

# STEPS OF FILING AN UNEMPLOYMENT INSURANCE CLAIM



## Before you apply: Gather information

To file for unemployment insurance, you must provide your name, Social Security number, birthdate and contact information. If you are not a U.S. citizen, you can use your USCIS number, A-number or I-94 number.

You must provide your complete work history for the past 18 months. This includes employer names, employer addresses, employer phone numbers and dates of employment.

### STEP 01



#### File an initial claim

**Online:** File for unemployment insurance payments at [unemployment.oregon.gov](https://unemployment.oregon.gov).

**Phone:** Call 877-345-3484.

### STEP 02



#### File weekly claims

To start getting unemployment benefits, you also need to file weekly claims. You must wait until Sunday to submit the previous week's claim.

**Online:** Claim a week of benefits at [frances.oregon.gov](https://frances.oregon.gov).

**Phone:** Claim a week of benefits by calling 800-982-8920.

### STEP 03



#### Be ready to return to work

Be able to work, available to work and actively seeking work. People who get unemployment benefits are required to look for work and document their job search.

## Frequently Asked Questions

### What is unemployment insurance?

Unemployment insurance provides money to people who are unemployed or have had their hours reduced through no fault of their own. Weekly payments support people who are actively looking for work.

### Can I get unemployment insurance?

Many workers qualify for unemployment insurance, even if their employer says they are gig workers. You must have a work history within the past 18 months, and there are other wage requirements. We encourage people to file for unemployment insurance so we can provide them any benefits they have earned.

### When do I file a weekly claim?

To keep getting benefits, you need to file a weekly claim every week, in addition to your initial claim. A week is Sunday through Saturday. You must wait until Sunday to submit the previous week's claim. File a weekly claim even if you worked that week.

### What if I worked?

You may still be eligible for benefits if you work less than 40 hours and made less than your weekly benefit amount. Be sure to report the hours that you worked during a week. You must report your gross earnings for each week, even if you have not been paid yet.

### How much can I get?

The amount you earned during a 12-month period, called a base year, determines your weekly benefit amount. The minimum and maximum weekly benefit is set by law.

### Need help?

This information is vital. The Oregon Employment Department (OED) is an equal opportunity agency. OED provides free help so you can use our services. Some examples are sign language and spoken-language interpreters, written materials in other languages, large print, audio, and other formats. To get help, please go to [unemployment.oregon.gov](https://unemployment.oregon.gov) and click on Contact Us or call us at 877-345-3484. TTY users call 711.

### ¿Necesita ayuda?

Esta información es vital. El Departamento de Empleo de Oregon (OED) es una agencia de igualdad de oportunidades. El OED proporciona ayuda gratuita para que usted pueda utilizar nuestros servicios. Algunos ejemplos son intérpretes de lengua de señas e idiomas hablados, materiales escritos en otros idiomas, letra grande, audio y otros formatos. Para obtener ayuda, vaya a [unemployment.oregon.gov/es](https://unemployment.oregon.gov/es) y haga clic en Contacto o llámenos al 877-345-3484. Usuarios de TTY pueden llamar al 711.