

## Unemployment Insurance Benefits

### Weekly Certification Guide

The weekly certification link is located in your **JOBS4TN** Dashboard {[www.JOBS4TN.gov](http://www.JOBS4TN.gov)}

1. Sign into your **Jobs4TN** account by entering your **username** and **password**
2. On your dashboard, locate the “**Unemployment Services**” tab
3. Click on “**Weekly Claim Certification**”
4. Follow the prompts and enter all required information



It is your **responsibility** to file your own UI claim, and to certify each week you are unemployed.

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You are **able** to **certify Sunday-Friday**. If you forgot to certify on Sunday, your make up days are Monday thru Friday but it will cause a delay in payment, if eligible.

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If you **fail** to certify for two consecutive weeks you will be locked out and will be required to refile your claim. If this occurs you will **NOT** receive back pay.

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If you fail to report any wages earned during the week of the certification you will be overpaid and will be required to pay back the benefits.

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While unemployed, you must make a reasonable effort to secure work by providing detailed information in your **weekly certification of at least 3 work searches per week**. **Failure to conduct 3 work searches per week will result in a loss of**

**benefits unless you are job attached, a member of a hiring union, or attending training approved by the Commissioner.**

On every new benefit year established the State of Tennessee has a waiting week. The first week you are eligible for will be considered your waiting week. This agency does not pay you for this week unless you certify for, and are eligible for four consecutive weeks.

**Need Additional Help Call 1-844-224-5818**