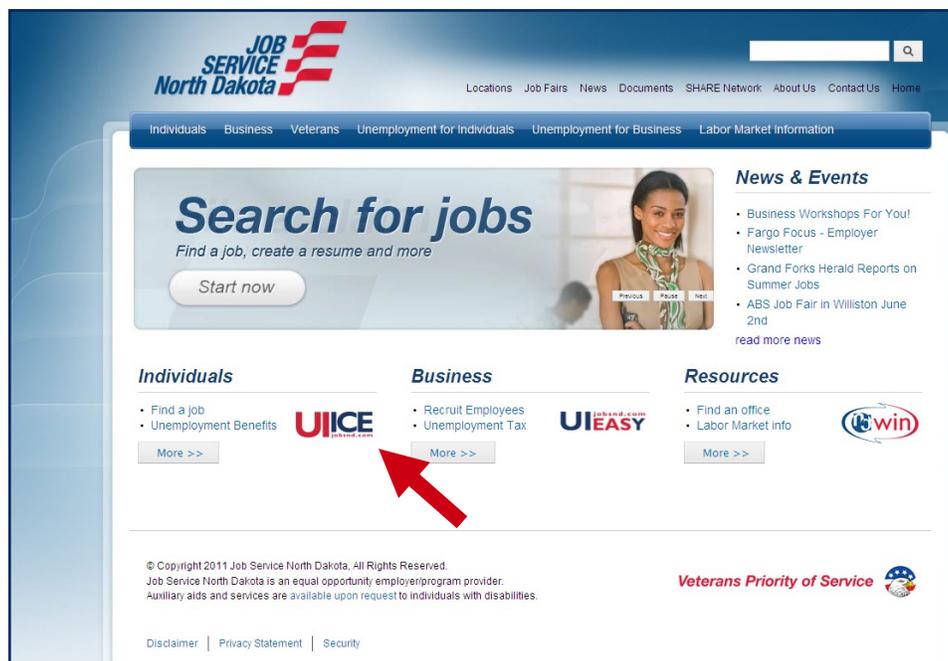


You can file an unemployment insurance claim, complete weekly certifications, choose your payment option, complete reemployment activities, check your claim status and file an appeal online at **UI ICE**.

1. How do I complete online Unemployment Insurance activities on **UI ICE**? Go to jobsnd.com and click on the **UI ICE** logo.



2. If you have an existing North Dakota Login and Password from signing up for a hunting or fishing license or another online state activity, enter your **“Login”** and **“Password”** and click the **“Login”** button.



The screenshot shows the 'North Dakota login' page. It is divided into two main sections. The left section is for 'Already Registered - Not sure?' and contains input fields for 'North Dakota Login:' and 'Password:', with links for 'Forgot Login' and 'Forgot Password', and a 'Login' button. Below this is a link to 'Update your account'. The right section is for 'New to North Dakota Online Services?' and features a 'Register Now!' button, a list of 'Benefits of North Dakota Login' (one login for multiple services and secure access), and a link to 'Need help? Read through the FAQ.'. At the bottom, there is a note: 'For assistance with this North Dakota Login, contact the Service Desk.'

3. If you do not have an existing North Dakota Login ID, you will need to create one. You will need a valid e-mail address to set up your North Dakota Login ID and Password. If you do not have an e-mail address, you can set one up on yahoo.com, hotmail.com or any other free e-mail account. To set up a Login ID, click the “**Register Now**” button and a dialog box will open. Fill in the necessary information and click on the “**Create Account**” button at the bottom of the page.

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota login

Registration

Steps: **Account Details** | Confirmation | Print Profile

**Personal Account Details**

Personal accounts should only be used for online services related to you personally such as North Dakota Game and Fish, Child Support Enforcement Parent Access, etc.

**Login Details**

\*North Dakota Login:

\*Password:

\*Confirm Password:

\*Email:

\*Confirm Email:

**North Dakota Login Requirements:**

- at least 3 characters long
- cannot be an existing ID

**Password Requirements:**

- at least 6 characters long
- 1 upper case character
- 2 lower case characters
- 1 number

**Personal Details**

\*Name: First  MI  Last  Suffix

\*Address 1:

Address 2:

Address 3:

\*City, State, Zip    (55554444)

\*Country:

\*Telephone:  (2223334444) Ext.:

**Security Questions**

\*Question 1:

\*Answer 1:

\*Question 2:

\*Answer 2:

**Security questions**

- used to verify your identity
- used to reset forgotten passwords

**Terms of Use:**

Please read the following Terms of Use carefully before creating your North Dakota Login. By registering for a North Dakota Login, you agree to be bound by and comply with the Terms of Use governing the use of your North Dakota Login.

- You agree that the password you use to access North Dakota Online Services using your North Dakota Login will be kept confidential. If you forget your password, you may reset your password online. You understand that you have sole responsibility for the security of your password.
- You agree that you are fully responsible for all activities that occur under your North Dakota Login and password. You agree to immediately notify North Dakota Login Support of any unauthorized use of your North Dakota Login or password or any other breach of security.
- You agree to utilize your North Dakota Login for North Dakota Online Services related to personal use. You agree to create a separate North Dakota Login to access your business information or business services such as North Dakota Tax Department Webfile, Department of Transportation Contractor Sign-in or other business use North Dakota Online Services.

I Agree

Cancel Create Account

For assistance with this online service, contact the [Service Desk](#).

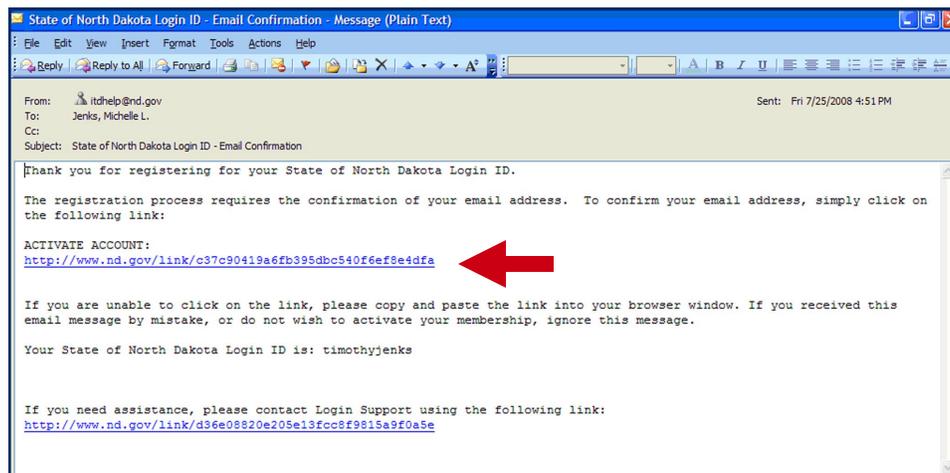
North Dakota login

[Disclaimer](#) [Privacy Policy](#) [Security Policy](#)

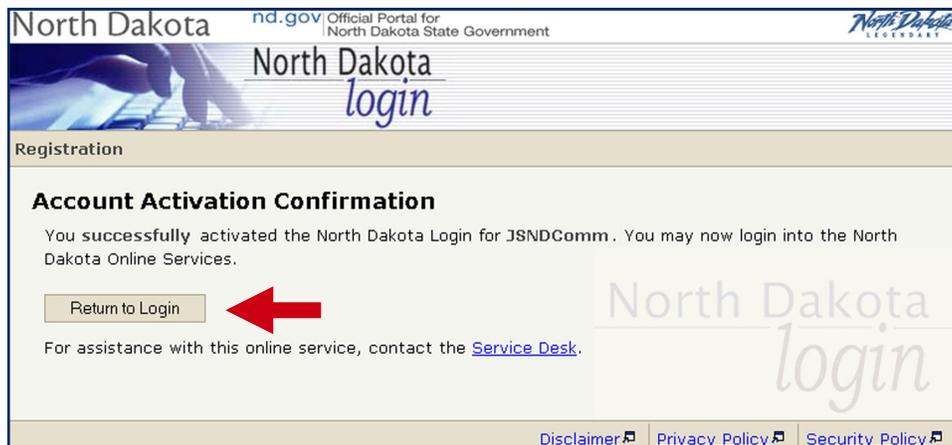
After you click the **“Create Account”** button, you will be transferred to a confirmation page. The confirmation page lets you know that your login was created successfully. You will also be notified that the Login ID and Password must be activated prior to use, and that an e-mail will be sent to your e-mail address explaining the activation process.



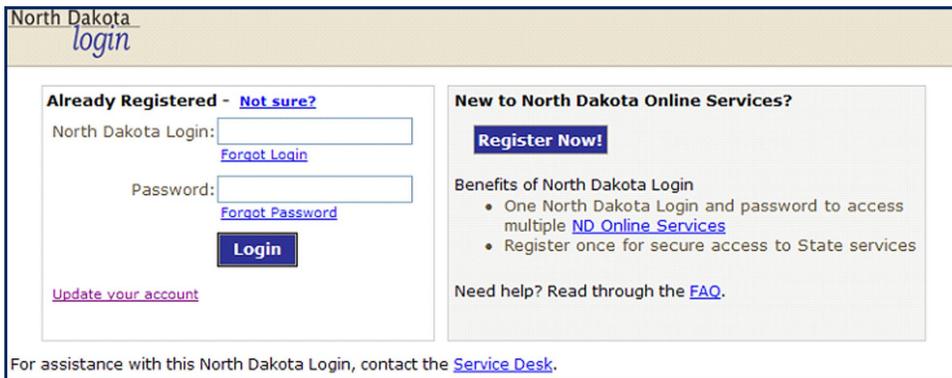
Go to your e-mail address to find the e-mail sent by the State of North Dakota Information Technology Department. To follow is an example of the e-mail you will receive. Click on the first link in the e-mail.



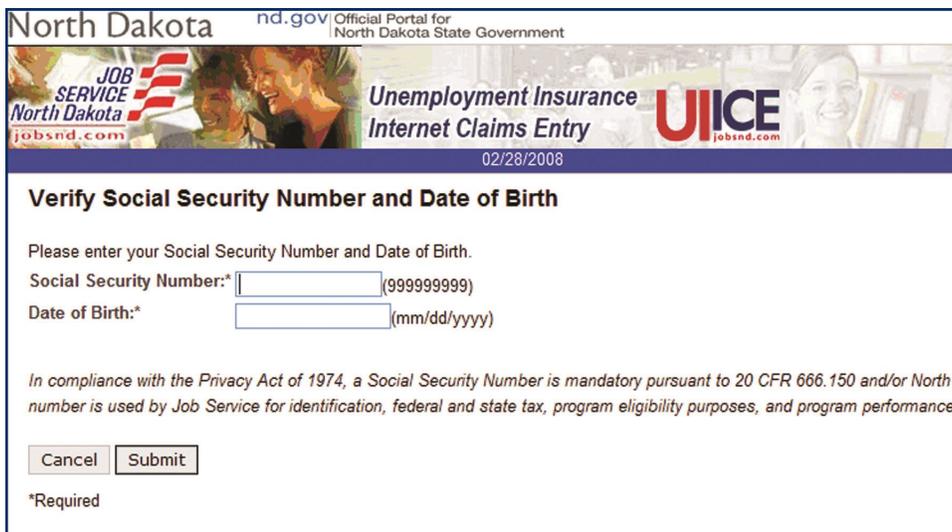
When you click the “**Activate Account**” link within the confirmation e-mail, you will arrive at an “**Account Activation Confirmation**” page. Click the “**Return to Login**” button.



You will be automatically routed to the **UI ICE** login screen where you will enter your new North Dakota Login ID and Password.



4. Once you enter your Login ID and Password, enter your Social Security Number and date of birth on the “**Verify Social Security Number and Date of Birth**” page.



5. The **UI ICE** Main Menu has several options available depending on the status of your claim. If you need to file a claim, click the “**File a Claim**” link. If you have filed a claim in the current benefit year but have not completed a certification for two weeks or more, you will need to reopen your claim using the “**Reopen Claim**” link.

**Main Menu**

**System Downtime Scheduled for May 17, 2011 12:33 PM to May 18, 2011 05:00 PM.**

UIICE System is unavailable weekdays from 10:00 pm - midnight due to system maintenance.

**Manage My Claim**

- [File a Claim](#)
- [My To Do List](#) - Complete Weekly Certifications and Other Unemployment Insurance Tasks
- [Correspondence](#) - Recent Claim Related Information
- [Determinations/Appeals](#) - View determinations and File Appeals

**Job Openings**

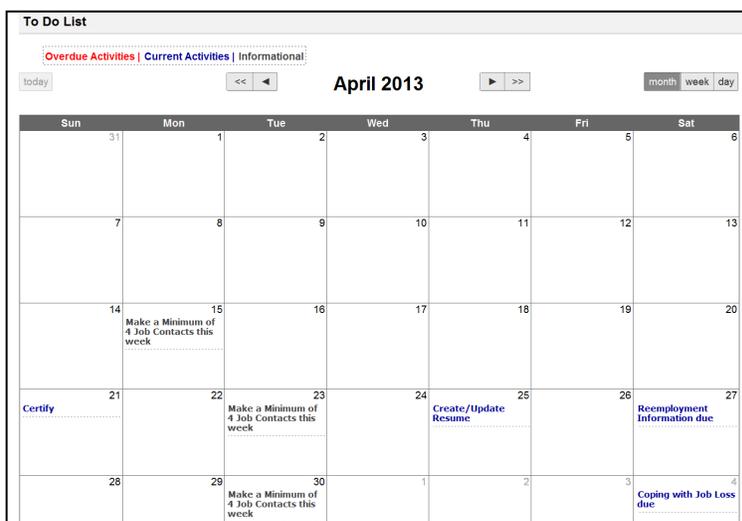
Results based on: Office and Administrative Support Occupations / within 50 miles of 58501 zip code.

Job Title	Employer	City	Details
Warehouse Associate	Acme Electric	Bismarck	<a href="#">View</a>
Accounting Clerk I	ADM - Benson Quinn	Center	<a href="#">View</a>
Administrative Assistance/Receptionist	Mac Inc	Bismarck	<a href="#">View</a>
Benefits and Payroll Specialist	St. Alexium Medical Center	Bismarck	<a href="#">View</a>
part time full time customer service representatives and dispatchers	CrossCountry Courier	Bismarck	<a href="#">View</a>

6. After you have filed or reopened your claim, complete the items listed under “**My To Do List.**” These items displayed will be dependent on whether or not you are returning to your employer.

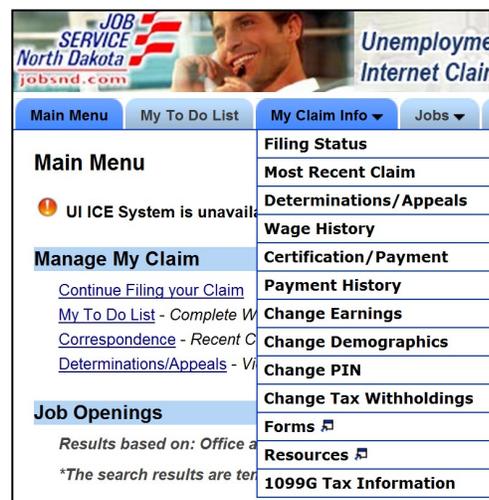
In order to receive a benefit payment you must click on “**Certify**” to complete weekly certifications. If you are not returning to your employer, you must link into items such as “**Eligibility Review,**” “**Cover letters and Resumes due,**” “**Interview Skills Workshop due,**” “**Create/Update Resume,**” or “**Complete Fact Finding.**”

7. Click on the links provided to complete your requirement on the “**My To Do List**”. If your required activities are overdue, they will show up in red on your “**My To Do List**” calendar.



8. Select the “**My Claim Info**” tab at the top of the page to find valuable information concerning your claim. Information varies depending on the status of your claim and includes:

- \* *Current Claim Information/Filing Status* – View the amount remaining or information on your claim, the benefit year end date and the date you filed your claim.
- \* *Most Recent Claim* – View information about your recent claim.
- \* *Determinations/Appeals* – View information concerning decisions on issues that were established on your claim and file an appeal if you are within the appeal deadline date.
- \* *Wage History* – View information concerning your wage history. Simply put in the start and end date and click on the “**Search**” button.
- \* *Certification/Payment* – View information concerning your last certification such as your payment amount or the reason no payment was made.
- \* *Payment History* – View payment information for a given time period. Simply put in the start and end date and click on the “**Search**” button.
- \* *Change Earnings* – Update earnings for the previous certification.
- \* *Change Demographics* – Change your phone number, address or other personal information.
- \* *Change PIN* – Change your personal identification number if you know your previous PIN.
- \* *Change Tax Withholdings* – Change your federal or state tax withholding status.
- \* *Forms* – View and select a wide variety of unemployment insurance forms.
- \* *Resources* – View resources such as the Unemployment Insurance Claimant Guide and unemployment insurance law.
- \* *1099-G Tax Information* – View and print your latest tax information.



9. Job Openings are posted under the “Jobs” tab on the Main Menu.
10. Important information such as system downtimes that may impact your ability to access *UI ICE* or affect your claim can be found on the Main Menu.
11. Items of interest such as potential delays in payment and job fairs are displayed under the “News Items” tab on the Main Menu.
12. The majority of your correspondence is available on *UI ICE*. You can access letters and other information by selecting the “Correspondence” link on the Main Menu or under the “E-Alerts” tab.
13. You can choose electronic correspondence, reminders, and announcements on *UI ICE*. These electronic e-mails or text messages will inform you that you have information on *UI ICE* to complete or view. Select the “E-Alerts” tab and choose “Modify Consent Options.” If you select to receive e-alerts by text message, you must confirm the text message. You can modify or remove your e-alert information at any time.

**IMPORTANT:** You will not receive unemployment insurance letters by mail if you choose the “Electronic Correspondence” option.



14. Once you file a new claim, you will have the opportunity to select direct deposit as your payment choice. You will be able to change your payment option (direct deposit or debit card) at any time during your claim. You can also change your checking or savings selection or your routing or account information. You can make these changes by going to the “Payment Option” tab as shown below.

**Main Menu**

! UI ICE System is unavailable weekdays from 10:00 pm - midnight due to system maintenance.

**Manage My Claim**

[My To Do List](#) - Complete Weekly Certifications and Other Unemployment Insurance Tasks  
[Correspondence](#) - Recent Claim Related Information

**Job Openings**

Results based on: Transportation and Material Moving Occupations / within 50 miles of 58640 zip code.

Job Title	Employer	City	Details
CDL Driver	Company Confidential	Dickinson	<a href="#">View</a>
CDL Class A Drivers	USC, Inc.	Dickinson	<a href="#">View</a>
JOB ANNOUNCEMENT-TAT-04-07. Truck Driver/Laborer	Mandan Hidatsa & Arikara Nation	New Town	<a href="#">View</a>
Transportation Technician I (2 positions)	Department of Transportation	Waford City	<a href="#">View</a>
Online Classified: Driver...	Not Available	Dickinson	<a href="#">View</a>

15. You must enter the Personal Identification Number (PIN) you chose when you filed your claim to view confidential information on the “Payment Option”, “Certify”, “Payment History”, “Wage History”, “Change Earnings”, “Change Demographics”, “Change PIN”, and “Change Tax Withholdings” pages.

## Job Service North Dakota Offices

### Beulah

119 E Main St  
Beulah, ND 58523  
Ph: 701-873-5607  
Fax: 701-873-2166

### Grand Forks

1501 28th Ave S  
Grand Forks, ND 58201  
Ph: 701-795-3700  
Fax: 701-795-3750

### Rolla

103 E Main Ave  
Rolla, ND 58367  
Ph: 701-477-9000  
Fax: 701-477-9013

### Bismarck

1601 E Century Ave  
Bismarck, ND 58503  
Ph: 701-328-5000  
Fax: 701-328-5050

### Harvey

119 9th St W  
Harvey, ND 58341  
Ph: 701-324-4552  
Fax: 701-324-4552

### Valley City

325 2nd St NW  
Valley City, ND 58072  
Ph: 701-845-8860  
Fax: 701-845-8870

### Devils Lake

301 College Dr S  
Devils Lake, ND 58301  
Ph: 701-662-9300  
Fax: 701-662-9310

### Jamestown

1307 12th Ave NE, Ste 3  
Jamestown, ND 58401  
Ph: 701-253-6200  
Fax: 701-253-6222

### Wahpeton

524 2nd Ave N  
Wahpeton, ND 58075  
Ph: 701-671-1550  
Fax: 701-671-1575

### Dickinson

66 Osborn Dr  
Dickinson, ND 58601  
Ph: 701-227-3100  
Fax: 701-227-3111

### Minot

3416 N Broadway  
Minot, ND 58703  
Ph: 701-857-7500  
Fax: 701-857-7550

### Williston

422 1st Ave W  
Williston, ND 58801  
Ph: 701-774-7900  
Fax: 701-774-7925

### Fargo

1350 32nd St S  
Fargo, ND 58103  
Ph: 701-239-7300  
Fax: 701-239-7350

### New Town

204 Main St, Ste 10  
New Town, ND 58763  
Ph: 701-627-4390  
Fax: 701-627-4305

### TTY Relay ND

800-366-6888  
7-1-1

### Grafton

927 12th St W  
Grafton, ND 58237  
Ph: 701-352-4450  
Fax: 701-352-4454

### Oakes

924 S 7th St  
Oakes, ND 58474  
Ph: 701-742-2546  
Fax: 701-742-3152



UNEMPLOYMENT INSURANCE  
JSND-4054 (R. 7.15)