

Check to make sure you have all the needed information handy before you file:

- Your **name** (including prior names, e.g., maiden or married names)
- Your **Social Security number** and **date of birth**
- Your complete **home mailing address**, including ZIP code and P.O. Box, if you use one, your **phone number** and your **email address**
- The **county** in which you live
- Your **driver's license** or **ID card**
- The **company name** of most recent employer, no matter how long you worked there (as it appears on your paycheck stub or W-2 form)
- Complete **mailing address** for the employer, including ZIP code, and the **city in which you worked**
- Your **start and end dates** with the employer including month, day and year
- Your **reason for separation** from the employer (quit, fired, laid off, leave of absence, etc.)
- If you are not a citizen or national of the United States – your alien registration or work visa employment authorization number and expiration date
- If you were active military within the past 18 months – your DD-214, Member #4
- If you were a federal employee within the past 18 months – your Form SF-50, SF-8, W-2 and check stubs

Search for a job

Everyone who applies for unemployment insurance benefits online or by phone will automatically be registered with **KANSASWORKS**, a resource that provides job-search assistance. Visit www.kansasworks.com for additional information.

As a condition of receiving unemployment benefits, you must complete My Reemployment Plan, including a self-assessment to identify your top skills and job prospects. The requirements for compliance and a timeline for completion of the plan are outlined in this form.



How to Apply for UNEMPLOYMENT BENEFITS



FILE ONLINE
Quicker than by
phone

www.GetKansasBenefits.gov

File for unemployment at www.GetKansasBenefits.gov

Quick and easy!

Don't have a computer?
Visit your local library or workforce center where
you can go online to file.

Helpful information available on our website

- File an initial claim
- File a weekly claim
- Check the status of your claim
- View payment information
- Change personal profile information (address, PIN, password, etc.)
- View information about other available programs
- View and print available forms (income tax withholding, etc.)

Personal Identification Number (PIN)

To file your unemployment claim online or by phone, you must create a four-digit Personal Identification Number (PIN). This PIN protects the privacy of your account and should not be shared with anyone. You will also use your PIN when filing weekly unemployment claims.

Your PIN should be easy to remember, contain only numbers (no letters or symbols) and you should avoid an easy number sequence (1111, 1234, etc.).

If you forget your PIN, or believe someone else knows it, reset your PIN by visiting www.GetKansasBenefits.gov. Click on GET STARTED HERE. Next click on HELP. Enter your User Name, Email Address and click **Submit**. Shortly after submitting this information, you will receive an email with a new password and PIN.

Username and password

Additionally, you must create a unique username and password. You will need this username and password to file weekly claims for benefits. Please note: your username and password must both be at least six characters long. Your password should be something you can remember and that others cannot guess.

Returning users

If you have previously used our website to apply for unemployment benefits, you must use the **same username** and **password** you set up when you completed your initial application.

Kansas Unemployment Contact Center

If you are not able to access the Internet, you can apply for unemployment benefits by calling the Unemployment Contact Center. You will be required to answer several basic questions using the phone key pad.

You **MUST** file your unemployment claim by **PHONE** if:

- In the past 18 months, you worked in a state other than Kansas
- In the past 12 months, you filed an unemployment claim with another state
- In the past 18 months, you were in the military service or were a federal employee

If it is necessary to speak to a claims specialist to complete your claim, or if you have questions that are not answered in the online *Frequently Asked Questions*, you should call the Contact Center. Trained claims specialists are available **Monday through Friday, from 8 a.m. until 4:15 p.m. The office is closed on state holidays.** Given the number of people receiving unemployment benefits, you can expect a hold time in excess of 30 minutes.

Kansas Unemployment Contact Center

Kansas City Area	(913) 596-3500
Topeka Area	(785) 575-1460
Wichita Area.....	(316) 383-9947
Kansas Relay Center (TTY).....	(800) 766-3777

Your weekly claim

In order to continue receiving benefits, you must file a weekly claim **EVERY** week that you are unemployed.

Avoid long-distance charges – file ONLINE! You can file your weekly claim by calling the automated phone system:

Weekly Claim Lines

Kansas City Area	(913) 287-6913
Topeka Area.....	(785) 296-4337
Wichita Area.....	(316) 269-0633