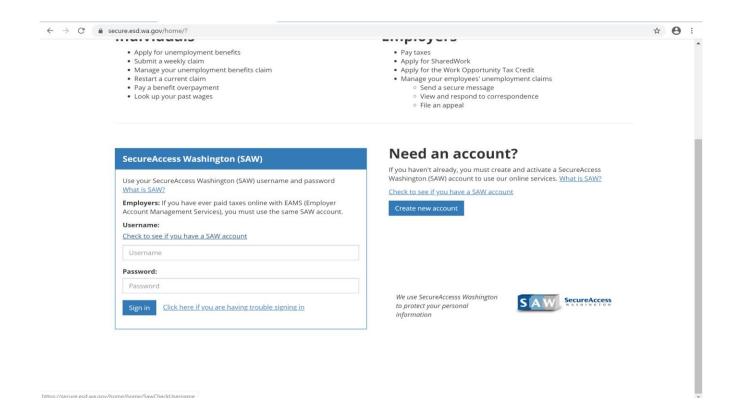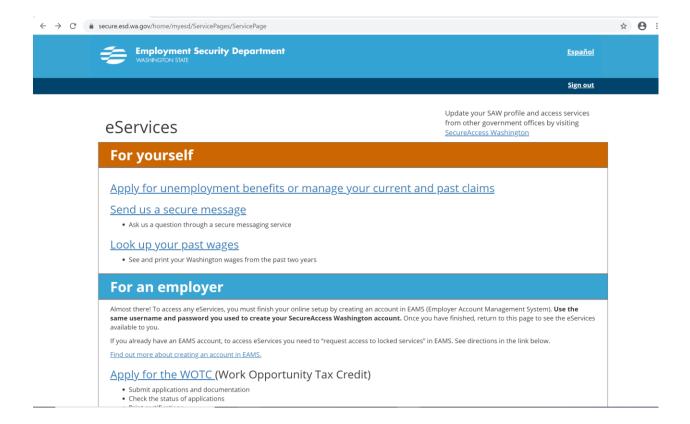# UNEMPLOYMENT TUTORIAL DUE TO COVID19

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

1. People will sign in to the employment security website at 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".

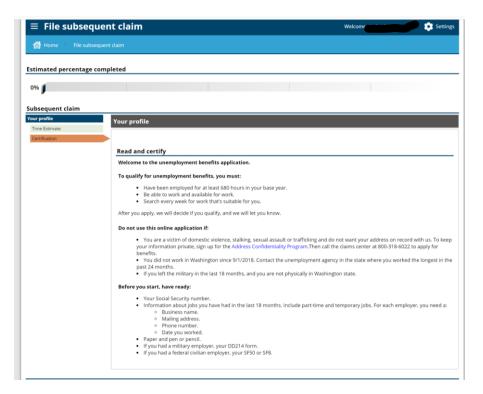3. From here under the alerts section click apply for benefits.

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

Your profile

Read and certify

Welcome to the unemployment benefits application.

To qualify for unemployment benefits, you must:

- Have been employed for at least 680 hours in your base year.
- Be able to work and available for work.
- Search every week for work that's suitable for you.

After you apply, we will decide if you qualify, and we will let you know.

Do not use this online application if:

- You are a victim of domestic violence, stalking, sexual assault or trafficking and do not want your address on record with us. To keep your information private, sign up for the Address Confidentiality Program. Then call the claims center at 800-318-6022 to apply for benefits.
- You did not work in Washington since 9/1/2018. Contact the unemployment agency in the state where you worked the longest in the past 24 months.
- If you left the military in the last 18 months, and you are not physically in Washington state.

Before you start, have ready:

- Your Social Security number.
- Information about jobs you have had in the last 18 months. Include part-time and temporary jobs. For each employer, you need a:
  - Business name.
  - Mailing address.
  - Phone number.
  - Date you worked.
- Paper and pen or pencil.
- If you had a military employer, your DD214 form.
- If you had a federal civilian employer, your SF50 or SF8.

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

Your profile

Read and certify

We protect your privacy
The Employment Security Department strictly obeys state and federal laws that protect your private information. We do, however, share your information with other government agencies to verify your eligibility for this and other government programs. Read our privacy statement for details.

Fraud
If you lie on this application or provide false information, we might find that you committed fraud. You could be:

- Disqualified from receiving benefits.
- Have to pay back benefits received.
- Required to pay a penalty.
- Charged with a crime.

Certify
I certify that the information I provided on this form is true and complete to the best of my knowledge. I understand that omitting or giving false information is considered fraud, and I could have to pay back benefits received and pay a penalty. I also could be denied future unemployment benefits.

I disagree. Exit application. | I agree. Continue with application.

Required

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

Estimated percentage completed

40%

Subsequent claim

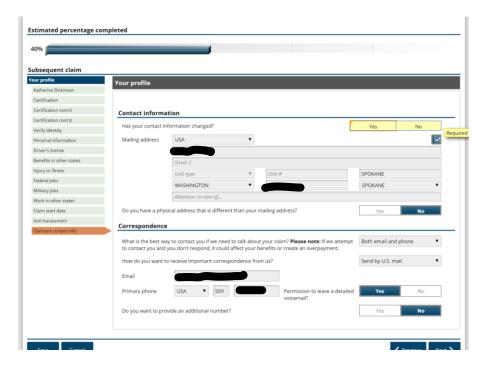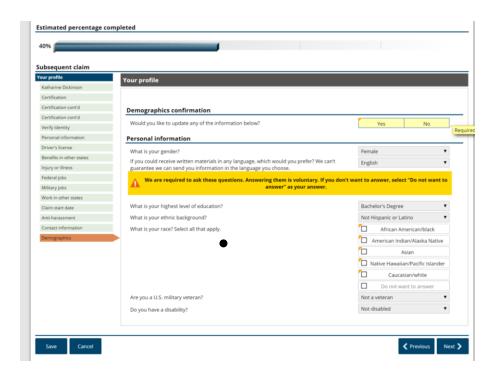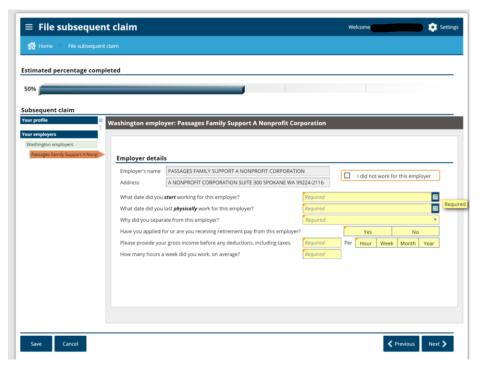| Your profile	
Katharine Dickinson	**Your profile**
Certification	
Certification cont'd	
Certification cont'd	**Demographics confirmation**
Verify Identity	Would you like to update any of the information below? [Yes] [No]
Personal information	Required
Driver's license	**Personal information**
Benefits in other states	What is your gender? [Female ▾]
Injury or illness	If you could receive written materials in any language, which would you prefer? We can't guarantee we can send you information in the language you choose. [English ▾]
Federal jobs	
Military jobs	⚠ We are required to ask these questions. Answering them is voluntary. If you don't want to answer, select "Do not want to answer" as your answer.
Work in other states	
Claim start date	What is your highest level of education? [Bachelor's Degree ▾]
Anti-harassment	What is your ethnic background? [Not Hispanic or Latino ▾]
Contact information	What is your race? Select all that apply. ☐ African American/black
Demographics	☐ American Indian/Alaska Native
	☐ Asian
	☐ Native Hawaiian/Pacific Islander
	☐ Caucasian/white
	☐ Do not want to answer
	Are you a U.S. military veteran? [Not a veteran ▾]
	Do you have a disability? [Not disabled ▾]

[Save] [Cancel]   [❮ Previous] [Next ❯]

13. Employer information

≡ **File subsequent claim**   Welcome ▬▬▬▬ ⚙ Settings

🏠 Home   File subsequent claim

Estimated percentage completed

50%

Subsequent claim

Your profile	
Your employers	**Washington employer: Passages Family Support A Nonprofit Corporation**
Washington employers	
Passages Family Support A Nonp	**Employer details**
	Employer's name [PASSAGES FAMILY SUPPORT A NONPROFIT CORPORATION] ☐ I did not work for this employer
	Address [A NONPROFIT CORPORATION SUITE 300 SPOKANE WA 99224-2116]
	What date did you **start** working for this employer? [Required] 📅
	What date did you last **physically** work for this employer? [Required] 📅 Required
	Why did you separate from this employer? [Required ▾]
	Have you applied for or are you receiving retirement pay from this employer? [Yes] [No]
	Please provide your gross income before any deductions, including taxes. [Required] Per [Hour] [Week] [Month] [Year]
	How many hours a week did you work, on average? [Required]

[Save] [Cancel]   [❮ Previous] [Next ❯]

14. They will get a summary of the hours they worked and their wages

🏠 Home › File subsequent claim

Estimated percentage completed

60%

Subsequent claim

Your profile
Your employers
Washington employers
Passages Family Support A Nonp
Add missing employer
Summary

Your employers

Employment wage summary

The employers for which you have provided information are shown below. This includes employers that we found in wage reports as well as any employers added by you. Employers marked "DNW" have already been flagged for agent review because you marked "Did Not Work." Employers marked "Pend" are waiting for a response from the federal government or another state.

Do you disagree with wage or hour information reported by an employer?

DNW	Pend	Employer	Q1 Hours	Q1 Wage	Q2 Hours	Q2 Wage	Q3 Hours	Q3 Wage	Q4 Hours	Q4 Wage
☐	☐	PASSAGES FAMILY SUPPORT A NONPROFIT CORPORATION								

Save Cancel ‹ Previous Next ›

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15. Enter information about their occupation and the next page will be questions about union membership that are yes or no questions.

🏠 Home › File subsequent claim

Estimated percentage completed

60%

Subsequent claim

Your profile
Your employers
Your occupation
Occupation code

Your occupation

Occupation

What was your primary occupation during the base year? Click "Search occupation."

Primary occupation | 21-1014.00 - Mental Health Counselors | Change occupation

See this employment data website to determine whether you current occupation is in demand or decline.

Are you going to continue to look for work in this occupation?   **Yes** | No

Save Cancel ‹ Previous Next ›

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

Estimated percentage completed

80%

Subsequent claim

Your profile	⊞
Your employers	⊞
Your occupation	⊞
Getting paid	
Payment options	

Getting paid

Employment Security offers two payment options for you to receive your unemployment benefits: debit card or direct deposit. Which option would you like us to use for your benefits payment – direct deposit into your bank account or deposit onto a debit card? Select one below.

| **Debit Card** | Direct Deposit |

Learn more about all fees associated with the debit card option   Learn more about the direct deposit payment option

We will deposit your benefit payments onto a debit card.

You will receive your debit card 7 to 10 days from today in a white envelope with Employment Security Department in the upper left hand corner. Follow the instructions provided with the card to activate it.

BANK OF ANYWHERE

4000 0012 3456 7899

00/00 00/00 V
NAME O CARDHOLDER

We are required to provide you with certain disclosures relating to the KeyBank debit card program prior to completing your application.

There are no:

- Monthly fees.
- Per purchase fees.
- Cash reload fees.
- In-network ATM withdrawal fees (There is a $1.75 ATM out-of-network fee. This fee can be lower depending on how and where this card is used.)
- In- or out-of-network ATM fees for balance inquiries.
- Automated or live agent customer service fees.
- Per month inactivity fees after 180 days of inactivity.
- Overdraft or credit feature.

KeyBank charges three other types of fees:

- $12 2-day expedited delivery of replacement card
- 2% international transaction fee
- $3 international ATM withdrawal fee

19. Review and submit the claim.