



**Rick Scott**  
Governor  
**Cynthia R. Lorenzo**  
Director

## WORK SEARCH INSTRUCTIONS:

Go to FloridaJobs.org

Scroll down on right side of page under Unemployment Compensation and Click on “Claim Weeks and File Work Search”.

Scroll down (as you read the page) and click on “Continue”.

Scroll down (as you read the page), when completed, click “Submit”.

Enter your residence information and zip code then click “Submit”.

If you do not have a Personal Identification Number (PIN) click on the first link on page

Enter information and click on “Establish PIN”

Click on “Claim Weeks”

If you have a PIN enter your SSN and PIN, make sure you scroll down and click on “Claim Weeks”.

Click on “Work Search Information.”

Click on “Add Work Search Information” (or any button that applies). Make certain you are entering work search information with dates that are within the week ending shown at the top of the page in the first sentence.

Add your work search information, click on box (with \*) to certify your information and click where indicated to proceed.

Click on “Add Work Search Information” to add your next job contact. You must enter 5 contacts for work for each week claimed in order to be eligible for benefits.

If you opted to visit a One-Stop Career Center instead of making 5 job contacts click on that button. You will need the One-Stop information in the space marked with an \* in order to proceed.

Enter the One-Stop information and click where indicated to proceed.

When you have entered the One-Stop information for that week click on “I am finished adding work search information.” You only need one report to your One-Stop Career Center providing you met with a representative of the One-Stop and accessed reemployment services.

Verify your payment information and address and click “Submit”

Verify your phone number and check box marked with \* and click “Submit”

**(OVER)**



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**NOTE: Union members who normally obtain work through a union must provide 5 contacts for work. Five contacts may be made through their unions per week to remain eligible for unemployment benefits.**  
**Meeting with a One-Stop Career Center representative can replace your work search requirement for the week you are claiming.**

**YOUR BENEFITS MAY BE SUSPENDED IF YOU FAIL TO EITHER:**

- 1. ENTER 5 CONTACTS FOR WORK FOR EACH WEEK CLAIMED; OR**
- 2. MEET WITH A ONE-STOP CAREER CENTER REPRESENTATIVE DURING THE WEEK CLAIMED AND REPORT WHICH REEMPLOYMENT SERVICES YOU ACCESSED.**