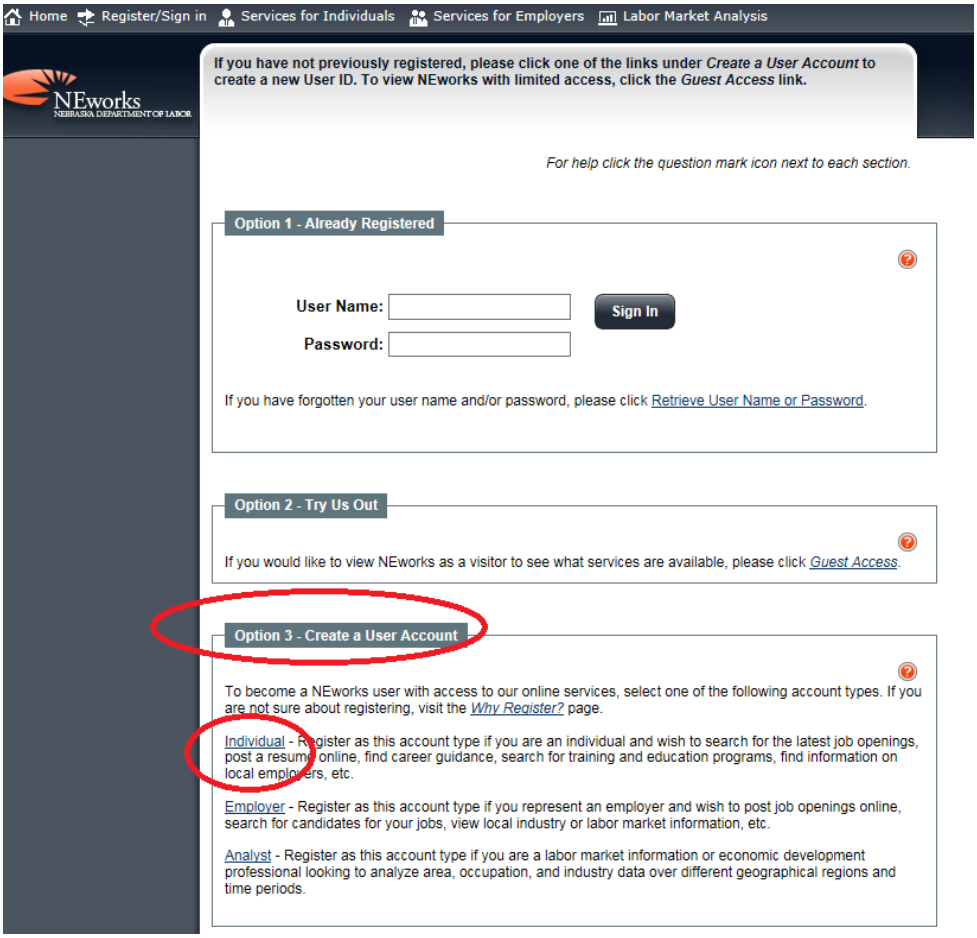
IMPORTANT MESSAGE REGARDING YOUR UNEMPLOYMENT BENEFITS

These instructions primarily apply to individuals who have a specific return-to-work date with their regular employer or are members of a union with a hiring hall. <u>These instructions assume you already filed an initial or reopened claim.</u>

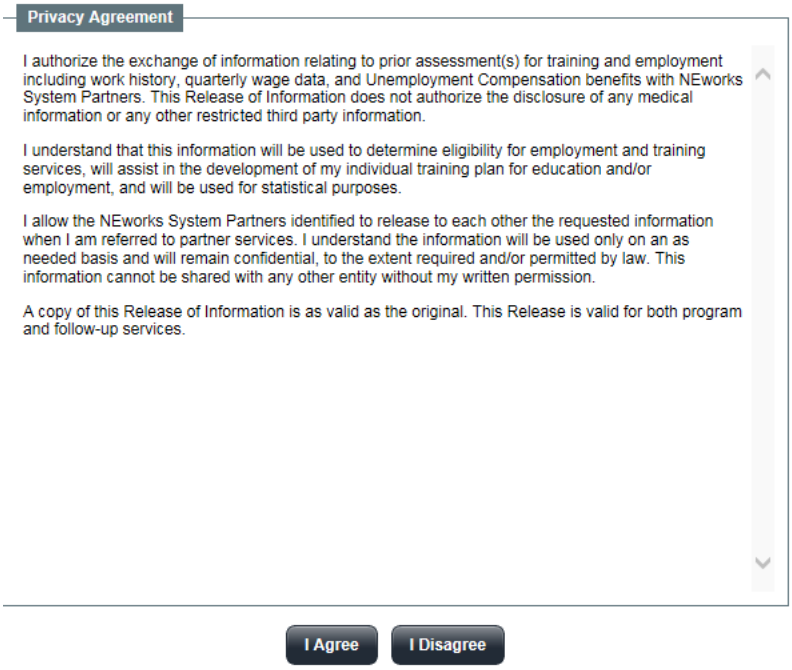
You **must** log in through neworks.nebraska.gov to access your claim. If you have never used the NEworks website, please log in and create an updated profile.

1.) The easiest way to get started is to click the "Not Registered" link shown below on neworks.nebraska.gov.

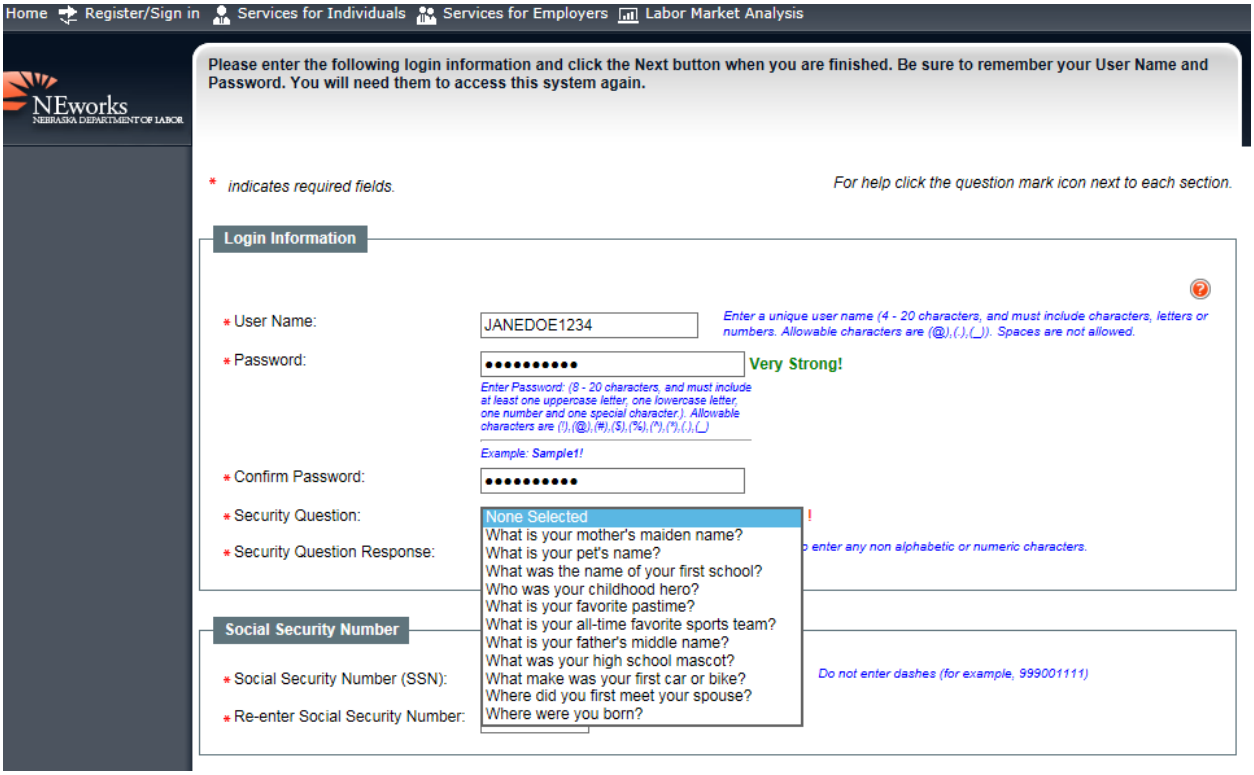
2.) When you get to the page below, click the "Individual" link under the Option 3 heading – "Create a User Account."



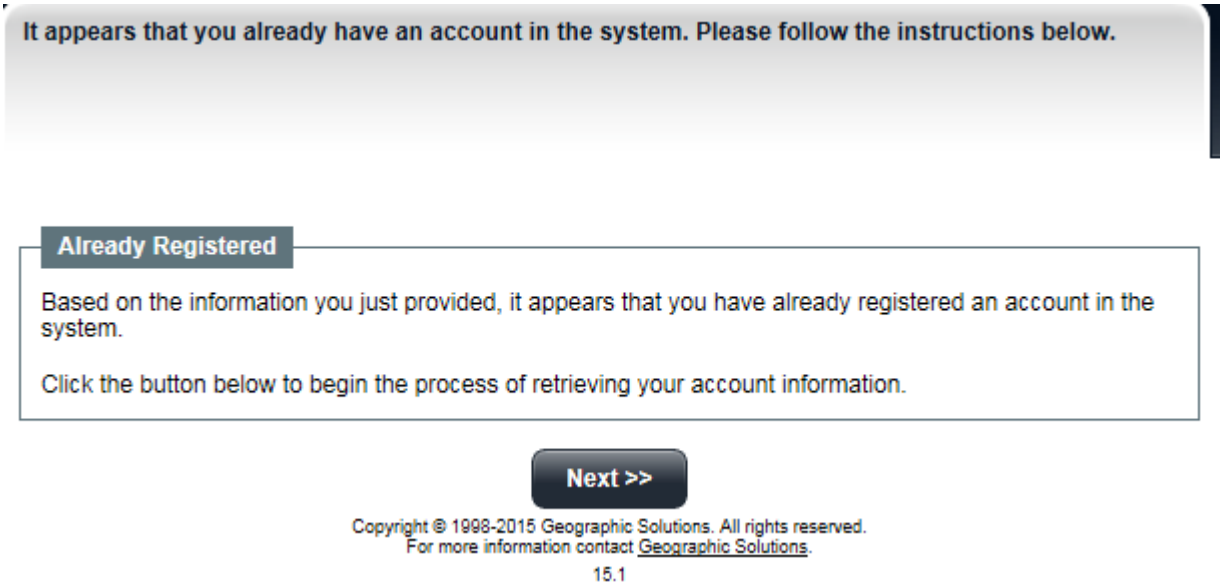
3.) Read the Privacy Agreement and click “I Agree.”



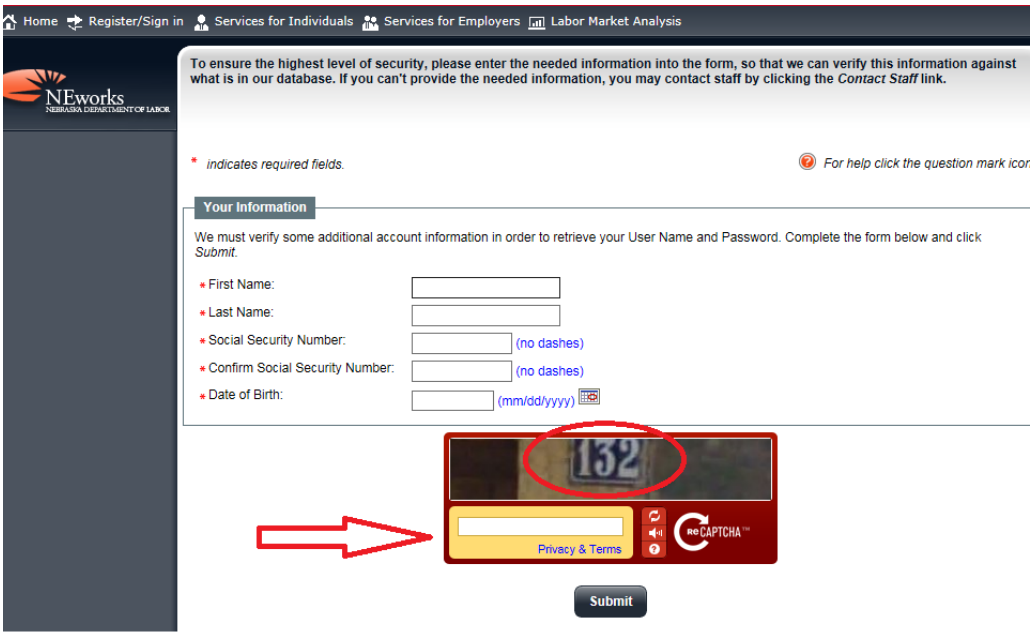
4.) Create a unique user name for yourself. Also, enter a strong password and choose a security question and answer. You will also enter your Social Security Number and answer several other questions on this page.



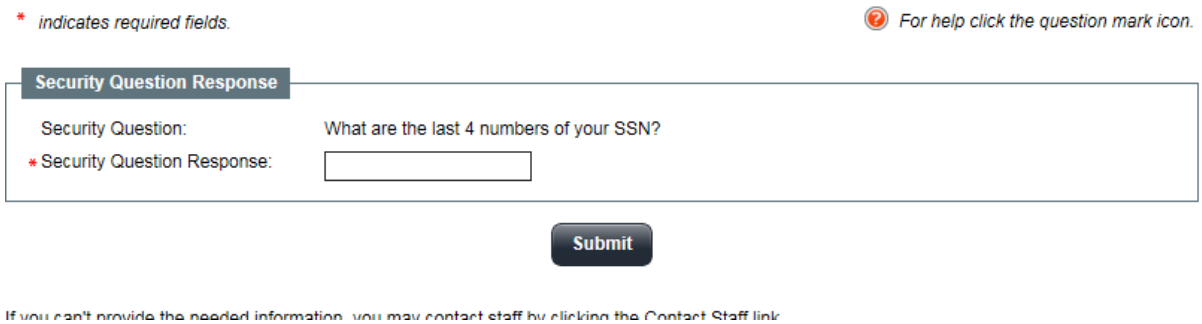
5.) When you leave the previous page, a message will appear that you are previously registered. This is ok, even if you have not used NEworks before. The system created a basic registration for you when you filed your unemployment claim. Click the “Next” button.



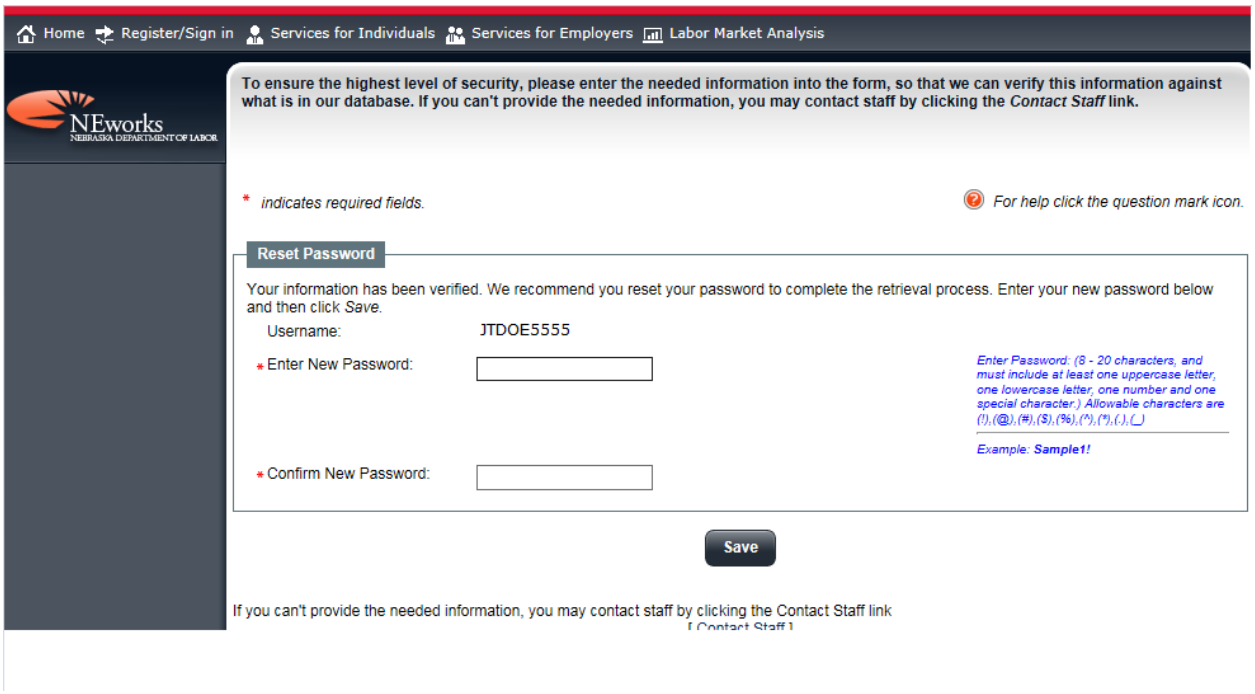
6.) You will then see this page. Answer all the required fields under “Your Information.”
Also, do not forget to enter the secure number you see in the picture below. It will be different on your screen. Enter the number you see on your screen. Click Submit.



7.) You will be presented with one more security question. Answer this question and click Submit.

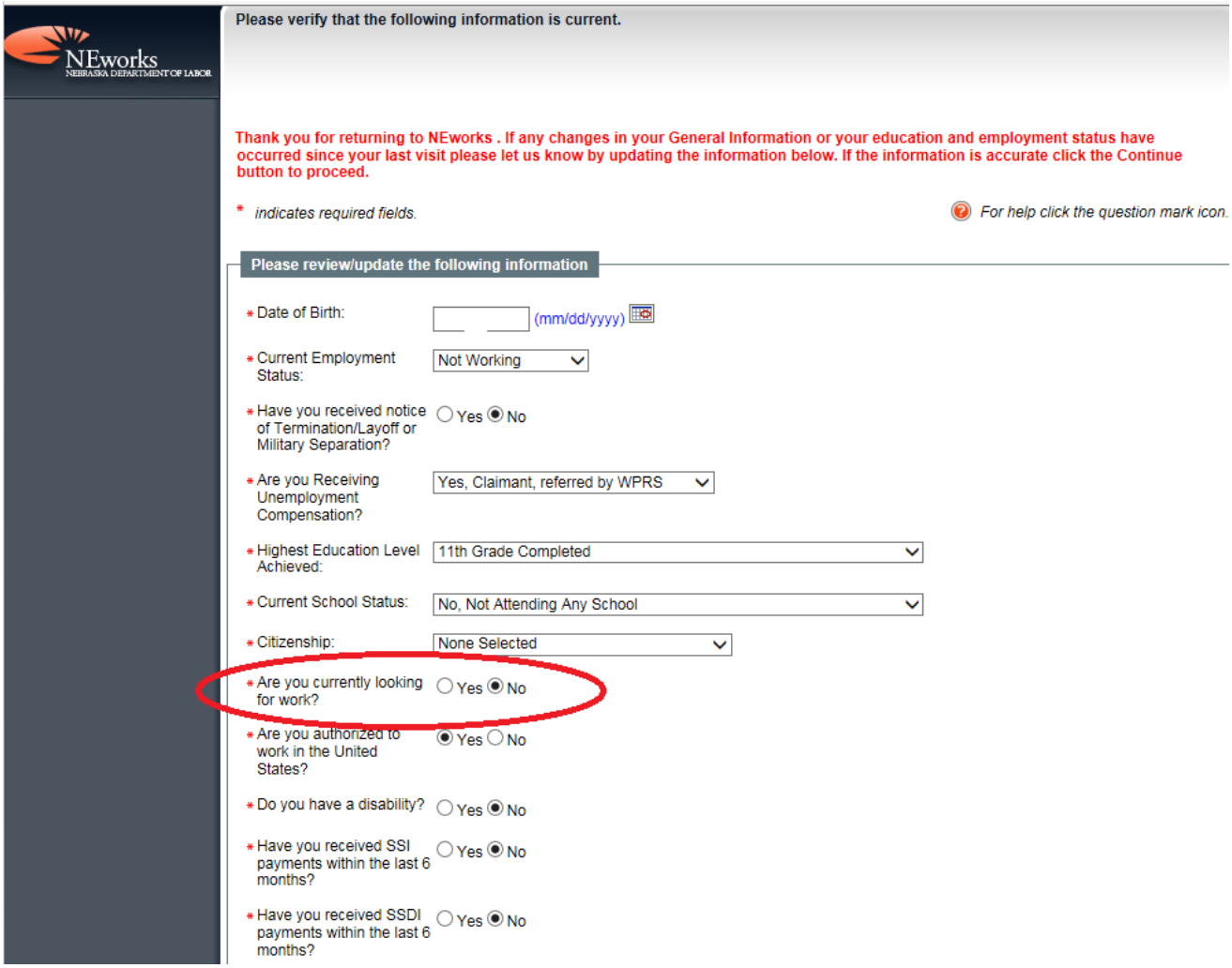


8.) Our system will change your user name to be the first initial of your first name, middle initial, last name and the last four digits of your Social Security Number. Take note of this user name, since you will use this to log in to your claim in the future. Also, choose a new secure password and take note of this password for future use. Click the Save button.

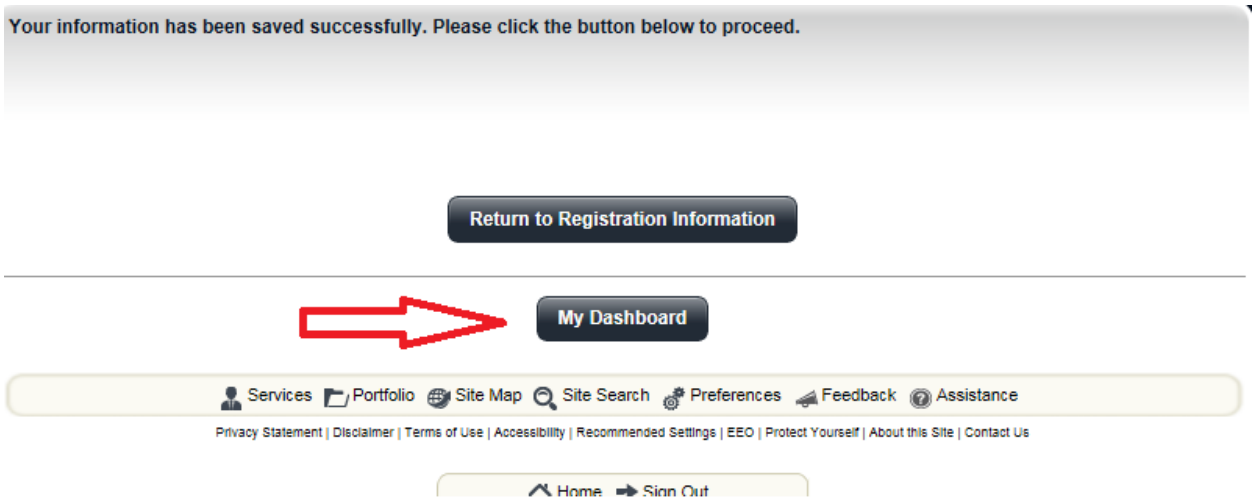


9.) You will then be directed to update your personal information. You will answer several registration questions. Click the “Save” button when you have answered all questions.

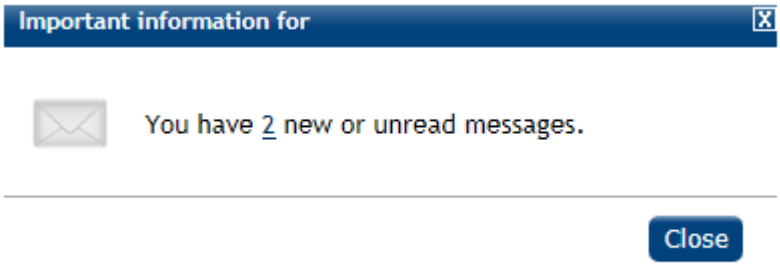
NOTE: If you are returning to work with your regular employer or will find all your work through a union with a hiring hall, answer “NO” to the question, “Are you currently looking for work?”



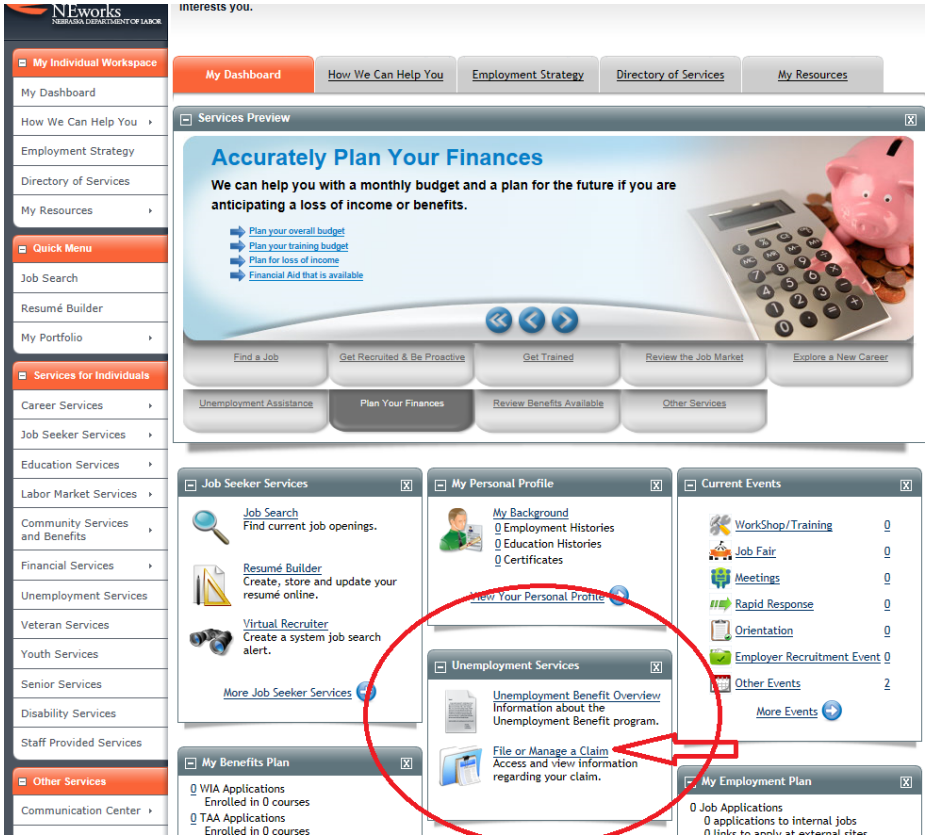
10.)You will then see this screen. Click “My Dashboard.”



11.) Click the box to close this message. After you have completed your claim activities, check your Message Center for important messages.

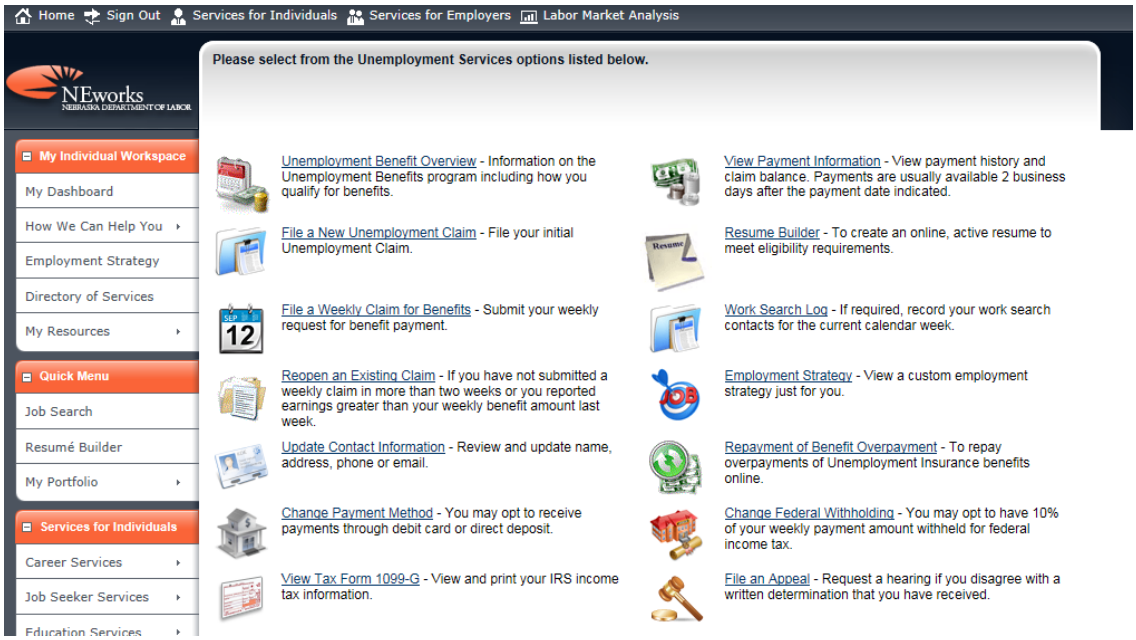


12.) On your Dashboard page, click “File or Manage a Claim” from the Unemployment Services menu.



13. Choose the type of claim activity you wish to complete – File a Weekly claim for Benefits or Reopen an Existing claim.

NOTE: You will want to choose "File a Weekly Claim for Benefits" on Sunday, July 12, 2015, if you wish to claim the week ending 7-11-2015.



14. You will then be directed to the following menu. Choose your claim activity, such as “File Weekly Claim for Benefits,” if you wish to claim a week and already have an active claim established.

Unemployment Benefits

Choose an option below:

UNEMPLOYMENT SERVICES MENU	• **Change Your Contact Information** • **Create Your Resume** • **Search for Jobs**
WEEKLY ACTIVITIES:	
WORK SEARCH LOG	If required, record your work search contacts for the current calendar week.
FILE WEEKLY CLAIM FOR BENEFITS	Submit your weekly request for benefit payment.
FILE A CLAIM:	
FILE A NEW UNEMPLOYMENT CLAIM	File your initial Unemployment Claim.
REOPEN AN EXISTING CLAIM	If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.
CLAIM INFORMATION:	
VIEW PAYMENT INFORMATION	View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.
REPAYMENT OF BENEFIT OVERPAYMENT	**Coming Soon:** To repay overpayments of Unemployment Insurance benefits online.
CHANGE PAYMENT METHOD	You may opt to receive payments through debit card or direct deposit.
CHANGE FEDERAL WITHHOLDING	You can opt to have 10% of your weekly payment amount withheld for federal income tax.
VIEW TAX FORM 1099-G	View and print your IRS income tax information.
APPEAL A DETERMINATION:	
FILE AN APPEAL	Request a hearing if you disagree with a written determination that you have received.

LOG OFF

Equal Opportunity Program/Employer
TDD: 800.833.7352
Auxiliary aids and services are available upon request to individuals with disabilities.