

FILING UNEMPLOYMENT



YOUR FIRST STEP

Before filling out the application, you will need to create your account. **File as soon as possible for a smoother process.** Find the application here: https://www2.illinois.gov/ides/Pages/Certify_Weekly_Benefits.aspx

THE APPLICATION

The application will take some time so make sure you have all necessary items prepared:

PERSONAL INFORMATION

Full Name
Social Security Number
Home Address
Phone Number
E-Mail
State ID Number

EMPLOYER INFORMATION

Companies and Job Titles for past 15 Months
Reason for Leaving
Contact Information
Address
Days/Weeks Worked (not including vacation, sick or call offs)

AFTER YOU FILE

You should receive a letter in the mail after 5-7 business days. This will be a notification of your approval/denial and the estimated amount of benefit. With this letter you will also be notified that:

- The funds will automatically deposit onto a reloadable debit card which you will receive in the mail. If you wish to receive the funds via direct deposit you will need to follow the steps provided in the letter.
- In the upper right-hand corner, you will see your certification date. On this date, not before or after, you will need to log in and certify. When you certify you are verifying that you are still unemployed but actively looking for employment.
- Once certified, you will receive the money via direct deposit within 2-3 business days. If you elected for the debit card it will come in the mail withing 5-7 business days.
- You will receive another letter in about two weeks notifying you of your next certification date. You will follow the same procedures

RESOURCES

https://www2.illinois.gov/ides/Pages/Certify_Weekly_Benefits.aspx

