Claimant

Guide for Completing Your Work Search Form in the Reemployment Assistance Help Center
How to Complete Your Work Searches in the Reemployment Assistance Help Center:

Claimants that do not have the ability to enter their required weekly work searches when requesting their Reemployment Assistance benefits in CONNECT now have the option to provide the Department with their weekly work searches through the Reemployment Assistance Help Center.

This step-by-step guide will walk you through the steps to provide your required work search information in the Reemployment Assistance Help Center.

1. **Locate the Issue ID Number associated with the Work Search Issue created on your claim.** In order to complete the Work Search Form, you must provide this **Issue ID Number**. The Department provides this Issue ID relating to Work Searches by email correspondence and in your CONNECT account.

   **Note:** If you receive more than one email or notification in CONNECT relating to a Work Search Issue, they will contain a different Issue ID Number and set of dates. You will need to complete the following process for each unique Issue ID Number.

2. Visit the Department’s [Reemployment Assistance Help Center](https://www.doer.itable.com) by clicking the link provided.

3. Select “I am a CLAIMANT.”
4. Next, select, “I would like to complete a Work Search Form”, then select “Next”.

5. Read the “Actively Seeking Work Questionnaire” to understand the purpose for completing the Work Search form, then select “Continue”.
6. Carefully enter all the information requested on the “Identification” page, then select “Continue”.

7. Next, answer the first Work Search question about self-employment and then click “Continue”.
8. On the next page, provide your responses to a series of Work Search Questions, then select “Continue”.

**Note:** Your responses to this series of Work Search questions will then provide additional questions based upon your answers. Continue to follow the prompts provided on your screen until you have provided all required information.

9. After you have answered the prompted questions, you will be taken to the Review and Submit Screen. Acknowledge the statement below, then select “Finish.”
10. Lastly, the confirmation screen will show that you have completed the Work Search form and has been submitted to the Department for review.

**Note:** If the information you received from the Department indicated you had more than one week of work search forms to be completed. You must complete an additional Work Search Form for each week of unemployment. Follow steps 1-7 to complete additional work searches.

Select the "Home" to start your new Work Search Form.