Alaska
Unemployment Insurance
Online Help Guide

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Jobs

ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Applying for Unemployment Insurance (UI) Online

We take fraud seriously. Alaska law imposes severe penalties for attempting to collect benefits to which you are not entitled. Fraud is knowingly making a false statement, misrepresenting a material fact, or withholding information to obtain benefits. All fraud cases are subject to criminal prosecution, fines (you will be required to repay the benefits and any penalties), and imprisonment.
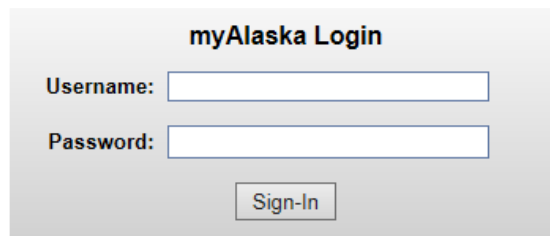
The information you provide will be used to determine your eligibility for Unemployment Insurance (UI) benefits. It is important that your information is accurate and complete for all questions asked. Failure to provide correct information may result in your UI benefits being denied.

Applying for UI online is fast, easy, and secure. You can apply for UI benefits, online, any day and time of the week. Go to **my.alaska.gov**.

You will need the following information:
- Social Security Number.
- Current mailing and physical address.
- A telephone number where you can be contacted.
- Most recent employer's name, address, and phone number (as shown on your pay stub).
- Dates of employment and the reason you are no longer working, for example (quit, fired, lack of work, on-call, or working part-time). It is important to provide your last, actual, physical, day of work, when completing the online application.
- Total hours worked and gross wages earned in the last week you worked.
- Information about any retirement income you are receiving.
- *If you served in the military in the past 18 months, you will need to fax copy 4 of your DD214.
- *If you are not a U.S. citizen, you will need your Alien Registration Number, the type of card you have, and the expiration date.

To begin, go to **my.alaska.gov**. Under **Services for Individuals** select **Unemployment Insurance Benefits**. You will need to enter your username and password. If you are new to myAlaska, you will need to create an account (see instructions on the next page of this help guide). If you forgot your username or password, select **Forgot my username** or **Forgot my password**. You will be sent an email to the original email address you used to set up your myAlaska account, with a link to change your username or password. If you no longer have access to the original email, you will need to contact the UI claim center at (907) 269-4700 between the hours of 10 a.m. and 3 p.m. Monday through Friday, and ask a claims representative to reset your myAlaska account so you can create a new account.

myAlaska Login

Username: _____

Password: _____

Sign-In

Forgot my Username
Forgot my Password
New User: Register for a myAlaska Account

If you do not have a **myAlaska** account, you will need to select **New User: Register for a myAlaska Account**. You will see the following information:

- **Username:** You will need to create a username, you cannot use the same username as before and the username must be different from anyone else. For example, if you choose "NorthernLights" and you either had that username before, or someone else has that username, you will have to choose a different, unique, username.
- **Password:** You must choose a password that is between 6 and 50 characters long.
- **Verify Password:** You must verify your password by retyping the password.
- **Secret Question:** If you forget your password, you may be asked to answer a secret question to gain access to your **myAlaska** account.
- **Email Address and Verify Email Address:** You must enter a valid email address, and verify the address by retyping the email address.
- **You must read and accept the User Agreement to continue.**

Important Information!

You will have **20 minutes per screen** to complete the application, after 20 minutes our system will log you out, **your information will not be saved**, and you will have to start over. **It is important to understand that you do not have 20 minutes to complete the entire application, you have 20 minutes per screen.**

Please use the **PREVIOUS** and **CONTINUE** buttons to navigate the online application. If you use the **BACK** and **FORWARD** buttons on your Internet browser, you may receive unpredictable results.

Once you have access to myAlaska, and have selected **Unemployment Insurance Benefits** you are ready to begin filing your online application for UI benefits. On the **Client Authentication** screen, you will need to enter, and re-enter to verify, your full Social Security Number. You will then need to enter your first and last name (middle initial is optional), and your birthdate. Your birthdate must be in the format mm/dd/yyyy, for example 01/01/2001, 1/1/01 will not be accepted.

State of Alaska — Logout

Alaska Department of
Labor and **Workforce Development**

Client Authentication

Important: The information displayed below has been prefilled from your myAlaska profile. If you wish to update this information, you will need to do so through your myAlaska profile. **Note: You must use the same myAlaska account each time you access the unemployment insurance website. You may want to use the same account information that you use for your Alaska Permanent Fund Dividend if you receive one. Please record your myAlaska account information for future reference. To insure your privacy and the security of your information, remember to logout of the myAlaska website when you have finished your session.**

SSN (999999999) ✱
Re-enter SSN (999999999) ✱
First Name ✱
Middle Initial
Last Name ✱
Birthdate (mm/dd/yyyy) mm/dd/yyyy ✱

Continue

If your information does not match what we have in our system, you will be directed to call the UI claim center.

The Division of Employment and Training Services is responsible for protecting the Unemployment Insurance Trust Fund. Those who collect, or attempt to collect benefits dishonestly will be disqualified, will have to repay the benefits received, will be charged an additional amount equal to one-half the amount of the wrongfully claimed benefits and be subject to other civil and criminal penalties.

If you do not understand a question on the application, you can click on ❓ for more information.

Do you have an obligation to provide... person that would interfere with y... im... ✔

Are you currently, or during this week... or under t... ✔
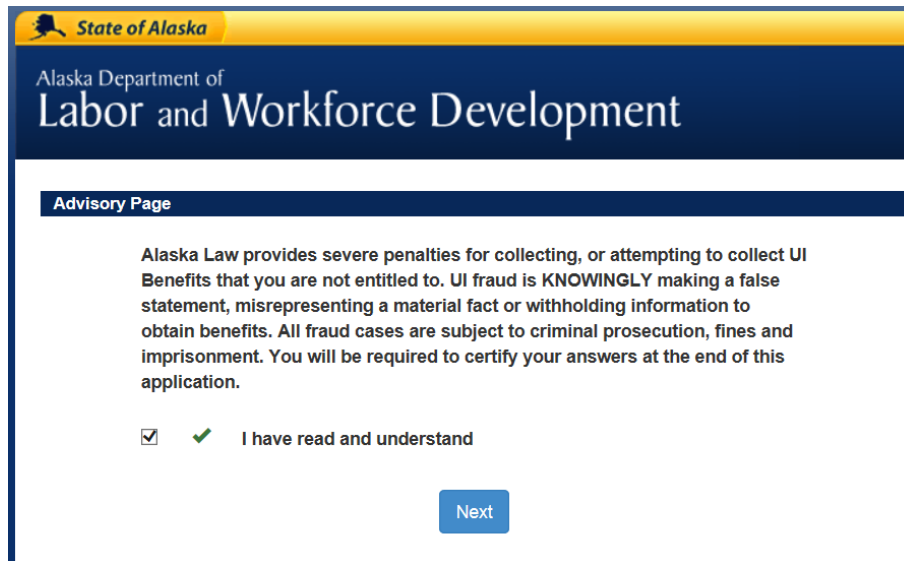
Do you have any physical or mental co... with your ability to seek or accep... ✔

Transportation is defined as any motorized vehicle such as a car, motorcycle, bus, train, or snow machine, and non-motorized modes of transportation such as walking or riding a bicycle. If lack of transportation is a short-term problem, then other reasonable methods of transportation should be considered such as a taxi, borrowing a friend or relative's car or carpooling.

Do you have transportation to get to work? ❓ ● Yes ○ No ✔

Are you available to accept and begin full-time work immediately? ● Yes ○ No ✔
❓

On the **Advisory Page** you will need to read the information and check the box (I have read and understand) to be able to continue.

On the **Client Menu** screen, select **File a new claim or reopen an existing UI claim** to begin the online application. From this screen you can also check your **Current UI claim status** and **Work Search Requirements**, how to set up **Direct Deposit**, or **Debit Card Enrollment**, help finding a job with **ALEXsys**, and **1099/Tax Information**.

You will need to read the information on the **Filing Information Screen** prior to continuing the application.

The **Initial Claim Data** screen will require you to answer questions about where you worked during the current base period (the base period of your claim is the first 4 of the 5 completed quarters immediately before the quarter in which you file your claim). Pay close attention to the dates provided when you answer the questions. The dates below are only an example, the dates you see when filing will reflect the current base period.

The **Personal Information** screen will require you to provide a current mailing and physical address, and a telephone number. **It is important to keep a good mailing address and phone number on file with UI while filing for benefits. You are responsible for and will be held liable for the content of all correspondence sent to you concerning your UI claim**. You have the option to prepay some of the taxes that may be due by having 10% of your UI benefits deducted each week. You may change your deduction at a later date by contacting the UI claim center.

You must provide a current mailing address. You are responsible for any mail sent to this address. If your mail is returned, your benefits may be denied. **You cannot use a P.O. Box for your physical address.**

You must provide a current telephone number where you can be contacted. **If we are unable to contact you by telephone or by mail, your benefits may be denied.**

Federal Regulations require a deduction equal to 10 percent of your weekly benefit amount. If you answer yes to this question, 10 percent of your weekly benefit amount will be sent to the Internal Revenue Service (IRS) each time you receive a payment, a record of the total deductions made will be sent to the IRS, and Form 1099G will be mailed to you by January 31, of the following year. If you answer no to this question, you will be responsible for paying any taxes due on the UI benefits you received during the year.

The **Eligibility Questions** screen will require you to answer each question. If you don't understand a question, you can select the question mark with the blue circle for more information. You will see the current base period dates when you file your application.

Eligibility Questions

Do you have natural children, stepchildren through marriage, legally adopted children or legal ward you wish to claim? ◯ Yes ◯ No ✳

Are you a citizen or national of the United States? ◯ Yes ◯ No ✳

Are you a veteran of the US Armed Forces? ❓ ◯ Yes ◯ No ✳

Do you have a disability? ❓ ◯ Yes ◯ No ✳

Since 10/1/2018, have you been or are you a corporate officer? ◯ Yes ◯ No ✳

Were you medically unable to work for seven or more weeks from: 10/1/2018 to 9/30/2019? ❓ ◯ Yes ◯ No ✳

Are you self-employed or do you own or operate a business? ❓ ◯ Yes ◯ No ✳

Are you currently working on a commission basis? ❓ ◯ Yes ◯ No ✳

Are you filing at this time because you work a rotating schedule such as 2 weeks on 2 weeks off and this is part of your scheduled time off? ❓ ◯ Yes ◯ No ✳

Are you currently registered for or attending school and/or training? ◯ Yes ◯ No ✳

Are you physically and mentally able to accept full time work? ◯ Yes ◯ No ✳

Are you available to accept and begin full-time work immediately? ❓ ◯ Yes ◯ No ✳

Did you work for a school or educational institution in the last 18 months? ◯ Yes ◯ No ✳

If you answer no to this question, you will need to enter your Alien Registration Number, and additional information.

You will see your actual base period dates when you file your application. Answering yes to this question means you were not able to work in any occupation for at least seven weeks in a base period quarter because of an illness, injury, or disability.

If you are out of work due to COVID-19, not hospitalized, and have no other condition that prevents you from working, answer "Yes"

If you are home providing care to someone as a result of COVID-19 or are quarantined by a medical professional or by government direction, answer "Yes"

If you answer no, you will need to provide the following information.

Are you a citizen of Canada? ◯ Yes ◯ No ✳

Alien Registration Number [ ] ✳

Work authorization status [▾] ✳

Document type ❓ [▾] ✳

Document expiration date [mm/dd/yyyy]

Eligibility Questions screen continued. You will need to answer each question to be able to continue with the application.

Deductible Income Questions

Did you or will you receive any Vacation, Sick, Severance, Bonus, Holiday or Retirement Pay? ❓   ○ Yes ○ No   ✳

> You will be required to report additional payments you receive from your employer when you file for UI benefits.

Employment History

Were you in active military duty status since 10/1/2018?   ○ Yes ○ No   ✳

Were you employed as a civilian by the Federal government since 10/1/2018?   ○ Yes ○ No   ✳

> You do not need to report your Social Security monthly retirement benefit.

Were you employed in Alaska for any employer other than the military or a Federal civilian employer since 10/1/2018?   ○ Yes ○ No   ✳

Were you employed in a state other than Alaska since 10/1/2018?   ○ Yes ○ No   ✳

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*If you worked in more than one state, you will be contacted for a claim choice. You have the option to combine the wages from all the states you worked in and choose which state you want to file against. If we are unable to make contact with you, your UI claim will be based on the wages you earned in Alaska only.

The **Last Employment Information** screen requires you to provide employment information about your most recent job before completing this application. Your UI benefits are based upon all the employer's you worked for during the current base period, not just your last employer. **If you have more than one job, provide information about the employer you worked for immediately before completing this application**. If you don't see your current employer as a choice to select, you will need to select (last employer not listed) and type the information into the boxes on the (last employment information) screen. Please use the employer name, address, and phone number as shown on your pay stub.

*It is very important to report the reason you are no longer working (Separation Reason). Your employer will be contacted to verify the information you provide. If you were fired from your job, choose Discharged, not Laid Off/Lack of Work. If you are still working, choose working full-time, part-time, or on-call, depending on your current situation.

If you are no longer working due to COVID-19 related quarantine or your employer closed due to government direction but you plan on returning to work for your employer, report Laid Off/Lack of Work.

The information you provide on the **Registration Information** screen will determine your registration requirements. It is important to provide correct information. **Failure to provide correct information may result in your UI benefits being denied.**

We have used (Anchorage and Job Center Midtown) as an example. You will see your actual city and job center listed on your application. If you do not see this question, it means our application software has already determined that you are more than 55 road miles from an Alaska job center based upon the zip code you provided.

Registration Information

The information you provide will help to determine Job Service registration requirements for your claim. This information is needed to provide the best customer service to our clients.

Is your town/village more than 55 road miles from the Anchorage Job Center Midtown? ❓   ⭘ Yes ⭘ No

Have your hours been reduced or are you no longer working due to COVID-19 (Coronavirus)?   ⭘ Yes ⭘ No

Do you have a definite date you will be going back to full-time work? ❓   ⭘ Yes ⭘ No   ✳

Are you normally dispatched through a referring union? ❓   ⭘ Yes ⭘ No   ✳

Will you be relocating outside of Alaska within 14 days? ❓   ⭘ Yes ⭘ No   ✳

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If your hours have been reduced or you are no longer working as a result of COVID-19, answer "Yes."

Answer "Yes" to this question if an employer has given you a definite date to return to full-time work.

***If an employer is unsure of a definite date due to COVID-19 you can enter the date an employer expects to have you return to full-time work.**

***If an employer is unable to provide a date, answer "No."**

Answer yes to this question if you are dispatched to work by a dispatching union. You must be in good standing, on the out of work list, and eligible for dispatch in your area of residence to meet the UI dispatching requirements. The information you provide may be verified with your union.

The **Certification Page** screen is the final step of the online application. This screen gives you additional instructions, failure to follow the instructions may result in your UI benefits being denied. **You must read the information and check each box before submitting the application**.

Certification Page

Please check all boxes to certify this application.

I certify that:
- I am requesting a determination of eligibility for UI benefits.
- I am the person named in this application.
- I understand my information may be shared with other state or federal agencies as authorized by Alaska and federal laws.
- I authorize my former employer to release all information necessary to determine my eligibility for benefits.
- I understand it is my responsibility to read the contents of the UI Claimant Handbook.
- I understand in collecting or attempting to collect benefits fraudulently, I will be disqualified, required to repay the benefits received and may be subject to additional civil and criminal penalties.

☐ ✳ **I certify that I have read the above statements and the information I have provided is true and correct.**

- You will receive a Monetary Determination in the mail listing your employer and wages on which your claim is based. It is your responsibility to contact the UI Claim Center immediately if it is incorrect. If you have Federal, military or wages earned in other states, a new monetary will be sent to you once these wages are added to your claim.

☐ ✳ **I certify that I have read the above advisories.**

☐ ✳ **Registration for Work Requirements**
Based on the information provided you must register, create, and post a resume online in the Alaska Labor Exchange System (ALEXsys). If you have already posted your resume in ALEXsys, it is your responsibility to verify your resume information is up-to-date and online for employers and division staff to refer you to available jobs. Failure to comply with this requirement within 7 days will result in the denial of your UI benefits.

☐ ✳ **You may be selected to participate in a reemployment services program. If selected, you will receive a letter informing you of your requirement to participate.**

☐ ✳ **Work Search Requirements**
You are required to perform 2 valid work search contact(s) per week. You will receive a letter in the mail regarding what is considered a valid work search and how to report work search contact(s), when you open a new claim or reopen an existing claim. If you are in active filing status, continue to report your work searches, you will not receive this letter.

☐ ✳ **Bi-Weekly Claims**
To receive UI Benefits, you must file every other week. The first two weeks you can file for are 4/14/2018 and 4/21/2018. To file these weeks online, click the unemployment insurance link on the myAlaska website between 4/22/2018 and 4/28/2018.

☐ ✳ **I certify that I have read the above instructions and understand failure to comply as instructed will result in a denial of benefits.**

[Previous] [Submit] [Cancel]

You can register and post a resume online in ALEXsys by visiting **jobs.alaska.gov** on the Internet.

These dates are only an example, pay close attention to the dates you are given on your application. You must file bi-weekly certifications (every two weeks) to request payment of UI benefits.

Alaska law requires UI benefits be paid by electronic funds transfer (Debit Card) or electronic payment to an account (Direct Deposit). You can set up direct deposit to have your benefits deposited into your personal checking or savings account. If you choose not to use direct deposit you will automatically receive a Key2Benefits debit card provided by KeyBank within two weeks of submitting your application for UI benefits. *Please wait until the next business day to set up direct deposit after filing a new claim.

You will only receive a debit card if it is determined you are eligible for UI benefits.

You can set up direct deposit during the UI application process, or at any other time, by visiting **my.alask.gov** and selecting **Unemployment Insurance Benefits**. You will need your 9 digit routing number and either your (checking or savings) account number, as shown in the example below.

Direct deposit

You can set up, reactivate or cancel your direct deposit by selecting "Direct Deposit" on our online Benefit Internet Filing (BIF) system. You will need the following information to establish direct deposit:

1. The routing number is 9 digits surrounded by |:
2. The account number (do not include hyphens or other special characters)
3. Do not enter the check number
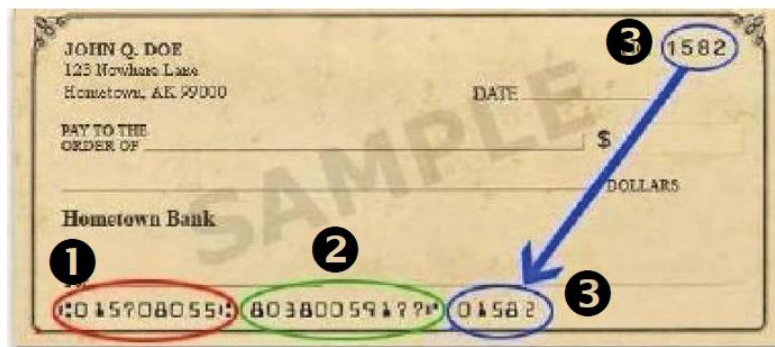
IMPORTANT: *Direct deposit is automatically suspended if it has not been used for a year or more. Your benefits will be issued by debit card until direct deposit is re-established.*

Filing for Weekly UI Benefits Online

After you have opened a UI claim, you will need to file a bi-weekly certification every two weeks, which will determine if you are eligible to receive a payment. Filing your certification online is fast, easy, and secure. You can file your bi-weekly certification, online, any day and time of the week. Go to **my.alaska.gov**. Under **Services for Individuals** select **Unemployment Insurance Benefits** and sign into your account. Choose (File for UI benefits for weeks ending X/X/XXXX and X/X/XXXX). Your current bi-weekly filing dates will be shown.

You will be required to answer every question. You will not be able to continue to the next screen until you have provided the required information. If you don't understand a question, you can select the question mark with the blue circle for more information.

You will be required to verify your current mailing and physical address, and telephone number each time you file a certification.

You can click on a question mark for additional information.

You must provide a current mailing address. You are responsible for any mail sent to this address. If your mail is returned, your benefits may be denied. You cannot use a P.O. Box for your physical address.

You must provide a current telephone number where you can be contacted. If we are unable to contact you by mail or telephone, your benefits may be denied.

The **Weeks Claimed** screen will require you to answer specific questions about each week. You will see the actual week ending date of your current filing cycle when you file your certification. You must answer each question, for each week, to be able to continue to the next screen. Depending on your answers, you may be required to provide additional information.

Weeks Claimed

You are filing for the weeks ending   and   . If these are not the weeks you wish to file for, please contact your Unemployment Insurance Claim Center. For contact information, **click here.**

Depending on your answers, you may be asked to provide additional information. Do not exit until you have certified that your answers are true and correct. After you certify, you will receive a confirmation page for your records.

	Week Ending	Week Ending
Were you available and physically able to work full-time each day of the week?	◯ Yes ◯ No ✳	◯ Yes ◯ No ✳
Did you refuse any offer of work or a job referral?	◯ Yes ◯ No ✳	◯ Yes ◯ No ✳
Were you attending school or a training program during the week?	◯ Yes ◯ No ✳	◯ Yes ◯ No ✳
Did you travel?	◯ Yes ◯ No ✳	◯ Yes ◯ No ✳
Did you move to a different town?	◯ Yes ◯ No ✳	◯ Yes ◯ No ✳
Are you receiving a monthly retirement payment?	◯ Yes ◯ No ✳	◯ Yes ◯ No ✳
Did you receive a lump sum payment for vacation, sick, severance, bonus, holiday, or retirement pay? (Do not include monthly retirement payments)	◯ Yes ◯ No ✳	◯ Yes ◯ No ✳
Did you work for any employers?	◯ Yes ◯ No ✳	◯ Yes ◯ No ✳
Were you self-employed during the week?	◯ Yes ◯ No ✳	◯ Yes ◯ No ✳

Previous   Next

If you worked during either week, you will be required to provide the employer's name, address, and phone number, and your total hours and gross wages earned during the week. The information you provide will be verified with your employer. Failure to provide accurate information may result in your UI benefits being denied, and you will be required to repay the benefits, and any penalties.

Answer yes to this question if you are self-employed and actually spent any hours on your business, whether you had earnings or not. Even if you did not have earnings, and will not receive payment for the self-employment services, you must still report the hours you spent on your business. If you are self-employed but did not spend any hours on your business, and did not have any earnings for the week, answer no.

If you worked during one or both weeks, you will be required to report your hours and gross wages for each week you worked on the **Reported Income** screen. The **Week Ending** date will show the week or weeks of your current filing cycle. To begin, select **Add Employer**.

The majority of overpayments are due to misreported work and earnings. If it is determined fraudulent information was submitted, you must repay all benefits paid during the week affected, along with a penalty equal to 50 percent of the overpayment, and you will be disqualified from receiving future benefits for up to 52 weeks.

You will see the actual week ending date of your current filing cycle.

Reported Income

Under State law, the amount of benefits payable to an individual for a week shall be reduced by 75% of the wages earned by the individual during the week that are in excess of $50.

Week ending

Employer Name	Pay Rate	First Day	Last Day	Separation Reason	Hours	Earnings	Certified	Edit/Delete

Add employer

Week ending

Employer Name	Pay Rate	First Day	Last Day	Separation Reason	Hours	Earnings	Certified	Edit/Delete

Add employer

Previous   Next

Select **Add Employer** to go to the **Wage Entry** screen where you will be able to enter your employer's name, your pay rate, first and last day of work, your current work status, and your total hours and gross earnings for the week.

The **Wage Entry** screen will require you to provide information about your work and earnings for the week. The calendar week begins with a Sunday and ends with a Saturday. You will need to enter information into each box, you cannot leave a box blank. You must enter your employer's name, your pay rate, your first and last day of work, and your current work status under **Separation Reason** as shown in the example below**. If you did not work on one of the days during the week, enter zero (0) for the Hours and Earnings.**

Our software will calculate your total hours worked and gross earnings, you will need to certify that the totals are correct.

*The dates below are only for this example, you will see the actual dates of your current filing cycle when you file your certification.

Wage Entry   ✕

Report your earnings between 4/1/2018 and 4/7/2018.

Employer	Your Employer's Name ▾	✔
Pay Rate	$ 10.00 ✔	
Pay Unit	Per Hour ▾ ✔	
First day of work	04/01/2018 ✔	
Last day of work	04/07/2018 ✔	
Separation Reason	Working Part-time ▾ ✔	

You must enter gross wages for the work you performed (including tips or commission), even if you have not been paid. For partial hours, report in 15 minute increments.Example: If you worked 7 ½ hours during the day, report as 7.5.If you worked 7 ¾ hour, report as 7.75.

	SUN 4/1/2018	MON 4/2/2018	TUE 4/3/2018	WED 4/4/2018	THUR 4/5/2018	FRI 4/6/2018	SAT 4/7/2018
Hours	6.00	0.00	0.00	4.00	0.00	0.00	6.00
Earnings	60.00	0.00	0.00	40.00	0.00	0.00	60.00

Total hours between 4/1/2018 and 4/7/2018: ❓   16

Total gross earnings 4/1/2018 and 4/7/2018: $ 160.00

Do you certify that the totals from above are correct?   ⦿ Yes   ○ No ✔ ⟵————⟶ **By answering yes, you are certifying that the information is correct.**

Cancel   Save

The example below shows work and earnings for both weeks, if you only worked during one week, only one week will show work and earnings. Before going to the next screen of the application, review your work and earnings on the **Reported Income** screen. If you need to edit or delete any information, you can select (**Edit/Delete**).

If you need to edit or delete your work and earnings information, you can select the Edit/Delete Icon (pencil and X) above. You will be able to return to the Wage Entry screen to make corrections.

If you were **self-employed** during either week, you are required to report your total hours and net earnings (after expenses). To calculate your net earnings, subtract your business expenses from your total income earned during the week of self-employment, and enter the information for each day of the week.

*The dates given below are for the example only, you will see the actual dates of your current filing cycle.

If you did not, and will not receive payment for the self-employment services, you must still report the hours you spend on your business, and report ZERO (0) for the earnings.

You must report any hours spent on your business, even if you had no earnings for the week.

You must enter your net earnings for each day of the week after subtracting your business expenses. If you had no earnings, report zero (0) for each day.

Your total hours and net earnings will automatically be calculated. You must review this information, paying close attention to the total hours and total net earnings amount, and make any corrections before certifying the totals are correct.

By answering yes, you are certifying that the information is correct.

Here are two examples of reporting **self-employment**. In the first example, there are hours reported without earnings. In the second example, there are both hours and earnings. **Remember, you must report your total hours spent on your business even if you had no earnings.**

Example 1, total hours and no earnings reported.

Click on the question mark for more information.

Total hours spent on the business reported correctly.

Even though 18 hours were spent on the business during the week, there were no earnings.

Example 2, total hours and net earnings reported.

Total hours spent on the business reported correctly.

Net Earnings, after business expenses, reported correctly.

Alaska's Work Search Requirements

The work search information you provide will be reviewed and selected for audit. You must keep a record of all your work search contacts while filing for UI benefits. Failure to follow work search requirements will result in your UI benefits being denied.

Depending on your location, you will be required to make and report either one (1) or two (2) work search contacts each week. Work search information is given to you when you file your new claim application, and a letter is mailed to the mailing address you provided within seven (7) days of filing your new claim application.

If you have questions about work search requirements, you can call the UI claim center at (907) 269-4700 between the hours of 10 a.m. and 3 p.m. Monday through Friday.

A valid work search must include the following information:
- The name of the employer contacted.
- The date you contacted the employer.
- How you contacted the employer (in person, by phone, or Internet).
- The employer's contact information (if the contact was made in person provide the address, if by phone provide the phone number, if on the Internet provide the website or email address).

If you are using a job search engine such as Craigslist to search for work, you must give the posting number if the employer name is not available. Craigslist and other job search engines will not be accepted as the employer name.

Work Search Questionnaire

Did you make one employer work search contact for the week ending DATE ● Yes ○ No ✔

Date of contact:	Tuesday 4/10/2018 ✔
Business name:	State of Alaska ✔
Method of contact:	Website ✔
Website:	www.workplacealaska.com ✔

Did you make a second employer work search contact for the week ending DATE ○ Yes ● No ✔

WARNING: You have indicated you did not make employer contact(s) for work during the week you are claiming. You must contact the claim center within 7 days to explain why you did not make employer contact(s) so a determination of eligibility can be made. Failure to contact the claim center may result in a denial of benefits.

What do you plan to do next week to look for work?

For the work search to be valid you must provide the required information. You cannot leave a box blank.

If you report that you did not search for work during the week, you must contact the UI claim center within seven (7) days or your benefits for the week will be denied.