



What You Will Need

- Your Social Security Number
- Gross earnings for the week including vacation, holiday, or WARN pay
- Name, address, and dates of employment for each employer for whom you've worked in the last 18 months
- Banking information including routing and account number (optional)

Weeks begin on Sunday and end on Saturday. File your weekly request for payment through UInteract as early as Sunday.

If you work during a week for which you request a payment, you must report gross earnings for the work you performed, even if you have not yet been paid. Gross earnings are the amount of wages earned before taxes.

Three Easy Steps to Filing for Unemployment

Create Your User ID and Password

- Create an account by clicking on <u>Create One</u> on the login screen
- Enter your SSN, name, and birth date (The information you enter must match that contained in Division records.)
- Create your User ID and Password, select your Security Questions and Answers
- When complete, you will receive Successful Registration Confirmation screen

Login and File Your Unemployment Claim

- Enter your User ID and Password on the login screen
- Click on <u>Unemployment Claim</u>, then <u>File Unemployment</u> <u>Claim</u>, and follow the prompts
- When complete, you will receive a printable *Claim*Confirmation

File Weekly Request for Payment After Each Week Has Ended

- Log in to UInteract
- Select Weekly Request for Payment
- Follow the prompts until you receive your *Weekly Request* for Payment Confirmation

IMPORTANT: If needed, call 573-751-9040 for assistance in the translation and understanding of the information in this document.
¡IMPORTANTE!: Si es necesario, llame al 573-751-9040 para asistencia en la traducción y entendimiento de la información en este documento.

Missouri Division of Employment Security is an equal opportunity employer/program. Auxiliary aids and services

are available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711