

# Introducing eServices for claimants

eServices is the Employment Security Department’s secure website for applying for unemployment benefits, submitting weekly claims and accessing information about your benefits.

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## What you can do through eServices

- Apply for benefits.
- Submit your weekly claims.
- Get information about your benefits, including how much you’ll be paid and whether we’ve processed your payment.
- Read letters from us.
- Change your contact information.
- Sign up for direct deposit or a debit card.
- Check your overpayment balance and pay it back.
- Change your Personal Identification Number (PIN) for our phone system.
- Request federal income tax to be withheld or not withheld from your benefits.
- Apply for training benefits.
- Respond to requests for more information (fact-finding questions).
- Look up your past wages.

## Create an account

To create an eServices account, select *Sign in or create account* from [esd.wa.gov](http://esd.wa.gov).

1. You will need to sign in with a SecureAccess Washington (SAW) account. If you created a SAW account for WorkSourceWA.com or another state service, you can use that same user name and password.

If not, select *Create new account* and follow the instructions. You must provide an email address.

## Sign in for eServices

### Individuals

- Apply for unemployment benefits
- Submit a weekly claim
- Manage your unemployment benefits claim
- Restart a current claim
- Pay a benefit overpayment
- Look up your past wages

### Employers

- Pay taxes
- Manage your employees' unemployment claims
- Send a secure message
- View and respond to correspondence
- File an appeal

#### SecureAccess Washington (SAW)

Use your SecureAccess Washington (SAW) username and password  
[What is SAW?](#)

**Employers:** If you have ever paid taxes online with EAMS (Employer Account Management Services), you must use the same SAW account.

**Username:**

**Password:**

[Sign in](#)

[Trouble signing in?](#)

### Need an account?

If you haven't already, you must create and activate a SecureAccess Washington (SAW) account to use our online services. [What is SAW?](#)

[Check to see if you already have a SAW account](#)

[Create new account](#)

We use SecureAccess Washington to protect your personal information

2. After creating an account, you must activate it. Select the link you received by email.

**Employment Security Department**  
WASHINGTON STATE

Select the link to [activate your eServices account](#). If you activate your account using a different device, such as a cellphone, be sure to refresh your computer monitor before entering your username and password.

This is a system generated message. Please **do not** reply to this email.

Sincerely,

The Washington State Employment Security Department

- Next, select *For yourself* and the *Continue* button.

The screenshot shows the top navigation bar with the Employment Security Department logo and 'WASHINGTON STATE' on the left, and 'Español' on the right. Below the navigation bar is a dark blue bar with 'Sign out' on the right. The main content area has a white background. On the left, the heading 'eServices' is followed by 'You're almost there!' and the question 'Are you signing in for yourself or for an employer? Please select one.' Below this are two buttons: an orange button with a right-pointing arrow and the text 'For yourself', and a blue button with a right-pointing arrow and the text 'For an employer'. The word 'OR' is centered between the two buttons. On the right side of the page, there is a 'SAW SecureAccess WASHINGTON' logo and a link: 'Update your SAW profile and access services from other government offices by visiting SecureAccess Washington'.

- Select *Verify my identity*.

This screenshot is similar to the previous one, but the orange button now has a downward-pointing arrow and the text 'For yourself'. Below this button, a white box contains the text: 'To protect your personal information, we must verify your identity. We will need to do this only once.' To the right of this text is a blue button with the text 'Verify my identity'. The blue button with 'For an employer' remains below. The rest of the page layout, including the navigation bar and the 'SAW SecureAccess' information, is identical to the previous screenshot.

You'll provide your personal information, including your Social Security number, address and birth date.

6. If you need help registering, call **855-682-0785**.

## Apply for benefits

Select *Apply for unemployment benefits or manage your current and past claims*.

**Employment Security Department**  
WASHINGTON STATE

[Español](#)

[Sign out](#)

---

### eServices

Update your SAW profile and access services from other government offices by visiting [SecureAccess Washington](#)

#### For yourself

- [Apply for unemployment benefits or manage your current and past claims](#)
- [Send us a secure message](#)
  - Ask us a question through a secure messaging service
- [Look up your past wages](#)
  - See and print your Washington wages from the past two years

#### For an employer

Almost there! To access any eServices, you must finish your online setup by creating an account in EAMS (Employer Account Management System). **Use the same username and password you used to create your SecureAccess Washington account.** Once you have finished, return to this page to see the eServices available to you.

If you already have an EAMS account, to access eServices you need to "request access to locked services" in EAMS. See directions in the link below.

[Find out more about creating an account in EAMS.](#)

#### [Apply for the WOTC \(Work Opportunity Tax Credit\)](#)

- Submit applications and documentation
- Check the status of applications
- Print certifications

We will then ask you questions. Select *Next* to continue to the next screen. Select *Save* to save your application and come back later.

The screenshot shows a web application interface for submitting an application for unemployment benefits. At the top, there is a dark blue header with a hamburger menu icon and the text "Submit an application". Below the header is a light blue navigation bar with a home icon and the text "Home" and "Submit an application". The main content area is titled "Application for unemployment benefits" and features a sidebar on the left with a progress indicator. The sidebar has three items: "Your profile" (highlighted in dark blue), "Certification" (in light green), and "Certification cont'd" (in orange with a right-pointing arrow). The main content area has a dark grey header "Your profile" and a section titled "Read and certify" with a horizontal line. Under "Read and certify", there are three sub-sections: "Save and continue button" with a warning about a 15-minute timeout; "Get a confirmation number!" with a warning about losing information if the user exits; and "When to apply" with information about the start date of the claim. At the bottom of the page, there are four buttons: "Save", "Cancel", "Previous", and "Next".

**Submit an application**

Home Submit an application

**Application for unemployment benefits**

Your profile  
Certification  
Certification cont'd

**Your profile**

**Read and certify**

**Save and continue button**  
You don't have to complete the entire application all at once. But if you don't type anything for 15 minutes, the application will time out and you will lose your information. Be sure to choose the *Save and continue* button.

If you choose not to continue this application, we will discard it on Saturday.

**Get a confirmation number!**  
Be sure to get a confirmation number proving you submitted your application. If you exit the application before receiving a confirmation number, you will lose any information you entered and you'll have to start over. You will also need the number if you exit and return to the application later.

**When to apply**  
Your unemployment benefits claim will start Sunday of the week you apply. If you don't want to start your claim yet, wait to apply until the week (Sunday through Saturday) you want your claim to start.

Save Cancel Previous Next

When you get to the *Contact information* screen, type in your address. Select the *Check address* button in the top right corner of the screen to verify your address.

The screenshot shows the 'Submit an application' form, specifically the 'Contact information' section. The form is titled 'Application for unemployment benefits' and includes a sidebar with navigation options like 'Your profile', 'Certification cont'd', 'Your Identity', etc. The 'Contact information' section contains several fields: 'Mailing address' (USA), 'Street', 'Street 2', 'Unit type', 'Unit #', 'City', 'County', and 'ZIP'. A 'Check address' button is highlighted with a red box. Below these fields are questions about physical addresses and contact preferences, with 'Yes' and 'No' buttons. At the bottom, there are 'Save', 'Cancel', 'Previous', and 'Next' buttons.

Select from the list of addresses. In most cases, you will select the address marked *Suggested*, which is the address recognized by the U.S. Postal Service.

The screenshot shows the 'Check address' dialog box. It contains fields for 'Country' (USA), 'Street' (212 MAPLE PARK AVE SE), 'Street 2', 'Unit type', 'Unit #', 'City' (OLYMPIA), 'State' (WASHINGTON), 'Zip' (98501-0000), and 'County'. A message at the bottom states 'Address needs to be verified'. Below this, there is a 'Choose one' section with two options: 'Original address 212 MAPLE PARK AVE SE OLYMPIA WA 98501' and 'Suggested address 212 MAPLE PARK AVE SE OLYMPIA WA 98501-2347'. The 'Suggested address' option is highlighted with a red box. A 'Cancel' button is located at the bottom right.

To enter your occupation, first select the *Search occupation* button.

**Submit an application**

Home > Submit an application

**Application for unemployment benefits**

- 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

Are you going to continue to look for work in this occupation?

Yes No **Required**

Save Cancel Previous Next

**Please click 'Search occupation'**

On the left, enter your job title and select *Search*. On the right, you'll see a list of positions. Select the title that most closely matches your job.

**Search occupation codes**

**First: Search for a job title.**

Single words or short phrases work best.

auto mechanic

Search

**Next: Choose one for details, then press "OK."**

Filter

1 - 10 of 60

Code	
17-2121.01	Marine Engineers
17-2141.00	Mechanical Engineers
17-2199.05	Mechatronics Engineers
17-3013.00	Mechanical Drafters
17-3023.01	Electronics Engineering Technicians
17-3024.00	Electro-Mechanical Technicians
17-3024.01	Robotics Technicians
17-3027.00	Mechanical Engineering Technicians
25-1032.00	Engineering Teachers, Postsecondary
25-1194.00	Vocational Education Teachers, Postsecondary

1 - 10 of 60

Cancel

Before you submit your application, you can go back and review your answers by selecting the buttons on the left side of the screen.

When you've finished answering all the questions, select the *Submit* button.

Write down your confirmation number and read the important instructions that follow.

# Navigate eServices

Once you have established a claim and are logged into eServices, your screen will default to the *Summary* view. Blue text indicates a hyperlink. Select the *UI claim* link...

**Home**

Home

**About me** [Update](#) **Alerts** **I Want To**

Last logged on Mar 20 2017

There is 1 unread message

[Change federal withholding preference](#)

[Send us a message](#)

[Update union information](#)

**Summary** Online activity Notices/letters Name/address 1099s

**My accounts** [All accounts](#)

**UI claim**

Claim ID

Benefit year begin Sep 24 2017

Benefit year ending Sep 22 2018

Weekly benefit amount \$269.00

Status Active

**⚠ We need more information from you**

...to view your current claim and see benefits you have been paid. "UI" stands for unemployment insurance.

**UI claim**

Home UI claim

**Account** **Account alerts** **I want to**

**⚠ We need more information from you**

[Restart my claim to begin filing again](#)

[Register for training benefits](#)

[Request standby](#)

**Weeks summary** Decisions status Benefits Online activity Notices/letters Report change

**Weeks summary** [Filter](#)

Week ending	Status	Weekly benefit amount	Deductions	Intercepts	Benefits paid	Payment date
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Select the *Online activity* tab to view a list of tasks you completed or need to complete on eServices.

The screenshot shows the 'UI claim' dashboard. At the top, there is a navigation bar with a home icon and the text 'Home > UI claim'. Below this, there are three main sections: 'Account' (with a phone icon and the number '\*\*\*.\*\*-3658'), 'Account alerts' (with a flag icon and a warning message: 'We need more information from you'), and 'I want to' (with a clipboard icon and three links: 'Restart my claim to begin filing again', 'Register for training benefits', and 'Request standby'). A horizontal menu below these sections contains six tabs: 'Weeks summary', 'Decisions status', 'Benefits', 'Online activity' (which is highlighted in blue), 'Notices/letters', and 'Report change'. Below the menu, there are three sections: 'Needs your attention' (with an exclamation mark icon and the text 'Nothing at this time'), 'Submitted' (with a clock icon and the text 'Nothing new at this time'), and 'Processed' (with a checkmark icon and the text 'Nothing new at this time'). A small 'All online activity' link is visible on the right side of the 'Processed' section.

Select the *Notices/letters* tab to view unread letters and notices.

The screenshot shows the 'UI claim' dashboard with the 'Notices/letters' tab selected. The layout is similar to the previous screenshot, but the 'Online activity' tab is not highlighted. The 'Needs your attention' section now shows 'No unread messages'. The 'Submitted' section shows 'No unread letters'. The 'Processed' section has two sub-sections: 'Unread notices' (with a speech bubble icon and a link to 'All notices') and 'Unread letters' (with an envelope icon and a link to 'All letters').

## Submit a weekly claim

Select the blue hyperlink that says *You have a weekly claim to file*. You can find this link on the *Summary* view, as shown below. If you select *UI claim...*

**Home**

Home

**About me** [Update](#)

Last logged on Oct 17 2017

**Alerts**

- There are 2 unread messages
- There are 4 unread letters

**I Want To**

- Change federal withholding preference
- Send us a message
- Update union information

Summary Online activity Notices/letters Name/address 1099s

**My accounts** [All accounts](#)

**UI claim**

- Claim ID
- Benefit year begin Sep 3 2017
- Benefit year ending Sep 1 2018
- Weekly benefit amount \$269.00
- Status Active

**You have a weekly claim to file**

...you will also find the weekly claim link at the top of the screen under *Account alerts*.

**UI claim**

Home > UI claim

**Account**

UI claim  
4

**Account alerts**

- There are 2 unread messages
- There are 3 unread letters

**I want to**

- Register for training benefits
- Request standby

Weeks summary Decisions status Benefits Online activity Notices/letters Report change

**Weeks summary** [Filter](#)

Week ending	Status	Weekly benefit amount	Deductions	Intercepts	Benefits paid	Payment date
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**You have a weekly claim to file**

Choose the week you want to claim. If you missed a week, you can start from where you left off and catch up.

The screenshot shows a web application interface with a dark blue header containing a hamburger menu icon and the word "Home". Below the header is a light blue navigation bar with a home icon, "Home", and "Request". The main content area is titled "Your claim options" and contains the following text:

**You have at least one weekly claim to submit.**

Select "Continue with Sep 03 2017 to Sep 09 2017" if you want to submit:

- Your first weekly claim;
- All weekly claims since the last time you submitted a weekly claim; or
- All weekly claims since you restarted your claim.

Otherwise, restart your claim by selecting one of the buttons under "Restart using a different week." If you do this, you will submit all weekly claims since the week you select. **You won't be able to submit weekly claims for prior weeks.**

Below the text are two columns of buttons:

- Continue where I left off:**
  - Continue with Sep 03 2017 to Sep 09 2017
- Restart using a different week:**
  - Submit for Oct 15 2017 to Oct 21 2017
  - Submit for Sep 17 2017 to Sep 23 2017

We will then ask you questions. To receive benefits, you must be able to work, available for work and complete at least three job search activities each week.

The screenshot shows a web application interface with a dark blue header containing a hamburger menu icon and the words "Weekly claim". Below the header is a light blue navigation bar with a home icon, "Home", "Request", and "Weekly claim". The main content area is titled "Weekly claim" and contains the following text:

**Weekly claim**

**How to submit**

The following questions apply only to Sunday, Sep 3 2017 to Saturday, Sep 9 2017.

**If you worked from Sunday, Sep 3 2017 to Saturday, Sep 9 2017, you:**

- Must report your hours and earnings, even if you haven't been paid yet.
- Must tell us how much you are getting paid before deductions.
- May be required to tell us which days you worked.

If we require you to look for work, you can enter your job search activities in this weekly claim. You must also record them in a paper job search log. We may ask to see your log at any time. If you don't have it when we ask, we might deny your benefits, and you might have to repay any benefits you received.

Answer all questions carefully before selecting "Submit."  
After you hit "Submit," you'll get a message that your claim has been submitted. If you don't see it, try again.

At the bottom of the page are three buttons: "Cancel", "Previous", and "Next".

You can enter your job search activities online, including employer contacts and workshops you attend at WorkSource career centers. Select *Add contact*.

**Weekly claim**

Home > Request > Weekly claim

**Weekly claim**

- How to submit
- Fraud warning
- Paid time off
- Pay after last day worked
- Work for other employers
- Self-employment
- Jury duty
- Workers' compensation
- Retirement pay
- School and training
- Able and available
- Job search
- Job search log**

**Weekly claim**

**Job search questions for Sunday, Sep 3 2017 to Saturday, Sep 9 2017**

If we require you to look for work, you can enter your job search activities in this weekly claim. You must also record them in a paper job search log. We may ask to see your log at any time. If you don't have it when we ask, we might deny your benefits, and you might have to repay any benefits you received.

**Job search log for Sunday, Sep 3 2017 to Saturday, Sep 9 2017**

Employer or WorkSource activity	Position	Activity	Contact date
<a href="#">Add contact</a>			

Cancel Previous Next

When you report an employer contact, you must provide the occupation code that best matches the position. Select *Search occupation* for a list of job titles.

Select *Search employers* to find your employer.

Keep a copy of your job search log. You may be required to show us proof of the searches you've made.

**Job search questions for Sunday, Jul 31 2016 to Saturday, Aug 6 2016** ⓘ 🗄 ✕

What date was this contact made?  📅

Was this an in-person job search activity provided through WorkSource?  Yes  No

What type of employer contact was this?  ▾

**Position information**

Occupation code

What was the position?

**Employer information**

Employer or WorkSource activity

Country

Street

Street 2

Unit type  Unit number  City

State  ZIP code  County

**Additional employer information**

Email

Website

Newspaper

Job reference number

Name of person contacted

Title of person contacted

Contact's phone number

Country code	<input type="text" value="USA"/>	Area code	<input type="text" value="1"/>	Phone number	<input type="text" value="Area code"/>	Extension	<input type="text" value="Phone Number"/>
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Tell us the number of hours you worked during the week, if any. And report any wages you earned, even if you don't get paid until later. To report wages, first select your employer from the list provided or choose *I can't find the employer I'm looking for* to enter another employer.

**Request**

**Employment history**

Please select your employer from your employment list. If you have a different employer to report, please click "I can't find the employer I am looking for" on the bottom of the screen.

**Employment** Filtered

Employer	Address
SMITH AUTO	

**I can't find the employer I am looking for**

Select the employer's name to enter your earnings and hours worked. When you report income, give us the amount you earned before any taxes were taken out.

**Earnings**

**Earnings for Sunday, Jul 31 2016 to Saturday, Aug 6 2016**

Employer	SMITH AUTO		
Hours worked	8.00	Gross earnings	\$144.00

*Gross earnings* - The amount you earn, before deductions. To calculate, multiply the number of hours you worked by your hourly rate of pay before deductions (such as taxes, Social Security etc.). Include all types of pay (regular pay, overtime pay, tips, commission, room and board in lieu of pay, etc.).

Did your work for this employer end, even temporarily?  Yes  No

**OK** **Cancel**

When you've finished answering all the questions, select *Submit*.

**Weekly claim**

Home > Request > Weekly claim

**Weekly claim**

- How to submit
- Fraud warning
- Paid time off
- Pay after last day worked
- Work for other employers
- Hours and earnings
- Self-employment
- Jury duty
- Workers' compensation
- Retirement pay
- School and training
- Able and available
- Job search
- Job search log
- Refused work
- Summary
- Submit**

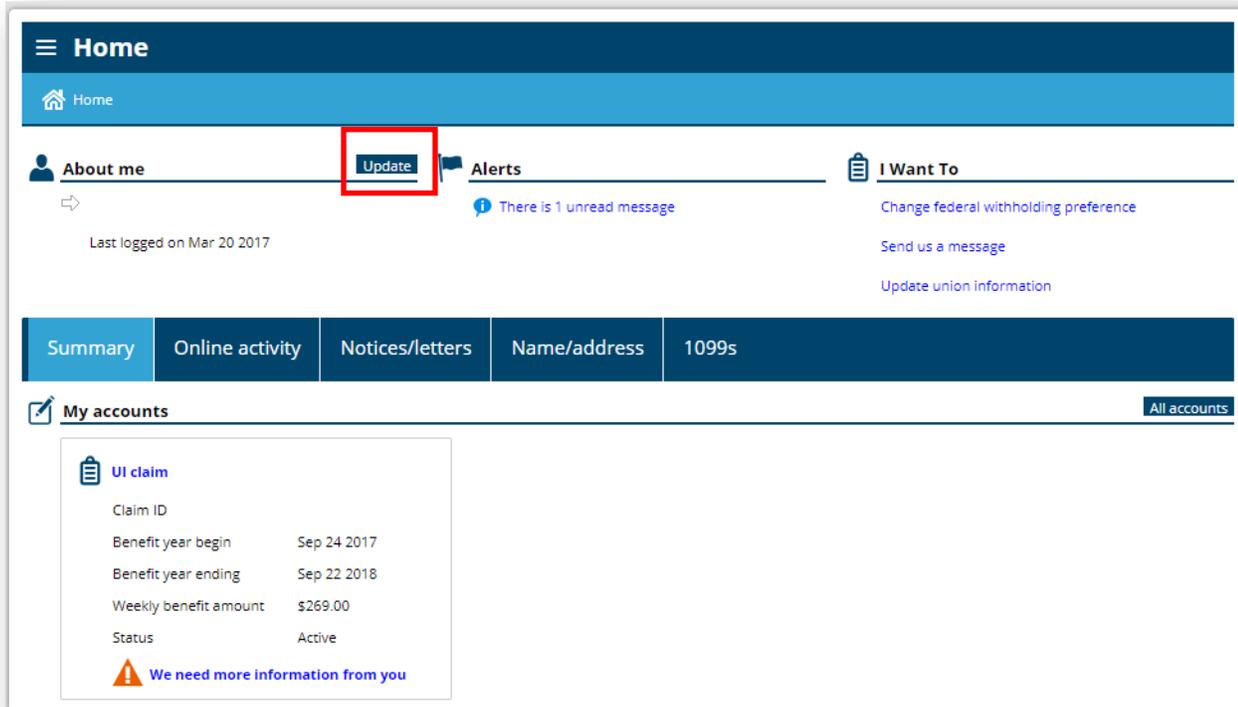
**Submit**

Select the "Submit" button to submit this weekly claim.

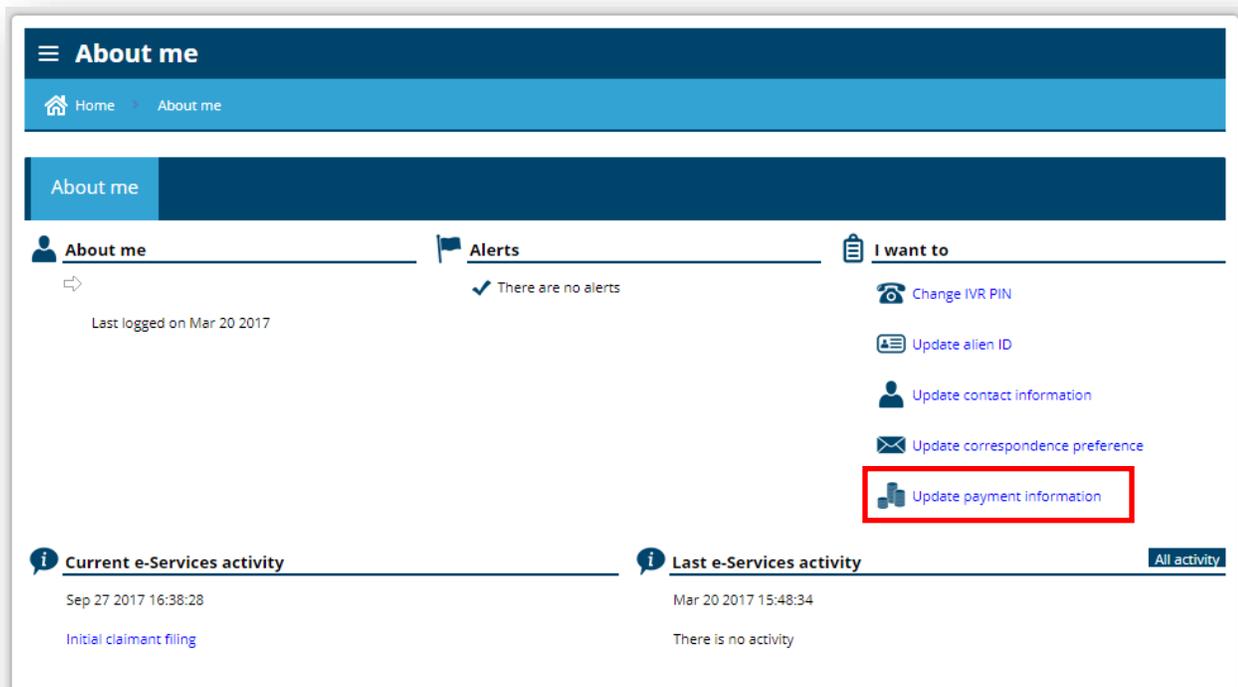
Cancel Previous Submit

# Sign up for direct deposit or a debit card

From the *Summary* view, choose *Update* next to *About me*.



Under *I want to*, select *Update payment information*.



To sign up for direct deposit, answer “Yes” to the first question: “Do you wish to provide your bank information so that your benefit payments will be automatically direct deposited into your account?”

You will then be asked to provide your bank account details. After providing your account information, select *Submit*.

**Update contact information**

Home > About me > Update contact information

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**Update payment information**

**Our records indicate that you do not have a bank account in our system.**

Do you wish you provide your bank information so that your benefit payments will be automatically direct deposited into your account?

Yes  No

I am granting the Unemployment Insurance Agency permission to credit my account.

Yes  No

Account Holder's Name

Bank Account Type  
 Required

Routing Number

Name of Bank

Account Number

Confirm Account Number

If you prefer to have your benefits paid to a debit card, select “No” to the first question, and “Yes” to the second question: “Would you like us to deposit your benefit payments into a debit card?” Then select *Submit*.

### Update contact information

Home > About me > Update contact information

#### Update payment information

**Our records indicate that you do not have a bank account in our system.**

Do you wish you provide your bank information so that your benefit payments will be automatically direct deposited into your account?

Yes  No

Would you like us to deposit your benefit payments into a debit card?

Yes  No

**You will receive your debit card in a plain white envelope. When you receive it, follow the instructions to activate your card.**

## Reply to a message

To **reply** to a message we sent you, select the *Notices/letters* tab. Then select *All notices* to the right of *Unread notices*.

**Home**

Home

**About me** [Update](#) **Alerts** **I Want To**

Last logged on Mar 20 2017

There is 1 unread message

Change federal withholding preference

Send us a message

Update union information

Summary Online activity **Notices/letters** Name/address 1099s

**Unread notices** [All notices](#) **Unread letters** [All letters](#)

Your Benefits Right and Responsibilities

No unread letters

You'll see a list of your notices, if any. To reply to one, select the subject line.

**Messages**

Home Messages

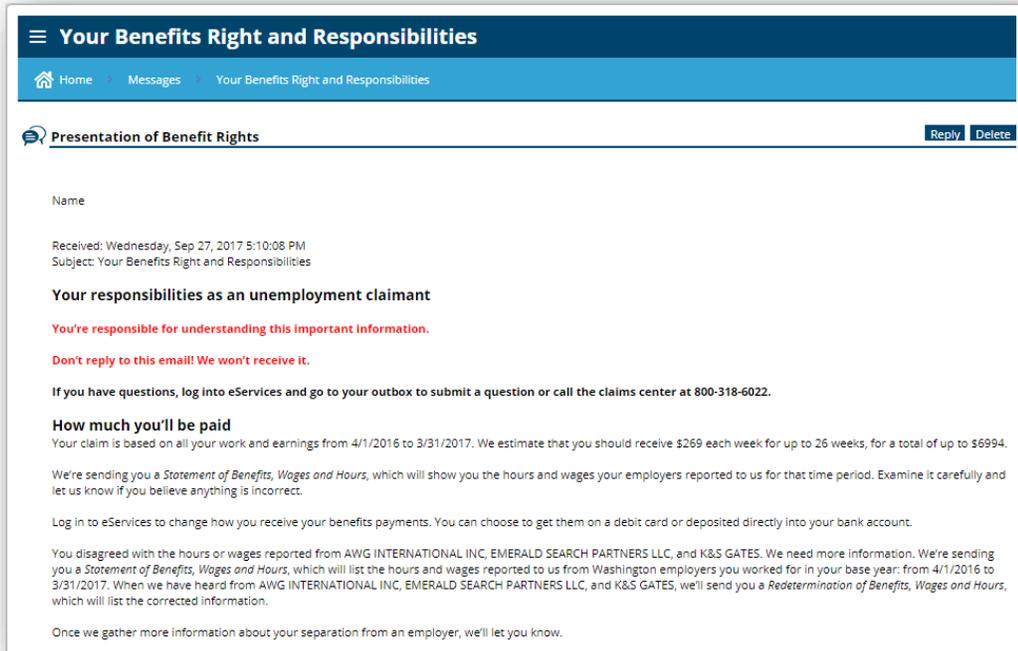
Unread<sup>0</sup> **Inbox** Outbox

**Inbox** [Mark all as read](#)

Filter

Posted	Subject	For	Id	Name	Week ending	
Sep 27 2017	<a href="#">Your Benefits Right and Responsibilities</a>		***.***.3658	JESSICA DIPIETRO		<a href="#">Delete</a>

Next, select the *Reply* button in the upper right corner of the notice.



The screenshot shows an email interface with a dark blue header. The header contains a hamburger menu icon, the text "Your Benefits Right and Responsibilities", and a breadcrumb trail: "Home > Messages > Your Benefits Right and Responsibilities". Below the header, there is a section titled "Presentation of Benefit Rights" with a speech bubble icon on the left and "Reply" and "Delete" buttons on the right. The main body of the email contains the following text:

Name

Received: Wednesday, Sep 27, 2017 5:10:08 PM  
Subject: Your Benefits Right and Responsibilities

**Your responsibilities as an unemployment claimant**

**You're responsible for understanding this important information.**

**Don't reply to this email! We won't receive it.**

**If you have questions, log into eServices and go to your outbox to submit a question or call the claims center at 800-318-6022.**

**How much you'll be paid**

Your claim is based on all your work and earnings from 4/1/2016 to 3/31/2017. We estimate that you should receive \$269 each week for up to 26 weeks, for a total of up to \$6994.

We're sending you a *Statement of Benefits, Wages and Hours*, which will show you the hours and wages your employers reported to us for that time period. Examine it carefully and let us know if you believe anything is incorrect.

Log in to eServices to change how you receive your benefits payments. You can choose to get them on a debit card or deposited directly into your bank account.

You disagreed with the hours or wages reported from AWG INTERNATIONAL INC, EMERALD SEARCH PARTNERS LLC, and K&S GATES. We need more information. We're sending you a *Statement of Benefits, Wages and Hours*, which will list the hours and wages reported to us from Washington employers you worked for in your base year, from 4/1/2016 to 3/31/2017. When we have heard from AWG INTERNATIONAL INC, EMERALD SEARCH PARTNERS LLC, and K&S GATES, we'll send you a *Redetermination of Benefits, Wages and Hours*, which will list the corrected information.

Once we gather more information about your separation from an employer, we'll let you know.

You will then be able to type your message. To include an attachment, select the *Add* button to the right of *Attachments*. Enter a description of the document and upload it from your computer.

**Reply**

Home Messages Reply

**Reply**

Customer

Subject

RE: Your Benefits Right and Responsibilities

Message

Required

**Attachments** Add

Name	Description	Size (Kb)	Sent
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**Original Message**

Received: Wednesday, Sep 27, 2017 5:10:08 PM  
Subject: Your Benefits Right and Responsibilities

**Your responsibilities as an unemployment claimant**

You're responsible for understanding this important information.

Don't reply to this email! We won't receive it.

## Respond to requests for additional information

Sometimes we need more information in order to determine your eligibility for benefits. We will send you an email that asks you to answer our questions online.

From the Home screen, select *We need more information from you*.

The screenshot shows the 'Home' screen of a user interface. At the top, there is a navigation bar with a hamburger menu icon and the word 'Home'. Below this, there are three main sections: 'About me' with an 'Update' button and 'Last logged on Mar 20 2017'; 'Alerts' with a checkmark and the text 'There are no alerts'; and 'I Want To' with links for 'Change federal withholding preference', 'Send us a message', and 'Update union information'. A horizontal menu below these sections includes 'Summary', 'Online activity', 'Notices/letters', 'Name/address', and '1099s'. The 'My accounts' section is active, showing a 'UI claim' summary with fields for Claim ID, Benefit year begin (Sep 24 2017), Benefit year ending (Sep 22 2018), Weekly benefit amount (\$269.00), and Status (Active). A red box highlights a warning icon and the text 'We need more information from you' at the bottom of the claim summary.

You'll then see a list of issues. Select the blue hyperlink to answer our questions.

The screenshot shows the 'Additional information required' page. At the top, there is a navigation bar with a hamburger menu icon and the word 'Home', and a breadcrumb trail 'Home > Request'. Below this, the heading 'Additional information required' is followed by a section titled 'Issues to be resolved'. A table lists the following issues:

Filing period	Respond by	Issue
Sep 30 2017	Oct 4 2017	<a href="#">Incomplete employer information</a>
Sep 30 2017	Oct 4 2017	<a href="#">Incomplete employer information</a>
Sep 30 2017	Oct 4 2017	<a href="#">Incomplete employer information</a>
Sep 30 2017	Oct 4 2017	<a href="#">Identity</a>

Below the table, there is a note: 'Please select an issue to answer our additional questions. You must complete this information by the date indicated. If you do not respond, we will use the limited information we have to make a decision about your eligibility for benefits.' A yellow banner at the bottom of the page reads: 'We may need information from you in addition to the issues listed here.'

Read and select the box showing you understand your rights.

The screenshot shows a web interface for 'Incomplete employer information'. The page has a dark blue header with a hamburger menu icon and the title. Below the header is a breadcrumb trail: Home > Request > Incomplete employer information. On the left, there is a sidebar with 'Incomplete employer info' and 'Claimant' (indicated by an orange arrow). The main content area is titled 'Incomplete employer info' and contains the following sections:

- Advice of Rights**
  - You must respond by Oct 4 2017.**
  - We need you to answer the questions on the following pages. Then we will decide whether we can pay or continue to pay you unemployment benefits. If you don't respond by the deadline, we'll use the information we have to make our decision. This means we might not pay you unemployment benefits, and you might have to pay back benefits you already received.
- Your rights**
  - You may request an interview before we make a decision about whether you are eligible for unemployment benefits. We conduct interviews by phone unless you request an in-person interview. You may:
    - Have anyone help, including an attorney.
    - Present evidence, documents, or witnesses.
    - Cross-examine witnesses or parties at the interview.
    - Ask for copies of all records or documents related to the issue.
- Tell the Truth**
  - If you make a false statement or withhold information about your claim, we consider that fraud. If you commit fraud, you may be denied benefits for future weeks, have to pay back benefits you already received, and pay a penalty.

At the bottom of the main content area, there is a checkbox with the text 'I have read and understand the above statements.' This checkbox is highlighted with a red border. To the right of the checkbox is a yellow 'Required' label. At the bottom of the form, there are three buttons: 'Cancel' (dark blue), 'Previous' (light grey), and 'Next' (dark blue).