

## Tips for Filing Your Unemployment Claim

1. First, google “UI ONLINE” and click the first link (it should take you to connect.myflorida.com).
2. Acknowledge that you have read the statement by checking the box and clicking next.
3. To file a new claim, click the link File a New Claim. To re-open a claim, select “Re-open” and read through the following information.
4. Click the link Do I Meet the Eligibility Requirements? Read this thoroughly to make sure you are eligible to file.
5. Read through the other “Getting Started” links for more information.
6. Click through the next few pages that give you information about what you need to file. Make sure to check the boxes that you agree and have read through it all.
7. The first section will be “Claimant Authentication” and you must enter all of your personal information. Be sure to check for typos and that you are using your government names.
8. You will also have to choose how you want to receive your payment (via direct deposit or a debit card) and the taxes you want withheld.
9. When you get to the employment section, check the first box “Florida Employment”.
10. When prompted for the job description, type “set design” in the box and click search. Select the last option “Set and Exhibit Design” and click next.
11. You must search for each company by name or tax ID number. A list of these companies and their information will be provided with your pay and work history packets. If you need one, you can request them by contacting the hall.
  - Note: If you can’t find a company by their name or ID number, use the “I cannot find my employer” button and click next to enter the company information manually.
12. When entering the employment history, you do ***not*** have to enter something in every field. You do ***not*** have to enter the physical address where work was performed if it is different from the company address. You do ***not*** have to break it up by each referral or show. You will only need to enter
  - The first day you worked
  - The last day you worked
  - The total earnings from the first to last day for each company
  - ***For example:*** they will be asking for the last 18 months of work/pay history (this starts with 10/01/2018). If the first time you worked for Freeman was 10/04/2018 and the last day you worked for Freeman was 3/13/2020, you would use those dates. Then you would add up all of your Freeman checks for your total earnings.
  - ***Tip:*** Write down your start dates, last dates, and total earnings for each company on a separate piece of paper before entering this information (this will make it much easier and quicker).

13. The questions following the work information will all have the answer "No".
14. For "Reason for Separation" choose "Layoff".
15. When entering the employment history for each company, you'll see that you are updating your Florida Employment. Once you've entered all the information for all the companies you've worked for, there may still be additional Florida Employment sections to update. You will need to delete these before you can continue. Select "Delete" and "Yes" to confirm. Double check the information you've inputted and make sure only the companies you have worked for are listed. If everything is correct, click "All my employment is listed" and click next to continue.
16. The following page will have a list of questions you need to answer. Most, if not, all of these will be "No" **except** the last question "Are you a union member in good standing?" Check yes.
17. For the union information, enter "IATSE" (with no periods), "835" for hall number, and "407-649-9669" for the phone number.
18. Next, you will need to read over all the information and review everything you've entered. **Double check that all of the information you have entered is accurate.**
19. When everything is checked and ready, submit your application.
20. You are now done! Hang in there!