

Duplex in color for best results.



5. Expect two letters. The first explains your potential benefit amount. The second tells you the agency's decision.



6. Receive payment if you've answered your weekly certification questions accurately. The first payment is sent within 21 days for approved claims.

tn.gov/workforce/section/unemployment



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Applying for Unemployment Insurance

on Jobs4TN.gov



Department of
**Labor & Workforce
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Employment Security

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1. Create (or recover) **your account** on Jobs4TN.gov.

If you've applied for Unemployment Insurance, we've already registered you! Just use the "Forgot Username/Password" to recover your account.



2. File a claim from your Jobs4TN account.

From your dashboard, choose the "Unemployment Services" menu from the left-side navigation. Then click "File a Claim".



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3. Look for work. Search online or at local businesses.

Three work searches are required each week. When you login to Jobs4TN and search for work, Jobs4TN will remember your searches for you. Your local Job Center can also assist with your job search.



4. Answer a few certification questions online about the past week's job search and earnings.

Login each week to your Jobs4TN account to certify while drawing unemployment. From your Jobs4TN dashboard, choose the "Unemployment Services" menu from the left-side navigation. Then click "Weekly Claim Certification".

repeat steps 3 & 4 each week



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