



# SharedWork

## It works only if you submit weekly!

### Submitting your weekly claims:

#### How to submit

- PHONE: Call 800-318-6022 and select option 1.
- ONLINE: Go to [www.esd.wa.gov](http://www.esd.wa.gov). Under **Sign in for eServices**, click **Sign in or create account**.

#### When to submit

- You must submit every week to keep your claim open and active. **Submit after the work week is over.** The SharedWork work week starts Sunday at 12:01 a.m. and ends at midnight Saturday.
- You have several days to submit by phone or online.  
PHONE: Submit for the prior week from 12:01 a.m. Sunday to 4 p.m. Friday.  
ONLINE: Submit for the prior week from 12:01 a.m. Sunday to 11:59 p.m. Saturday.

#### If you forget to submit

- You must contact \_\_\_\_\_, your SharedWork employer representative to reopen your claim.

#### Need help?

- Refer to your SharedWork Employee Participant Packet or talk with your SharedWork employer representative.



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Department**  
WASHINGTON STATE

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