

# YOUR RESPONSIBILITIES FOR UNEMPLOYMENT INSURANCE

Get Your Benefits in 3 Easy Steps!

## 1

### STAY ELIGIBLE FOR BENEFITS AS YOU RECOMMIT TO BECOMING REEMPLOYED

If you have not done so already, your next task is to **register for work** at [connectingcolorado.com](http://connectingcolorado.com). The **workforce centers** offer many services and are a great place to start your job search. Be sure to stay eligible until you find work! It is **your** responsibility to read and understand **Your Guide to Unemployment Benefits** and to be aware of and follow all eligibility requirements.

To remain eligible, you must:

- ▶ Actively seek work and keep track of all of your work-search activities
- ▶ Be physically and mentally able to work
- ▶ Be willing to accept work
- ▶ Be available to begin work immediately
- ▶ Tell the truth when reporting information to the Division of Unemployment Insurance
- ▶ Request payment every two weeks
- ▶ Report all\* hours worked + gross wages earned (including tips) each time you request payment.

*\*Remember, even if it is one dollar earned or one hour worked, you must report it. When requesting payment, report wages for the week the wages are earned, not when you are paid those wages.*

## 2

### WATCH YOUR EMAIL AND MAIL

We mail you a personal identification number (PIN), which you must use to access unemployment benefits and services. It is your responsibility to keep your PIN in a safe and secure place. Do not share this PIN with anyone. A prepaid debit card is also mailed to you, in a plain white envelope. Unless you request to have any payments deposited into your bank account, payment (if you qualify) will be sent to the debit card.

**We send you other important notices via email and/or mail. Read all notices carefully!**

## 3

### REQUEST PAYMENT

**Request payment every two weeks** online at [coloradoui.gov/myui](http://coloradoui.gov/myui) or by telephone at 303-813-2800 or 1-888-550-2800 (outside Denver-metro area). Payment is issued after your claim is processed, and it is determined you qualify to be paid. Remember, the first eligible week on every claim is an unpaid waiting week. This postpones your first payment *by one week*.

#### Online Assistance Is Available to You

Still have questions? Check out **Your Guide to Unemployment Benefits** at [coloradoui.gov](http://coloradoui.gov) for full details about your responsibility in maintaining your eligibility and getting paid benefits. Go to [coloradoui.gov/forms](http://coloradoui.gov/forms) for more information about a work-search activity and to download a sample form to track all your work-search activities.

Register with **MyUI Claimant** ([coloradoui.gov/myui](http://coloradoui.gov/myui)) where you can securely manage your unemployment claim online 24 hours a day, 7 days a week. You will need the PIN we mail to you to register.

To have payments deposited directly into your checking or savings account, go to [coloradoui.gov/payment](http://coloradoui.gov/payment). You will need your SSN, unemployment insurance PIN, and bank account routing number.