

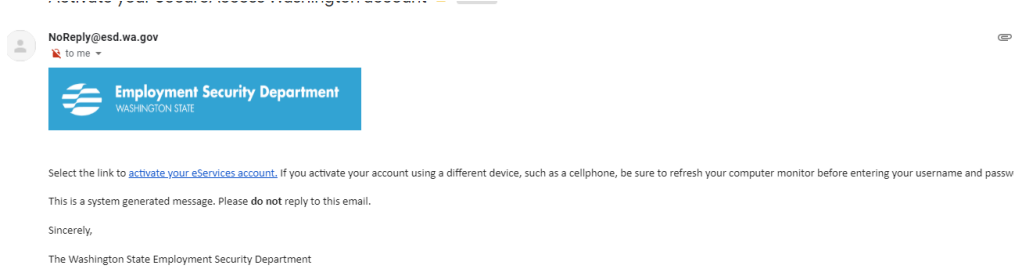
WA unemployment steps

Step 1: Go to <https://secure.esd.wa.gov/home/>

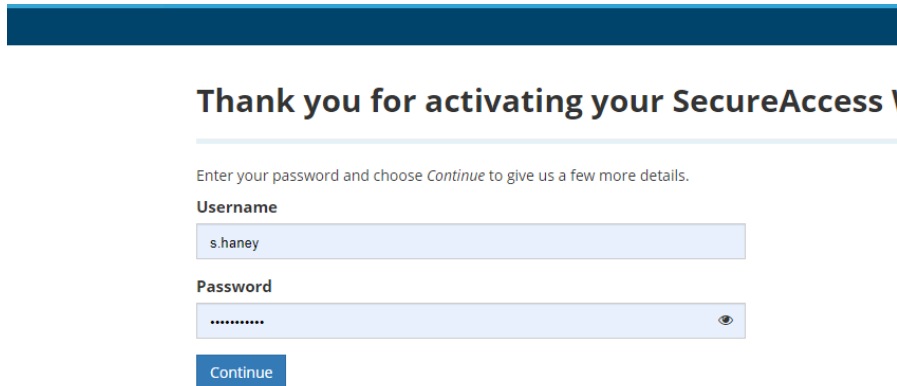
Step 2: Click on “Create new account” and enter the information requested, then “Register your user account”

Step 3: Verify your log in info

Step 4: The system will send you an email to verify the account, click the link and you will be directed to the log in page



Step 5: log-in



Step 6: Click "For Yourself"

eServices

You're almost there!

Are you signing in for yourself or for an employer? Please select one.

▶ **For yourself**

OR

▶ **For an employer**

Step 7: Click continue next to "if you are an unemployment claimant"

eServices

You're almost there!

Are you signing in for yourself or for an employer? Please select one.

▼ **For yourself**

If you're an unemployment claimant, a job seeker, or if you want to send us a message or look up your past wages -

Continue

OR

Schedule a required WorkSource Appointment

Continue

OR

Step 8: Verify info then continue

Step 9: Click on “Apply for unemployment benefits or manage your current and past claims”

The screenshot shows the 'eServices' page with a header 'eServices' and a sub-header 'Update your SAW profile and access services from other government offices by visiting [SecureAccess.Washington](#)'. Below this is a section titled 'For yourself' with an orange background, containing links for 'Apply for unemployment benefits or manage your current and past claims', 'Send us a secure message' (with a sub-link 'Ask us a question through a secure messaging service'), and 'Look up your past wages' (with a sub-link 'See and print your Washington wages from the past two years'). Below that is a section titled 'For an employer' with a blue background, containing a paragraph about account setup, a link 'Find out more about creating an account in EAMS', and a link 'Apply for the WOTC (Work Opportunity Tax Credit)' with sub-links 'Submit applications and documentation', 'Check the status of applications', and 'Print certifications'.

Step 10: Verify DOB and email

Step 11: Then click “submit an application”

Step 12: Go through the verification screens and confirm the information being requested. I am including some screen shots below of what questions to expect

Your profile

Drivers license

Do you have a Washington state driver's license or Washington state ID?

Yes	No
-----	----

License or ID number (See "A" in picture):

Date issued (B):

Expiration date (C):



Submit an application

Welcome, Danielle Haney Settings

[Home](#) [Submit an application](#)

Estimated percentage completed

10%

Application for unemployment benefits

Your profile

- Danielle Haney
- Certification
- Certification cont'd
- Certification cont'd
- Your Identity
- Driver's license
- Benefits in other states**

Your profile

Benefits in other states

Have you applied for or received unemployment benefits from a state other than Washington in the last 12 months?

Yes	No
-----	----

Your profile

Injury or illness

Have you been unable to work for 13 or more consecutive weeks due to an injury or illness?

Yes

No

ent benefits

Your profile

Federal employer

Did you work for the federal government in the last 18 months? This doesn't include military service.

 Yes No

ent benefits

Your profile

Military jobs

Did you separate from active duty military service in the last 18 months?

 Yes No

ent benefits

Your profile

Work in other states

Have you worked in any state other than Washington in the last 18 months?

Yes	No
-----	----

Are you currently a corporate officer of any company outside Washington?

Yes	No
-----	----

Provide your out of state wages to get an estimate that combines your wages from Washington and other states. We will also give you an estimate of your weekly benefit amount based on only Washington state wages.

Quarter:

Oct, Nov, Dec 2018	Jan, Feb, Mar 2019	Apr, May, Jun 2019	Jul, Aug, Sep 2019
--------------------	--------------------	--------------------	--------------------

Out of state wages:

0.00	0.00	0.00	0.00
------	------	------	------

States

Select all states where you worked in the last 18 months.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Illinois | <input type="checkbox"/> Montana | <input type="checkbox"/> Puerto Rico |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Indiana | <input type="checkbox"/> Nebraska | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Iowa | <input type="checkbox"/> Nevada | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> Kansas | <input type="checkbox"/> New Hampshire | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> California | <input type="checkbox"/> Kentucky | <input type="checkbox"/> New Jersey | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Louisiana | <input type="checkbox"/> New Mexico | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Maine | <input type="checkbox"/> New York | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Maryland | <input type="checkbox"/> North Carolina | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> District Of Columbia | <input type="checkbox"/> Massachusetts | <input type="checkbox"/> North Dakota | <input type="checkbox"/> Virgin Islands |
| <input type="checkbox"/> Florida | <input type="checkbox"/> Michigan | <input type="checkbox"/> Ohio | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Minnesota | <input type="checkbox"/> Oklahoma | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> Mississippi | <input checked="" type="checkbox"/> Oregon | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> Missouri | <input type="checkbox"/> Pennsylvania | <input type="checkbox"/> Wyoming |

Claim start date

You are applying for benefits this week, so your claim year start date is Mar 22 2020. Is this the date you want your claim to start?

What do you want your claim year start date to be?

You have requested to change your claim start date to Mar 15 2020. Is this correct?

Yes

No

Mar 15 2020



Yes

No

Your profile

Anti-harassment

Do you currently have an anti-harassment order in place for your protection?

Yes

No

Your profile

Contact information

Mailing address Please confirm this address

Street 2

Unit type Unit #

WASHINGTON CLARK

Attention: In care of...

Do you have a physical address that is different than your mailing address?

What is the best way to contact you if we need to talk about your claim? **Please note:** If we attempt to contact you and you don't respond, it could affect your benefits or create an overpayment.

How do you want to receive important correspondence from us?

By selecting eServices, you are authorizing us to send you an email that notifies you to check your account. When we request information from you, you will have five business days to respond. Please check your eServices account frequently. Some items cannot be sent through eServices and will come through U.S. mail. Continue to check your mailbox.

Email

Primary Phone Permission to leave a detailed voicemail?

Would you like to provide an additional phone number?

ent benefits

Your profile

Personal information

What is your gender?

Required

If you could receive written materials in any language, which would you prefer? We can't guarantee we can send you information in the language you choose.

Required

Requ



We are required to ask these questions. Answering them is voluntary. If you don't want to answer, select "Do not want to answer" as your answer.

What is your highest level of education?

Education

What is your ethnic background?

Ethnicity

What is your race? Select all that apply.

African American/black

American Indian/Alaska Native

Asian

Native Hawaiian/Pacific Islander

Caucasian/white

Do not want to answer

Are you a U.S. military veteran?

Veteran Status

Do you have a disability?

Disability

STOP for more instruction on the next page:

In most cases, you should be answering the question in the following way. If you were laid off permanently, make sure to choose the most applicable answer in the drop down menu

Why did you separate from this employer?

Laid off

Choose more information about this separation.

On call or on standby with my employer

Employer details

Employer's name

I did not work for this employer

Address

What date did you **start** working for this employer?

What date did you last **physically** work for this employer?

Why did you separate from this employer?

Have you applied for or are you receiving retirement pay from this employer?

Please provide your gross income before any deductions, including taxes. Per

How many hours a week did you work, on average?

Requi

Alternate base year

To receive unemployment benefits, you must have worked 680 hours during your base year, which is Oct 1 2018 to Sep 30 2019. Our records show you worked only 561 hours.

If you worked the required number of hours from Jan 1 2019 to Dec 31 2019 , which is your alternate base year, you still might be able to receive benefits.

Do we have your permission to use your alternate base year?

Yes

No

The employers for which you have provided information are shown below. This includes employers that we found in wage reports as well as any employers added by you. Employers marked "DNW" have already been flagged for agent review because you marked "Did Not Work." Employers marked "Pend" are waiting for a response from the federal government or another state.

Do you disagree with wage or hour information reported by an employer?

DNW	Pend	Employer	Q2 Hours	Q2 Wage	Q3 Hours	Q3 Wage	Q4 Hours	Q4 Wage	Q5 Hours	Q5 Wage
<input type="checkbox"/>	<input type="checkbox"/>	NORTH PACIFIC MANAGEMENT	0	0	40	1,019	521	13,250	505	14,003
			0	0	40	1,019	521	13,250	505	14,003

Did you work for another Washington employer?

Yes

No

What qualifies an employer as a Washington state employer? If you work for a national or international organization or individual within Washington, this would be classified as a Washington employer.

Note: Please make sure you have your employer's name, address, and pay stubs available prior to selecting an employer from the list. Your claim may be delayed if the employer you have selected does not match the employer on your paystubs.

Many companies and organizations with multiple offices may designate a specific site to handle all unemployment. If you worked for one of these companies understand that the search results may not display your actual address, but rather the designated site.

STOP for more instruction on the next page:

Type in your occupation and then “search occupation” it will give you the option to choose the most applicable job from a list

60% completed

Payment benefits

Your occupation

Occupation

What was your primary occupation during the base year?
Click “Search occupation.”

Primary occupation

Required

Search occupation

Required

See this [employment data website](#) to determine whether your current occupation is in demand or decline.

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

Yes

No

ent benefits

Your occupation

Union membership

Do you get your work through a union dispatch or referral list?

Yes

No

Have you applied for or are you receiving union retirement pay?

Yes

No

STOP for more instruction on the next page:

Choose a date you expect to return to work that is less than 4 weeks from your standby start date. This is ok to do even if you haven't been told yet when you will be returning to work.

Standby request

Standby means you are:

- Unemployed with your regular employer due to a lack of work and you expect to return to full-time work with this employer within the next twelve weeks; or
- Unemployed and starting work with a new employer within the next twelve weeks.


If your employer has told you that you will be returning to work and given you an expected return to work date, you can request standby. Since standby waives your work search requirements, we will decide if you qualify, not your employer. You must look for work each week until we notify you that you are allowed to be on standby.

[Click here if you would like to learn more about the Unemployment Standby benefit.](#)

Do you wish to request Standby?

Yes

No

 You requested that your claim be backdated. You may also request to backdate your standby to that same date.

What date would you like your standby to start?

Mar 16 2020

Select where you are returning to work:



NORTH PACIFIC MANAGEMENT

Did you work either part-time or full-time for NORTH PACIFIC MANAGEMENT before you separated?

Yes

No

Will you be working part-time or full-time for this employer?

Yes

No

What date do you expect to return to work? You must enter a return to work date to be eligible for standby.

Apr 9 2020

ent benefits

Your occupation

School or training

Are you currently attending school or a training program?

Yes

No

ent benefits

Your occupation

Able and available for work

Are you physically able to work and available for work?

Yes

No

Federal taxes

You must pay federal taxes on your unemployment benefits. Do you want us to withhold 10 percent of your payment each week?

Yes

No

If you decide later that you don't want us to withhold the 10 percent, we can't return the money we already deducted.



If we require you to pay back benefits because we overpaid you, you must pay us:

- The benefits you received.
- Any money we withheld for tax purposes.

Getting paid

Employment Security offers two payment options for you to receive your unemployment benefits: debit card or direct deposit. Which option would you like us to use for your benefits payment – direct deposit into your bank account or deposit onto a debit card? Select one below.

Debit Card

Direct Deposit

[Learn more about all fees associated with the debit card option](#)

[Learn more about the direct deposit payment option](#)

We will deposit your benefit payments onto a debit card.

You will receive your debit card 7 to 10 days from today in a white envelope with Employment Security Department in the upper left hand corner. Follow the instructions provided with the card to activate it.



We are required to provide you with certain disclosures relating to the KeyBank debit card program prior to completing your application.

There are no:

- Monthly fees.
- Per purchase fees.
- Cash reload fees.
- In-network ATM withdrawal fees (There is a \$1.75 ATM out-of-network fee. This fee can be lower depending on how and where this card is used.)
- In- or out-of-network ATM fees for balance inquiries.
- Automated or live agent customer service fees.
- Per month inactivity fees after 180 days of inactivity.
- Overdraft or credit feature.

KeyBank charges three other types of fees:

- \$12 2-day expedited delivery of replacement card
- 2% international transaction fee

Then Summary page, if all looks good, you are ready to submit!