



Applying for Unemployment Insurance: What You'll Need

To apply for a 'Benefits Program Online' Login you'll need:

(if you already have a Benefits Program Online login, you can skip this step)

- A personal email address. If you don't have one, you'll need to create one before registering with Benefits Program Online.
- A way to access your email during the registration process. If you'll be logging into your email account from a library computer, make sure to know your email password.

Other suggested items:

- A way to write down the following information during the registration process:
 - The Benefits Program Online password you've set up
 - The answers to four security questions you've chosen
 - The Personal Image and Personal Caption you've chosen
- A pair of headphones to use while watching video tutorials from the EDD about creating a Benefits Program Online login and filing a claim.

To file your UI claim, you'll need the following information:

- Name
- Date of birth
- Full mailing address
- Social Security Number
- Driver's License or ID Card Number
- Last employer information including company name, supervisor's name, address (mailing and physical location) and phone number
- Last date worked and the reason you are no longer working
- Gross earnings in the last week you worked, beginning with Sunday and ending with your last day of work
- Information on all employers you worked for during the past 18 months, including name, address (mailing and physical location), supervisor's name, the dates of employment, gross wages earned, hours worked per week, hourly rate of pay, and the reason you are no longer working
- Notice to Federal Employees About Unemployment Insurance*, Standard Form 8 (former federal employees only)
- DD 214 Member 4 copy (ex-military only)
- Citizenship status, and, if you are not a US citizen, information from your employment authorization document

To certify for benefits, you'll need:

- First and last name as it appears on your claim
- Date of birth
- Social Security Number
- EDD Customer Account Number *(sent by mail from EDD within 10 business days of filing a claim)*



Applying for Unemployment Insurance: Steps to Apply

There are three ways to file an Unemployment Insurance claim:

- Online
- By Phone
- By Fax or Mail

To file an Unemployment Insurance Claim online:

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Step 1: Create a Benefits Program Online Login

(If you already have a Benefits Program Online login, you can skip this step.)

Visit <https://edd.ca.gov/BPO> and click the 'Log In or Register' button

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Step 2. File your UI Claim

- Log in to Benefits Programs Online
- Select UI Online
- Select 'File a Claim' to get started

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Step 3: Certify for UI Benefits

Submit your certification using one of the following:

- Online: UI Online
- Online: UI Online Mobile
- By phone: EDD Tele-Cert
- By mail: Complete, sign, and mail the paper form

Visit <https://www.edd.ca.gov/Unemployment/certify.htm> for more information on Certifying for Unemployment Benefits.

For more information, visit the Employment Development Department (EDD) web page:

Guide to Applying for Unemployment Benefits

<https://unemployment.edd.ca.gov/guide/benefits>