



## **Employment Service Registration Requirement to Apply for UI Benefits**

# IllinoisJobLink.com

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### **What is the employment service registration requirement?**

The employment service registration requirement is an existing legal requirement for individuals who have applied for Unemployment Insurance benefits. In Illinois, claimants register with the employment service online at [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com).

### **How will registration with the employment service help me?**

A complete Employment Service registration will help expand job-search resources for you, including free job postings, recruiting, job matches, hiring fairs, workshops, seminars and webinars. It also enables the Department to better track your employment needs and to help identify additional employment services. More information on employment services is available under the [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com) "Resources" tab.

### **Does the employment service registration requirement apply to me?**

If you file a new claim on or after July 17, 2016, and are subject to the registration requirement, Unemployment Insurance benefits will not be paid until your registration with the Illinois Employment Service is complete. If your answers to the questions on your application for Unemployment Insurance benefits indicate you are subject to the registration requirement, you will be prompted to complete your registration by going to [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com). If your answers indicate you are not subject to the registration requirement, you will not be required to go to [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com).

### **Will I receive reminders or notifications if I need to complete the employment service registration?**

Yes. Those who file a new claim on or after July 17, 2016, are subject to the registration requirement and do not immediately complete the registration after applying for benefits will receive a notice by mail with instructions on how to complete the registration and the due date by which the registration must be completed.



## How do I complete the registration requirement?

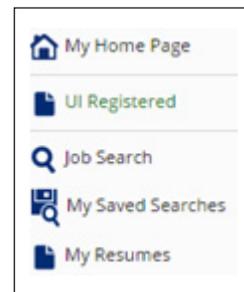
To complete the registration requirement you must go to [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com) to create or upload at least one resume.

To create or upload a resume:

1. Click "Continue" in the orange block
2. Answer all questions on the "New Resume Page"
3. Create a resume or upload your existing Microsoft Word resume, and
4. Select "Occupation-Work Wanted"

## How do I know my registration is complete?

Your registration will be considered complete when you create or upload at least one resume. To verify your registration status, log in to [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com) and you will see "UI Registered" in green on the left-hand side of the screen, as it appears here:



## What happens if I register late?

If you are required to register and do not do so by the due date, you will not be eligible for Unemployment Insurance benefits for any week prior to the week in which you complete your registration.

## Do I have to go to a local office or one-stop work center to complete registration?

No. You can complete the process from anywhere there is internet access. Individuals who do not otherwise have access to a computer can go to their local public libraries.

## Does my registration on another job search engine count as completing the employment service registration requirement?

No. You must register on [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com) unless you are exempt.

## Why do I need to provide my contact information (e.g., e-mail address, phone number) and resume?

As part of the registration process through [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com), you are required to complete a Job Match Profile. IDES and [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com) use your contact information to alert you about job matches, hiring fairs, workshops, seminars and webinars. Employers actively search on [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com) for resumes with skills, education and work histories that match their job openings. Be sure to include your preferred contact method on the resume, so that employers can contact you.

## Do people currently receiving Unemployment Insurance need to update their registration on IllinoisJobLink.com?

No. Individuals who are currently receiving Unemployment Insurance benefits will not need to update their registrations to continue receiving benefits. However, all Unemployment Insurance claimants are encouraged to keep their resumes active and their information up to date so employers can contact them with employment opportunities.