

Important **Things to Know Before Filing** for Unemployment Benefits:

- Due to the ongoing COVID 19 Pandemic most states have waived the traditional one week waiting period in order to be eligible for unemployment benefits. That said, for specific information pertaining to any waiting period in the state in which you're filing please contact the unemployment office.
- A valid email account is REQUIRED to file a claim. Below are links to the top 5 most popular providers of free email addresses:
 - [Google's Gmail](#)
 - [Yahoo Mail](#)
 - [Microsoft Outlook.Com](#)
 - [AOL Mail](#)
 - [Mail.Com](#)

What You **Need to Prepare Before Filing** for Unemployment Benefits:

- Identification Information:
 - Legal Name
 - Social Security Number
 - Date of Birth
 - Indiana Driver's License or Valid Government Issued ID
- Contact Information:
 - Valid Email Account
 - Street Address
 - Phone Number
- All Previous Employer Information:
 - Name: Venture Logistics
 - Mailing Address: 1101 Harding Court, Indianapolis, IN 46217
 - Phone Number: (317) 787-1101
 - Dates of Employment
 - Reason for Unemployment
- Most Recent Paycheck Stub
 - You can find your paycheck stubs online at www.paycor.com.
 - If you have not registered, please visit www.paycor.com and click "Register Here!" You will need to use code **117570**.

How to File for Your Initial Unemployment Benefits Claim:

1. Submit your claim at <https://uplink.in.gov/CSS/CSSLogon.htm>. (For IN Residents)
 - Click New User Registration
 - Enter the Information you have prepared above.
 - Reminder: Write down your login, password, and security information. You will need this to continue your benefits.

How to Continue Your Unemployment Benefits:

2. You will need to file a weekly claim for benefits in order for them to continue. This is called a voucher.
 - Vouchers need to be submitted electronically between Sunday at 12:00am to Saturday at 8:59pm EST.
 - Please submit these vouchers at <https://uplink.in.gov/CSS/CSSLogon.htm> using your login information that you created when you registered.
3. In addition, you MUST keep a weekly work search activity log.
 - The log should include employer information, contact information, and an active search history for employment.
 - This log can be requested by the DWD at any time. Failure to comply could cause denial of unemployment benefits.

What to Expect After Filing for Your Unemployment Benefits:

4. After 10 business days of filing your initial claim, you will receive a statement that shows an estimated weekly benefit.
 - The maximum length of benefits is 26 weeks.
5. If you are eligible, you will receive notification and a VISA debit card within 21 days of your initial claim.
 - Reminder: you will not receive payment until the mandatory one-week waiting period is complete.
6. After you have completed 4 vouchers, you will be selected for a Re-Employment Services and Eligibility Assessment (RESEA) interview.
 - This will take place during your 6th week of unemployment.
 - The interview is mandatory, and your benefits will stop if you miss the meeting.