How to reopen your Inactive Reemployment Assistance Account.

**Overview:** After applying for Reemployment Assistance benefits, you will be scheduled to request benefit payment in Reconnect every two weeks. You must request both weeks within 7 days or the benefits will expire, and your claim status will change to “Inactive”.

**Claim Status shows as Inactive in Reconnect:**

If your claim status changes to Inactive, you can complete a “reopen” request in Reconnect to reactivate your claim. You can begin requesting benefit payments starting on Sunday of the week that you compete the reopen request. You will not be able to request benefit payment for the weeks you missed before reopening your claim, but the missed weeks will not take any money away from your existing benefit amount.

Note: Continue reading to see the steps to reopen a claim.
1. Click “Reopen” to request to reactivate your claim so you can request benefit payments.

2. Acknowledge the Reemployment Assistance Fraud Statement by checking the box and click “Next.”

3. Review your contact information and preferences. Click “Next.”

Note: Click “Edit” to make changes.
4. Review your current payment method and tax withholding options. Click “Next.”

Note: Click “Edit” to make changes.

5. Answer the question about your work on the Claimant Question screen. Click “Next.”

6. Have you worked?
   A. If “Yes,” you will see the Employer List screen. You will be asked to provide employment dates, earnings, and the reason for separation. When you have completed the questions click “Next.”
   B. If “No,” see step 7.
7. Answer the eligibility questions and click “Next.”

8. Read and check the box to acknowledge each agreement. Click “Next.”

9. On the Summary submit screen, read, and acknowledge by checking the box and entering your Social Security Number. Click “Submit the Reemployment Assistance Benefit Application” to complete your request to reopen your claim.
10. Once you have submitted your request:

A. On the confirmation screen, click “Claimant Home.”

B. Your messages will show your next scheduled date to request benefit payment and the date you must complete the request, so your account does not go inactive again.

Note: For additional information, go to the Reemployment Assistance Help Center.