NH Employment Security's new Unemployment Insurance System (NHUIS)

Coming August 17, 2009

What Claimants Need to Know

New Hampshire Department of Employment Security Online



Advantages

Increased efficiency for processing Unemployment Insurance claims

Easier access to information in a secure environment

Faster correspondence exchange

Direct deposit of benefit checks available

Access to more claim information online

Access new Unemployment Insurance System from www.nh.gov/nhes



Welcome Page

This screen will start you on your way to navigating through the NH Unemployment Insurance System.



If you are a new user, you will need to click *Create New Account*. If you were registered on our previous system, click *Existing User Log-in*. Either link will take you to the registration page.

Language Preference

	New Hampshire Departm Employment Security On Claimant Language Preference	ent of line We're working to keep New	Home New Hampshire Employment Security w Hampshire working	
		Proceed in English Proceder en Español	<u>Help</u>	
				-1
Choose either En	to proceed in glish or Spanish			

Claimant Registration - 2 Steps for New Users

Help

Claimant Regist	tration Screen - Step 1 of 2 nation	
[*] First name	Tester	Help
М		
*Last name	Claimant	
'SSN	123 - 45 - 9059	
*Re-enter SSN	123 - 45 - 9059	
Next Cance	el	

Step #1: Personal Information

Enter your name and Social Security Number and click next to continue.

Registration Complete - Step 2 of 2

-Important Registration Information

Your registration was a success! Your system User Name is your social security number and your password is: t2HrHPqE3B

Be sure to write the password down, you will need it in order to access the system. The first time you log in, the system will prompt you to choose a new password (10 characters long, consisting of a combination of upper and lower case characters and at least one number or special character e.g. @,#,etc)

To log in and file a claim or access your claim information, return to the <u>HOME PAGE</u> and choose the "Existing User Log-in" link from the MENU OPTIONS on the left side of the page. Enter your user name (social security number) and the password provided above.

If you share your password with someone else, then you are responsible for its use.

Step #2: Complete Registration

The system will automatically generate a password for you. Your User Name is your Social Security Number. HINT: copy the password, click on the Home Page link, choose "Existing User Log in" and paste the password into the password box.

Claimant Login



Note: Claimants who registered in our previous system within the last 18 months will receive a computer generated password in the mail in early August 2009. Use that password to register as an existing user.

Change User Password



Unemployment Benefits - Main Menu

You will be able to maintain your claim, review claim details, update your personal information, and view Notices and Determinations from the Main Menu



File a New Claim for Unemployment Benefits

Fill in your personal information and hit Next to continue.

The default is E-mail
for correspondence
notifications from NH
Employment Security

Direct Deposit available!

	New Hamp	pshire Department of ont Security Online We're working to keep New Hampshire working	ome
12.0	Personal Infor	mation nation	
	First name	Tester MI [] Last name Claimant	<u>Help</u>
	*SSN	•••• - •••• *Date of Birth (mm/dd/yyyy)	
	*ID Type	Select One ID State Issued Select One	
	Residence Add (No P.O. Boxes for	re Select One R Driver's License R None	
	*Street	State ID Card	<u>Help</u>
	*City	State/Province Select One	
	Zip Code		
	Country		
	Contact Inform	nation	Help
	Phone#1 Phone#2	Type Cell (999)- 555 - 1212 Type Select One	
	E-Mail Address		
	*Would you prefe	er to receive correspondence from this Agency (when possible) via U.S. ⊂ US Mail ⓒ E-Mail	
	*Select whether mailed	you want your benefit deposited directly into your bank account or a check 💿 Direct Deposit O Check 🏹	∽

File a New Claim for Unemployment Benefits (continued)

New Hampshire Department of Employment Security Online	Weire work	New Hampshire Employment Security	Home
Demographic Information			
General Information		and a	Holp
Ethnicity:	Select One	•	ricip
Race:			
American Indian/Alaskan Native Disclet/African American	I Asian □ Native Hawaiian/	Other Pacific Islander	
Blackkaincan-American White	Choose Not to Ar	other Fachic Islander	
* Ocardan	E pindese Notion		
Gender:	Select One		
* Highest Grade Completed:	SelectOne	<u> </u>	
* Usual Trade or Occupation:	Select One		
* Do you consider yourself disabled?:	O Yes O No O	Choose not to answer	
Alien Information			
* Are you a U.S.Citizen or a U.S.National?	C Yes C No		Help
If <u>no</u> , please select what authorization you have t perform work in the U.S.	Select One	×	
Alien Authorization Number		Continue filling in	
Expiration Date		Continue ming in	
(mm/dd/yyyy)		your personal	
Next		information and hit	
		Next to continue	NIZ ST

File a New Claim for Unemployment Benefits Eligibility Questions

Eligibility Questions Page 1 - Read each question carefully. Answering "Yes" to certain questions on this screen will prompt the system to navigate you through additional screens. Click on "Next" to continue.

New Hampshire Department of	S Ne En Se	w Ham ploym curity	psh ent	ire	Но	ome
Employment Security Online We're working to keep	New Har	npshire u	vorki	ng		
Eligibility Questions - Page 1						
* Have you filed a claim for unemployment benefits in the last 12 months?	C Yes	S C NO)			Help
If yes, against what state or Canada?	Selec	t One			-	
Have you worked since you last filed?	O Yes	O No				
If you have worked since you last filed, have you earned at least \$700 since the beginning of that claim?	O Yes	S O NO)			
* Have you worked in regular employment (not military or federal civilian) in any states of than NH since 01/01/2007 ?	other	O Ye	s C	No		
* Since 01/01/2007, have you served on Active Duty in the US Military?		O Ye	s C	No		
* Since 01/01/2007, have you had any federal employment?		O Ye	s C	No		
* Since 01/01/2007, have you recieved workers compensation payments?		O Ye	s C	No		
* Since 01/01/2007, have you applied for workers compensation?		O Ye	s C	No		
Additional Eligibility Questions						_
[*] In the last 18 months were you or are you currently a sole proprietor, a partner, an offi director of a corporation, or a member of a limited liability company?	icer or	O Ye	s C	No		<u>Help</u>
[*] Do you owe an uncollected over issuance of food stamp benefits		O Ye	s O	No		
*Are you required to pay Child Support by court order?		O Ye	s C	No		
* Would you like to have 10% of any benefit payments to which you may become entitle withheld for federal income taxes?	led	C Ye	s C	No		
* Are you receiving or have you applied for social security?		C Ye	s C	No		
If yes, are you restricting your earnings or availability (ability to work full time)?		O Ye	s C	No		
In the last 18 months did you work for a company that was owned by a relative?		O Ye	s C	No		
Next						

File a New Claim for Unemployment Benefits Eligibility Questions, continued

Eligibility Questions Page 2 - Answers to certain questions on this screen will determine which screens you will, or will not, see before certifying your claim. Click Next to continue.

New Hampshire Department of Employment Security Online	Home New Hampshire Employment Security We're working to keep New Hampshire working'
Eligibility Questions - Page 2	
Eligibility Questions	C Yee C No
* Are you in a sessenal accuration?	C Yes C No
Additional Eligibility Questions	C Tes C No
* Do you expect to be recalled by any of your former employers within 4 weeks of your last day of work?	C Yes C No
* Do you have a <u>definite</u> recall date from any of your former employers?	C Yes C No Help
If <u>yes</u> , please enter the date	
What was the last day you worked?	
* Are you currently enrolled in/attending school, college, or vocational training?	C Yes C No
If yes, are you attending full or part-time?	O Full-Time O Part-Time
Please enter the details about your school/training:	
Course Name or Major Course of Study	
School Name	
City	
State:	Select One
* Are you a member in good standing of a skilled trade un about your union.	nion? Please select your union from the list and enter the details
	Select One
Local Number	
City	

Select One

State:

Are you required to seek work through your union (exclusive hiring hall)?

Nev	
1.1.1.1	
1100	

File a New Claim for Unemployment Benefits Out of State Employment

New Hampshire Department of Employment Security Online		We're working to ke	New Hampshire Employment Security rep New Hampshire working	Home
Out-of-State Employment				
Please provide all of your regular employment o Civilian employment that you have already provi	utside NH sin ded on previo	ce 04/01/2007 . (Please us pages.)	do not include any Military or Fede	ral
Employer Name City	State	Start Date	Last Day Worked	Help
Add Employer Edit Delete				
□ If you have not had any regular employmen	t outside NH	since 04/01/2007 , check	this box and click the Next button	to
continue.				
Next				

If you answer "Yes" to the Out-of-State employment question on the Eligibility Questions page, you are navigated to the *Outof-State Employment screen* to add information about the Employer. To add an Out-of-State employer, you should click on the "Add Employer" button. Click next to continue.

File a New Claim for Unemployment Benefits Mass Layoff or Business Closure

New Hampshire Department of Employment Security Online	Home
Enter Mass Layoff/Buyout ID Number	
*If this claim is a result of a vacation shutdown or business closure did your O Yes O No employer provide you with a mass layoff ID #?	<u>Help</u>
If <u>yes</u> , please provide the ID number	
Nixt	

Your employer should have given you an ID number *if* you are unemployed as a result of a vacation shutdown or the business closed. Select Yes and enter the ID number. If this does not pertain to you, select No and click on Next.

New Hampshire Departm Employment Security On	ent of line	We're working to ke	New Hampshire Employment Security Rep New Hampshire working	Home
Recent Employment History Su	mmary			
Please provide all of your regular empl not include military service, federal civ	oyment for the last 18 ilian, or any out-of-state	months, beginning with y e employment you have	your most recent employment. <u>(P</u> already provided on previous page	<u>lease do</u> : <u>s.)</u>
Search Result(s):: 0 Found				
Employer Name	City State	Start Date	Last Day Worked	Help
Add Envoloyer Edit Delete Add Employer Next				
NAMES AND DESCRIPTION OF A				

Click on *Add Employer* to enter all of your regular employment for the last 18 months. Click Next to continue.

New Hampshire Depar Employment Security	tment of Online	We're working to ke	eep New F	lew Hamp Employme Security lampshire wo	shire nt ^{srking*}	Home
Recent Employment History	- Employer ID Number Sea	rch				
Federal Employer Identification # (Fl (Hint: Look on any pay stub or in box	EIN)		Search			<u>Help</u>
Search Result(s):: 0 Found Employer Name	Doing Business As	Address	City	State	Zip Code	<u>Help</u>
No FEIN/Skip Select B	Employer Can't Find M	ly Employer				

You can search for an employer by their Federal Employer Identification Number (FEIN), which can be found on your pay check stub or in box "b" of your W-2. If you can't find the FEIN, click on the No FEIN/Skip button.

New Hampshire Depa Employment Security	rtment of Online	Neire working to ke	New H	lew Hamp imployme ecurity lampshire wo	shire nt orking	Home
Recent Employment Name	and Zip Code Search					
Employer Name (Starts With) Zip Code	Sear	ch				<u>Help</u>
Search Result(s):: 0 Found Employer Name Select Employer	Doing Business As Can't Find My Employer	Address	City	State	Zip Code	Help

You can search for an employer by using a name search (need at least 4 characters) and a zip code search. If you still can't find the employer, click on the Can't Find My Employer button.

If you can't find your employer, you will need to fill in the information on this part of the employment detail page. If you found your employer in one of the searches, this would be filled in for you.

New Hampsh Employment	ire Department of Security Online	Weir	New Hampshire Employment Security	Home
Recent Employme	ent Detail			
*Employer Detail				Help
Attention	1			
*Address				
Address	1			
PO Box				
*City				
*State	Select One		Zip Code	
*Country	United States	•	Phone ()	
Address where Phys	sically worked			
*Address	I			
*City				
*State/Province	Select One		*Zip Code	
*Country	United States	-		

See next slide for rest of page

New Hampshire Employment Security **New Hampshire Department of** Employment Security Online "We're working to keep New Hampshire working" Additional Employer Detail-Start Date Help (mm/dd/yyyy) Last Day Worked Maritime Vessel Name (mm/dd/yyyy) **Employer Phone** Select One Reason for Separation Click OK to load this list 💌 Detailed Reason For this employer: *Did you work in more than one State? Other State Worked in: Select One C Yes C No -*Hourly Rate of Pay *Gross Average Weekly Wage ^{*}Did you earn this amount or more in at least 5 C Yes C No. *Occupation separate weeks for this employer? C Full-Time C Part-Time Work Status C Yes C No ^{*}Did you have any type of retirement pay (E.a. pension/401k/other)? Did you have any type of separation pay/vacation pay/personal time off/bonus pay/holiday pay/sick C Yes C No pay/floating pay/severance/wages in lieu of notice/WARN Act Pay/supplemental benefits? Cancel OK

Fill in the additional employment detail information and click OK to continue.

File a New Claim for Unemployment Benefits Job Match Registration

The final step in the process is to Register for the Job Match System. There will be a series of screens to follow that will guide you through entering your occupation and skills. You will need to choose a Job Match System password then click Next to continue.

New Hampshire Department of Employment Security Online	New Hampshire Employment Security	
Register for Job Match		
Veteran Status		Liste
'Are you a Veteran who was on active duty for at least 180 days?	C Yes C No	Help
Are you eligible for Veterans Preference as a spouse of a Veteran?	C Yes C No	
If any of the following are true, answer 'Yes'; otherwise answer 'No.'		
Are you the spouse of a veteran who died in action? Are you the spouse of a veteran who was captured or interred during wa	ar?	
Are you the spouse of a veteran who died with a service connected perr	nanent disability?	
Wage Information		
What is the lowest acceptable hourly wage that you will accept?	\$ Per Hour	Hel
For what type(s) of work are you available?	🗆 Full-Time 🗖 Part-Time	
What shift(s) do you prefer?	First 🗖 Second 🗖 Third	
Please select your highest level of driver's license	Select One	
Occupational Details		
Please select up to 2 occupations for which you have the qualifications and experience you have for each	would like to work, and enter the months of	Help
*(1) Occupation Occupation Lookup	*Months of Experience	1
(2) Occupation	Months of Experience	
	Matching System	
Please choose a separate and unique password for access to the Job		

File a New Claim for Unemployment Benefits Review Answers



Work search:

Review Answers

review your answers. If you do choose to review your answers you will need to go through all of the screens. If you do not wish to review your answers then click the "Continue" button.

File a New Claim for Unemployment Benefits Initial Claim Certification

Security to

New Hampshire Department of Employment Security Online We're working to keep New Ho	Home lew Hampshire imployment ecurity lampshire working"
Certification Certification I certify that I am partially or totally unemployed. I hereby make application for determination of unemployment benefits and register for work, unless specifically exempt. I understand that the false statements made to obtain benefits.	of my eligibility to collect he law provides penalties for
I completed this application C Yes C No	
If an interpreter, provide language <u>You are responsible for all information provided on this application</u> I agree to all of the above and want my claim submitted for processing. C Yes C No If NO, all information you have entered will be discarded and no claim will be submitted. Next	You will need to certify your initial claim in order to complete your claim and allow NH Employment Security begin processing it. If you do not certify, all your data will be discarded in 24 hours and no claim will be submitted for processing. Click Next to continue.

File a New Claim for Unemployment Benefits Initial Claim Certification, continued

After you certify your initial claim, you will receive a claim confirmation number. This is the final step in the initial claim application process. Click Next to return to the Main Menu.

Remember to file your continued claim each week.



Claim Confirmation

CLAIMANT T 9059

Your claim has been successfully submitted for processing. Your claim Confirmation is CA58.8166-8826-8160-5681

Print this page or write the confirmation number down for your records and read the important instructions below.

Filing an application for benefits is only the first step and no further processing will take place on your application if the second step is not completed. The step is to file a continued claim.

YOU MUST FILE CONTINUED CLAIMS TO REQUEST PAYMENT FOR EACH WEEK OF UNEMPLOYMENT.

You may file on our website or by phone at 1-800-266-2252 or 603-665-1500 in the Manchester area, by choosing Option #1 from the Main Menu. If you do not file your continued claim timely, your benefits may be denied.

You may receive requests for additional information by U.S. Mail, email or phone. Prompt response to any request for additional information is expected and will expedite your benefit eligibility determination. Failure to respond to any request for information will result in your eligibility being determined on the limited amount of information available, which could result in a denial of benefits. You have the right to appeal any determination you receive.

You have chosen a PASSWORD for online use. If you wish to utilize the automated phone system, you will be prompted to choose a PIN (Personal Identification Number). Your PASSWORD and/or PIN ensures the confidentiality of your information. Your User ID will be the same for New Hampshire's Job Match System, however, your PASSWORD will be different. If you were presented with a screen to register for job matching during this application, you chose a separate and unique PASSWORD for the job matching system at that time. If you choose to share your PASSWORD or PIN with someone else, you remain responsible for its use. If you believe your PASSWORD has been compromised, call 1-800-266-2252 and you will be issued a new PASSWORD. If you believe your PIN has been compromised, you must change it through the phone system.

Next Print Confirmation Page



Home

Need Help?

This slideshow was designed to expedite the claimant registration process and the process for filing an initial Unemployment Insurance claim. It was designed to be as customer friendly as possible. If you need additional help on how to use the system, click on the Help link on the page or call our Customer Service Line at 1-800-266-2252.

New Han	npshire Department of nent Security Online		Weire w	HES Se orking to keep New Ha	w Hampshire nployment curity mpshire working"	Home	Clicking on Help brings up an additional window that provides explanations of the type of information that is needed.
Personal Info	ormation					1	
Personal Info	ormation						
*First Name	LIS	Middle Initial		*Last Name	PICARD	(Help)	http://vdbdev2:8080/claimant/NavC
SSN				[] Date of Birth	01/01/2000		Personal Information:
1. TO 1. DO		ID		(mm/aa/yyyy)		1.1	This screen allows the user to enter personal, residence address, mailing address and contact information as well as
[*] ID Type	Driver's License 💌	Number	ggfgfgfgfg	State Issued	Arkansas	-	selecting to receive correspondence by US Mail or E-mail.
							Your 9-digit social security number will be x'ed out. Begin by entering your date of birth using the format mm/dd/yyyy, for example February 1, 2003 would be entered as 02/01/2003. In the field marked "ID Type", click on the drop down arrow to make your selection. Highlight your

answer by clicking on it which will display your answer in the box. In the "D Number" field, enter the number assigned to the ID, then in the "State Issued" field, select which state you ID was issued in. Click on the appropriate

state in the list to make your selection.