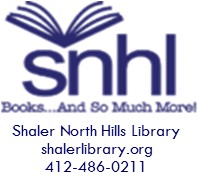
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**Filing Unemployment--PA**

Before you start—

* The website is: uc.pa.gov
* You should first check your eligibility.
* Please use the attached checklist to prepare. You will need:
  + Your social security number
  + A valid email
  + Your employer/employment information
  + Your bank information (for direct deposit)
* Your Keystone ID & Password (or create a new one)

You can file online or by phone at 1-888-313-7284.

**How to Register for Unemployment in Pennsylvania**

1. Go to uc.pa.gov on your phone or computer.
2. There is a menu under the blue banner. Click on “File an Initial Claim”.
3. Select the blue button “Apply for UC”.
4. Select “Sign in/Register” in the upper right corner.
5. Enter your Keystone ID or create a user account.
6. Proceed to complete your account information.

**IMPORTANT!**

After filing your initial application for unemployment compensation (UC) benefits, you will receive a Claims Confirmation letter via your UC dashboard communication preference or in the mail. This letter will provide:

* the date you will file your first biweekly claim -- generally the second Sunday after completing your initial application for benefits.
* Your 4-digit PIN will only be necessary to file your weekly claim if you file via Pennsylvania Teleclaims (PAT)

You will file a weekly claim certifying your eligibility for each week separately. For UC purposes, a week is a calendar week that begins Sunday and ends Saturday.

*Continued…*

*Unemployment in PA (page 2 of 2)*

**Claim Filing**

Once registered, you can now file a weekly claim or a bi-weekly claim.

1. Go to uc.pa.gov and click on “File a UC Weekly Claim”.
2. Enter your Keystone ID and Password.
3. Once you’re logged in, fill in the prompts as needed to file your claim.

**IMPORTANT!**

The department cannot pay you for weeks unless a timely biweekly claim has been filed.

The best way to file your biweekly claim is online from 6 a.m. to 11 p.m. Sunday, and 6 a.m. to 9 p.m. Monday through Friday.

You also can file by phone by using the PA Teleclaims (PAT) system. Call 888-255-4728 (TTY services for the deaf and hard of hearing: 888-334-4046), from 6 a.m. to 11 p.m. Sunday, and 6 a.m. to 10 p.m. Monday through Friday.

**HELP**

If you have questions, go back to uc.pa.gov—NEW Unemployment Compensation (UC) System. Find the FAQ button on the righthand side.

Videos and guides are available on the site.

Help by phone:

* PAULA virtual assistant (general questions): 1-833-755-0882
* Weekly claims filing: 888-255-4728 | Español: 877-888-8104
* Regular UC, PEUC, general questions: 888-313-7284

Monday - Friday from 8:00 am - 4:00 pm (EST)

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