



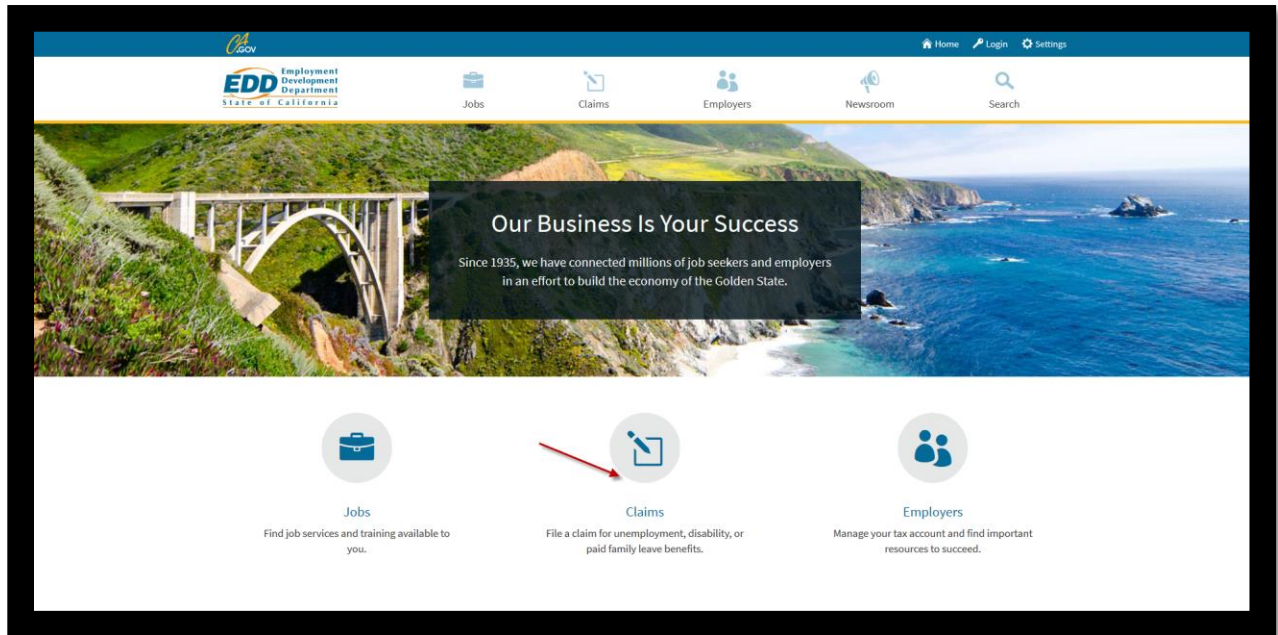
How to File for Unemployment for Class

*Notes

- These directions are strictly for the purpose of filing for Unemployment benefits to attend your Mandatory Apprenticeship Training. If you are filing because you were laid off, and not for class, do not use these directions.
- Claim weeks are Sunday to Saturday, so file on the first Monday of class.
- You are ultimately responsible for how you answer the questions when filing for unemployment benefits. This guide is only meant to assist you in answering questions directly related to your mandatory apprenticeship training. Please answer all questions correctly; WECA will not be responsible for incorrect information given.
- The screen shots provided may not match EDD UI Online exactly, we are not able to provide exact screen shots, these should be used as a general guide.
- WECA Recommends you watch the following EDD You Tube Tutorials before starting your claim:
 - Register for a UI Online Account
[myEDD: Overview and Registration for New Users \(YouTube\)](#)
 - For help filing a UI Claim watch the EDD's You Tube Video here:
<https://www.youtube.com/watch?v=JY5s653KSIU>
 - Additional videos can be found at the link below.
https://edd.ca.gov/en/unemployment/ui_online_videos/
- WECA Recommends you review the following Resources Provided by EDD before starting your claim:
 - Unemployment Benefits – What You Need to Know -
https://www.edd.ca.gov/pdf_pub_ctr/de1275b.pdf
 - Steps to File a UI Claim - https://www.edd.ca.gov/pdf_pub_ctr/de2338h.pdf
 - UI Overview - https://www.edd.ca.gov/pdf_pub_ctr/de2326.pdf
 - UI FAQ Sheet - https://www.edd.ca.gov/pdf_pub_ctr/de2320M.pdf
 - UI Online User Guide - https://www.edd.ca.gov/pdf_pub_ctr/de2338g.pdf

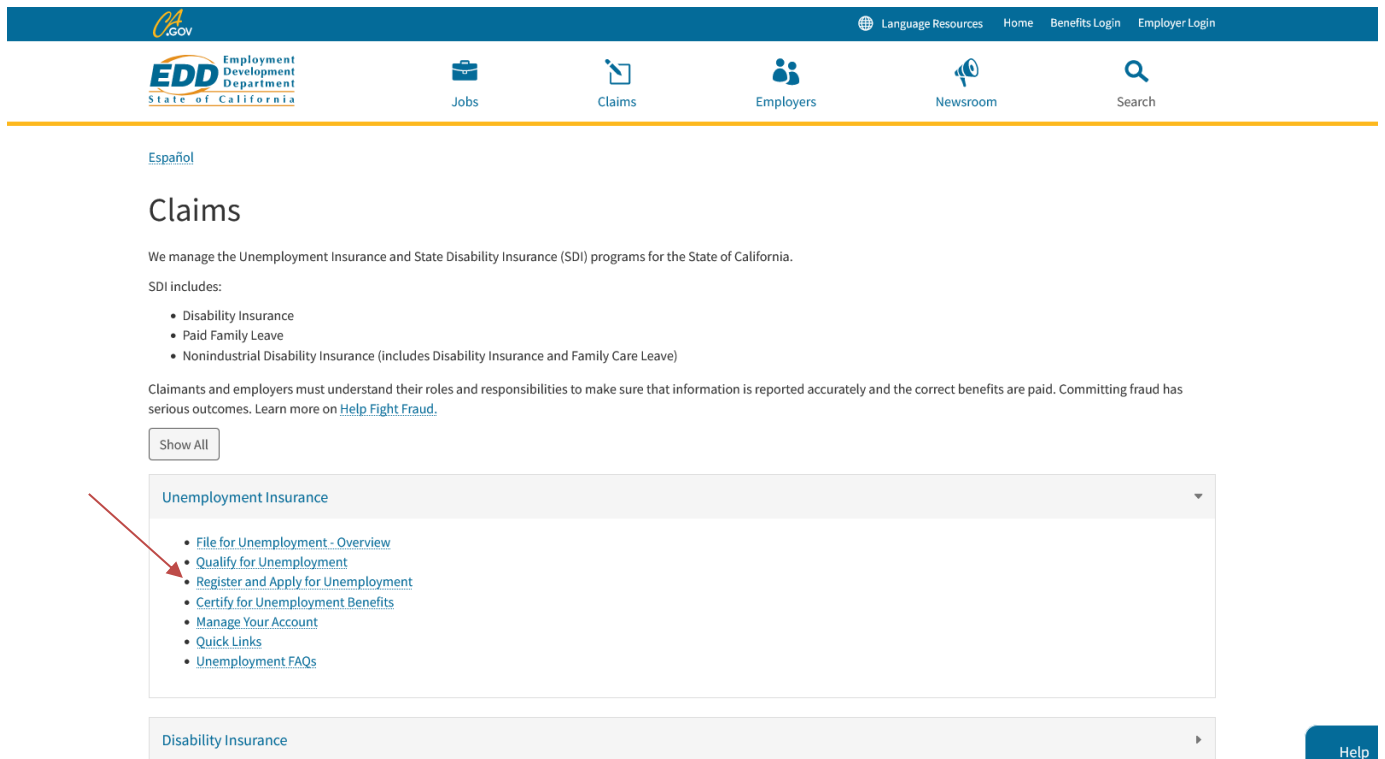
Step 1:

Go to <http://edd.ca.gov> and click on “Claims”



Step 2:

Click on “Register and Apply for Unemployment”



Step 3:

You must “Register and Create an Account” with myEDD.

[Español](#)

File for Unemployment – Overview

Unemployment Insurance

If you are out of work or have had your hours reduced, you may be eligible to receive unemployment benefits.

Take the Necessary Steps

Learn how to qualify for unemployment benefits. Then, follow these steps to register and apply for unemployment, certify your benefits, and manage your claim.

[Qualify](#) [Register and Apply](#) [Certify](#) [Manage](#)

Before You File for Unemployment

Have this important information ready as you prepare to file for unemployment.

- [Register and Create an Account](#)
- [Information You Need to File a Claim](#)
- [File a Claim](#)
- [What to Expect After You File a Claim](#)

Reopen a Claim

If you had an active claim and stopped certifying for continued benefits, you can [reopen an unemployment insurance claim](#) if it was filed within the last 52 weeks and you have not exhausted your benefits.

- [How to Reopen an Inactive Claim](#)
- [What to Expect After You Reopen Your Claim](#)

Register and Create an Account

Creating an account is an important step as soon as you [qualify for unemployment benefits](#).

With this account, you can apply for unemployment benefits, reopen an existing claim, and manage a claim.

[Create Account](#) [Log In](#)

How to Apply for Unemployment

Find out if you're eligible for unemployment benefits and learn how to apply.

[Help](#)

myEDD

myEDD Is Here!

Benefit Programs Online (BPO) is now myEDD, a simple and more secure way to access our benefit services.

Existing BPO Accounts: [Log in to myEDD](#) with your *existing* BPO email and password. When logging in for the first time, you must follow a few simple steps to secure your account. You can also view [myEDD, the new way to access our benefit services \(YouTube\)](#).

New Accounts: [Go to myEDD](#) and select **Create Account**, then follow the instructions to set up your new account.

Use myEDD Online for online benefit services.

Your account will provide access to:

- [SDI Online](#): Apply for Disability Insurance (DI) and Paid Family Leave benefits, and manage your DI claim.
- [UI Online](#): Apply for unemployment benefits, reopen an existing claim, or manage your claim.
- [Benefit Overpayment Services](#): View your balance, make a payment, or set up an installment agreement.

Access myEDD

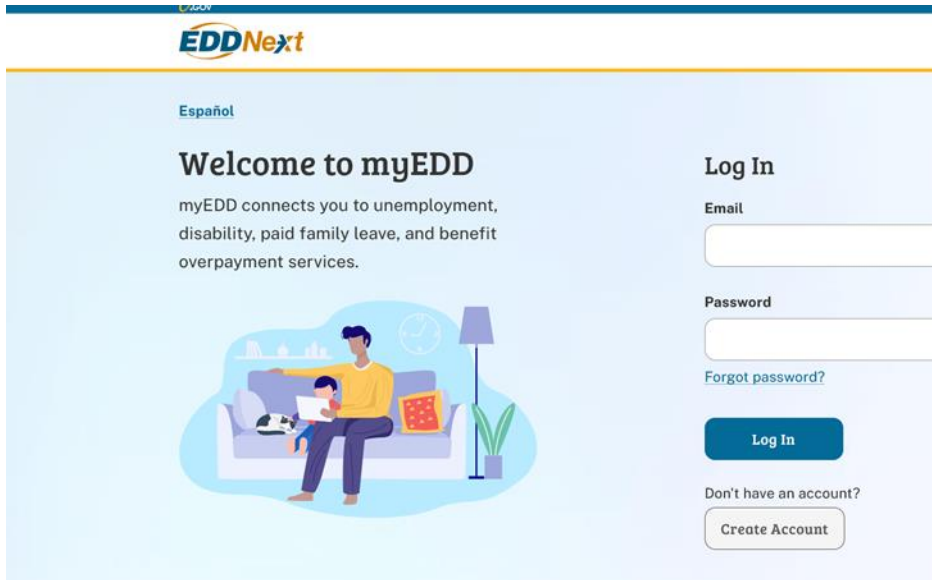
Select **Log In or Create Account** to visit the myEDD login page. If you do not have a myEDD account, select **Log In or Create Account** and then select **Create Account**.

[Log In or Create Account](#)

Resources

- [FAQs - myEDD](#)

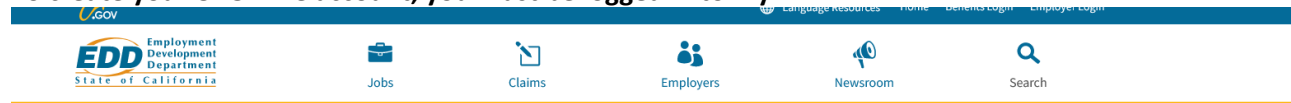
[Help](#)



Step 4:

Once you register and create an account with myEDD, file for unemployment online with [UI OnlineSM](https://edd.ca.gov/en/unemployment/ui_online/).
https://edd.ca.gov/en/unemployment/ui_online/

To create your UI Online account, you must be logged in to myEDD.



[Español](#)

Apply and Manage Your Claim Online

UI Online

Want to file for unemployment online? Use UI Online—the fastest and most convenient way to apply for unemployment and manage your claim online. You can access UI Online through a desktop or mobile device.

Create Account | **File and Manage Account** | Technical Support

To register for **UI Online**, follow these steps:

Create a myEDD Account

Before you can use UI Online, you must first create a myEDD account.

[Register Now](#)

Important: Once you submit your registration, you are not done yet. You will receive an automated email to confirm your account, which includes a link. Select this link to complete your registration. For security purposes, the link will expire within 48 hours.

If you don't get this message in your inbox, check your spam or junk mail folder.

Register for UI Online

To create your UI Online account, you must be logged in to **myEDD**. Once you are logged in, select **UI Online** and provide the following information:

- First and last name as it appears on your claim
- Date of birth
- Social Security number
- EDD Customer Account Number

[Log In to myEDD](#)

Important: Your EDD Customer Account Number is automatically mailed to new customers within 10 days of filing a claim. If you have lost your EDD Customer Account Number, call us at 1-800-300-5616 from 8 a.m. to 5 p.m. (Pacific time), Monday through Friday, except on [state holidays](#).

Register and Create an Account

Creating an account is an important step as soon as you [qualify for unemployment benefits](#).

With this account, you can apply for unemployment benefits, reopen an existing claim, and manage a claim.

[Create Account](#) | [Log In](#)

Additional Resources

Can't find what you're looking for? View these resources for more information.

- [Quick Links](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [UI Online Videos](#)
- [UI Benefit Calculator](#)
- [UI Forms and Publications](#)
- [California Training Benefits](#)

[Help](#)

Step 5: Information for Applying as an Apprentice in Training only.

https://edd.ca.gov/en/unemployment/Eligible_Training_Types_for_CTB/

Union, Trade Association, or Employer Organized Trainings

Journey Level Union Members ▶

Journey Level Trade Association Member ▶

Apprenticeship Training ▼

State and federal approved apprenticeship training allows you to attend long-term training while collecting UI benefits and lasts between one and six years.

Eligible training programs must be registered with the [California Department of Industrial Relations, Division of Apprenticeship Standards](#) to be potentially eligible for CTB.

Note: You do not need to be a union member to meet the Apprenticeship Training requirements.

To apply for CTB through state or federal apprenticeship training, follow these steps:

Step 1: Meet state or federal apprenticeship training eligibility.

You must be a registered apprentice. We will verify your apprenticeship status and the authorization of your training.

Step 2: Report school or training.

Report your school or training to the EDD during the week you begin attending. For more information, visit [How to Report School or Training](#).

Step 3: Complete an application.

After you report your school or training, you may receive one of the following application forms:

- *California Training Benefits (CTB) Application* (DE 3100TQ)
- *California Training Benefits (CTB) Application and School or Training Questionnaire* (DE 4365TQ)
- *Notification of Unemployment Insurance Benefits Eligibility Interview* (DE 4800)

If you do not receive one of these forms and want to apply, visit [Contact UI](#) to inquire.

Important: Provide all necessary information to help us determine your CTB eligibility.

Step 4: Receive notification about your CTB eligibility.

Your CTB eligibility is based on the information you provide on your application or during your phone interview. You will receive a *Notice of Unemployment Insurance Determination* (DE 1080) that contains your CTB eligibility, general rights and responsibilities, and appeal rights.

[Español](#)

How to Report School or Training

You can report school or training when you file or reopen a claim, or when you certify for benefits by reporting it on the *Continued Claim Form* (DE 4581).

Note: Report your school or training the week you begin attending.

The following table shows you how to report each type of school or training.

Type of School or Training	How to Report
<p>California Training Benefits:</p> <ul style="list-style-type: none"> California Work Opportunity and Responsibility to Kids (CalWORKs) Journey Level Union Members Training Journey Level Trade Association Member (JLTAM) Training Employer Sponsored Training Employment Training Panel (ETP) Eligible Training Provider List (ETPL) Self-Arranged Training Single Credential Training for Teachers Any other school or training program 	<p>Use one of the following methods:</p> <ul style="list-style-type: none"> UI OnlineSM (recommended) By phone using EDD Tele-CertSM By mail on your paper <i>Continued Claim Form</i> (DE 4581) <p>Note: If you use UI Online, you may be asked questions to help us determine your eligibility, and to avoid unnecessary phone interviews.</p>

State Approved Training:

- Apprenticeship training
- Union journey level training
- Non-union journey level training

Using one of the following methods:

- [UI Online](#) (recommended)
- By phone using [EDD Tele-Cert](#)
- [By mail](#) on your paper *Continued Claim Form* (DE 4581)

Note: You are no longer required to submit your certificate of completion.

[Help](#)

- The slides below may appear differently on your UI application, but the information is relevant.

4. Reason No Longer Working:

4a. Please provide a brief explanation (Maximum 150 characters):

5. If you received, or if you expect to receive, any payments from your very last employer or any other employer other than your regular salary, report the payment below.

	Amount	From Date (mm/dd/yyyy)	To Date (mm/dd/yyyy)
5a. <input type="checkbox"/> Holiday Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
5b. <input type="checkbox"/> Vacation Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
5c. <input type="checkbox"/> Severance Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
5d. <input type="checkbox"/> In-Lieu-Of-Notice Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
5e. <input type="checkbox"/> Other Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>

5f. Please explain Other Pay, if any (Maximum 150 characters):

Question #4 and 4a - Select "Voluntary Quit" for the reason no longer working.

In 4a provide the following information: Attending Mandatory State Apprenticeship Training with Western Electrical Contractors Association, Inc.

Buttons: Cancel, Previous, Next

eApply4UI - Application for Unemployment Insurance

Availability Information

Steps: 1 2 3 4 5 6 7 8 9

1. What is your usual occupation?
2. What other work-related skills do you have?
3. Is your usual occupation seasonal? Yes No
4. Do you expect to return to work for a former employer? Yes No
5. Do you have a date to start work? Yes No
6. Are you ready and willing to accept work that matches your occupational skills and educational background? (Example: If offered a job, would you be able to accept it?) Yes No
7. Are you currently self-employed (have your own business or work as an independent contractor) or plan to become self-employed? Yes No
8. Are you a member of a union or a non-union trade association? Yes No
If Yes:
 - 8a. What is the name of your union or non-union trade association?
 - 8b. What is your union local number? (Enter zero "0" for non-union trade association)
 - 8c. What is the phone number of your union or non-union trade association?
 - 8d. Does your union or non-union trade association look for work for you? Yes No
 - 8e. Does your union or non-union trade association control your hiring? Yes No
 - 8f. Are you registered with your union or non-union trade association as out of work? Yes No
 - 8g. Are you going to receive strike benefits? Yes No

Complete Question 8 as shown here

Cancel

Previous

Next

eApply4UI - Application for Unemployment Insurance

Additional Information

Steps: 1 2 3 4 5 6 7 8 9

Correct the following error(s) below.



- Item 4f-1 may only contain letters A through Z, hyphens, or spaces.

1. In the past 2 years did you file a claim for Unemployment Insurance (UI) or Disability Insurance (DI)? Yes No
2. Are you receiving, or will you receive in the next year, a pension other than Social Security or Railroad Retirement, which is based on your own work or wages? Yes No
3. Are you receiving or do you expect to receive Workers' Compensation? Yes No
4. Are you currently attending or are you planning to attend school or training? Yes No
If Yes:
 - 4a. School Start Date (mm/dd/yyyy)
 - 4b. Ending Date of Current Session (mm/dd/yyyy)
 - 4c. School Name
 - 4d. School Phone Number
 - 4e. What are the days and hours you are attending or plan to attend school or training? (Maximum 150 characters)
 - 4f. Is your school or training program authorized or funded by:
 - Workforce Innovation and Opportunity Act (WIOA)
 - Employment Training Panel (ETP)
 - Trade Adjustment Assistance (TAA)
 - California Work Opportunity and Responsibility to Kids (CalWORKS)
 - State or Federal Approved Apprenticeship Program
 - Union or a Trade Association of which you are a Journey Level Member
 - Employer (Employer Sponsored Training)
 - Not authorized by any of the above
 - 4f-1. Name of Union or Trade Association
 - 4f-2. Union or Trade Association Phone Number
 - 4f-3. Union Local Number
 - 4f-4. Training Representative Name
 - 4f-5. Training Representative Phone Number

Complete Question 4 as shown here

Note: If you are in a State or Federal Approved Apprenticeship training for only one or two weeks, you must mail your training completion certificate with your Continued Claim Form, DE 4581, for the week(s) of training.

Step 6: Manage Your Account

LanguageJobsClaimsEmployers

As a result, you will receive a benefit payment after you complete your certification. If you do not receive a payment within 10 days of certifying, there may be an issue with your claim. For more information, visit [Claim Status: Pending Payment](#).

If you withhold or give false information to receive benefits, such as not reporting work or wages, you are committing [fraud](#). Penalties may include disqualification for unemployment insurance, losing your benefits, and criminal prosecution.

Next Steps

Just like your bank account, you want to closely manage and monitor your account with us.

Manage Your Account



UI Online

UI Online is the fastest and most convenient way to [manage your account](#). You can:

- Receive important notifications such as reminders to certify for benefits.
- Get your latest claim and payment information.
- View in-person and phone appointments.
- Reschedule a phone interview appointment.
- Update your address and phone number.
- View, print, or request a copy of your [Form 1099G](#) tax information from the past five years.

[Learn More](#)

- While it is preferred that you apply online, you can still apply by phone, fax or mail.
<https://edd.ca.gov/en/unemployment/apply>
https://edd.ca.gov/siteassets/files/pdf_pub_ctr/1101i/de1101id.pdf

Language ResourcesHomeBenefits LoginEmployerJobsClaimsEmployersNewsroomSearch

Apply Now

[Online](#) | [By Phone](#) | [By Fax or Mail](#)

Call us to file a claim at the following toll-free numbers, Monday through Friday from 8 a.m. to 5 p.m. (Pacific time) except on [state holidays](#).

- **English and Spanish** 1-800-300-5616
- **Armenian** 1-855-528-1518
- **Cantonese** 1-800-547-3506
- **Korean** 1-844-660-0877
- **Mandarin** 1-866-303-0706
- **Tagalog** 1-866-395-1513
- **Vietnamese** 1-800-547-2058
- **TTY** 1-800-815-9387

General Unemployment Questions or Technical Help with UI Online

If you have general questions about unemployment, call one of the phone numbers listed above.

If you need help with UI Online account setup or login issues, call 1-833-978-2511 and select **option 1** after the introductory messaging. The phone line is available from 8 a.m. to 5 p.m. (Pacific time), Monday through Friday, except on [state holidays](#).

months after the start of your **Benefit Year**.

For more information, refer to your *Notice of Unemployment Insurance Award* (DE 429Z) for your claim ending date or review [Benefit Year End](#).

Apply Now

[Online](#) [By Phone](#) [By Fax or Mail](#)

Unemployment Insurance Application

Use the paper Unemployment Insurance Application. Select one of the following that best describes your employment. If you have been affected by a disaster, complete the disaster section of the unemployment application.

- Worked in California [English](#) | [Spanish](#)
- Worked in California and Another State [English](#) | [Spanish](#)
- Served in the Military [English](#) | [Spanish](#)
- Worked for the Federal Government [English](#) | [Spanish](#)

Fax

Fax your application to the number listed on the form. You can contact your local [America's Job Center of California](#) for help with faxing your paper application.

Tip: The fastest way to apply is through [UI Online](#).

Mail

Mail your application to the address on the form and allow extra time for processing. You can contact your local [America's Job Center of California](#)SM for help with mailing your paper application.

- You can manage your claim online.

[Español](#)

Apply and Manage Your Claim Online

UI Online

Want to file for unemployment online? Use UI Online—the fastest and most convenient way to apply for unemployment and manage your claim online. You can access UI Online through a desktop or mobile device.

[Create Account](#)
[File and Manage Account](#)
[Technical Support](#)

How to Use UI Online

Now that you have your myEDD and UI Online accounts set up, you can use UI Online to:

- File a claim.
- Reopen a claim.
- Certify for benefits and report work and wages.
- Monitor the status of eligibility issues.
- Get your latest claim and payment information.
- Change your address and phone number.
- Verify your identity.
- Receive notifications including reminders to certify for benefits.
- View in-person and phone appointments.
- Reschedule a phone interview.
- View, print, or request a copy of your tax information from the past five years.
- Check your UI Online inbox for important messages.
- Ask a question.

Note: To apply for benefits online, you must be at least 18 years old. If you are underage, you can apply by [phone, fax, or mail](#).

Log In

Know When to Apply

You can apply through UI Online during the times (Pacific time) listed below:

Days of the Week	Available Time
Sunday	5 a.m. – 8:30 p.m.
Monday	4 a.m. – 10 p.m.
Tuesday – Friday	2 a.m. – 10 p.m.
Saturday	2 a.m. – 8 p.m.

Note: Whether you select UI Online or UI Online Mobile you will be directed to the full UI Online site and have access to all online features.

Register and Create an Account

Creating an account is an important step as soon as you [qualify for unemployment benefits](#).

With this account, you can apply for unemployment benefits, reopen an existing claim, and manage a claim.

[Create Account](#)

[Log In](#)

Additional Resources

Can't find what you're looking for? View these resources for more information.

- [Quick Links](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [UI Online Videos](#)
- [UI Benefit Calculator](#)
- [UI Forms and Publications](#)
- [California Training Benefits](#)

- **Technical Support is available.**

The screenshot shows the EDD UI Online page. At the top, there is a navigation bar with the EDD logo and links for Language Resources, Home, Benefits Login, and Employer Login. Below this is a secondary navigation bar with icons for Jobs, Claims, Employers, Newsroom, and Search. The main content area is titled "Apply and Manage Your Claim Online" and "UI Online". It includes a section for "Need Technical Assistance?" with links to various resources like "UI Online Videos", "Everything You Need to Know About UI Online (FAQs)", "How to Set Up a UI Online Account (DE 2338H) (PDF)", "UI Online User Guide (DE 2338G) (PDF)", and "UI Online Poster (DE 2338P) (PDF)". There is also a "Technical Support for UI Online Account" section with a note about the busiest call time and a "Protect the Security of Your Account" section. A "Register and Create an Account" sidebar on the right contains a "Create Account" button and a "Log In" button. Below that is an "Additional Resources" section with links to "Quick Links", "Frequently Asked Questions (FAQs)", "UI Online Videos", "UI Benefit Calculator", "UI Forms and Publications", and "California Training Benefits". A "Help" button is visible in the bottom right corner.

- **Additional Resources**

Can't find what you are looking for? View these resources for more information.

https://edd.ca.gov/en/unemployment/forms_and_publications/

<https://edd.ca.gov/en/unemployment/FAQs/>

https://edd.ca.gov/en/unemployment/ui_online_videos/

https://edd.ca.gov/en/unemployment/understanding_the_continued_claim_certification_questions/

<https://www.youtube.com/watch?v=U2gfknyNHZI>