some yes or no questions about if they are available and able to work, and if they are currently in school.

18. Choose how they would like to be paid
19. Review and submit the claim.