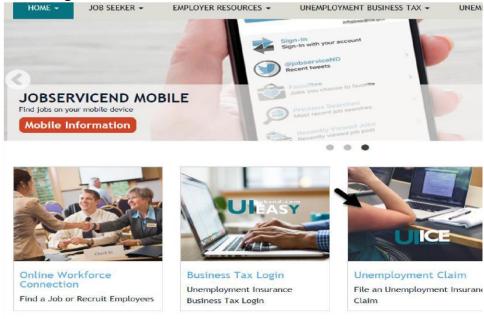


Unemployment Insurance UI ICE Reference Guide

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.



NORTH

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 email 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.

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Job Service

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	ancel Create Account	

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.

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North Dakota nd.gov Official Portal for North Dakota State Government North Dakota login	Nette Duble
North Dakota Login	
Confirm Your Account An email will come from donotreply@nd.gov. If you do not receive this email check your junk mail and/or confirm it hasn't been blocked by a spam blocker. If a cell phone was provided, a text will come from a 5 digit number (like 999-99) Enter activation code here:	
Resend Codes	North Dakota

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.

	State of North Dakota Login - Email Confirmation Inbox ×			8	Ø
-	donotreply@nd.gov 3:54 PM (1 minute age))	☆	*	:
	Thank you for registering for your State of North Dakota Login				
	The registration process requires the confirmation of your account. Please login to your account, and enter the following activation code: 638ycfc5				

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.

Already Registered - Not sure?	New to North Dakota Online Services?
North Dakota Login:	Register Now!
Password: Forgot Password	Benefits of North Dakota Login One North Dakota Login and password to access multiple ND Online Services
Login	 Register once for secure access to State services Need help? Read through the FAQ.

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.

North Dakota	North Dakota State Government
JOB SERVICE North Dakota jobsnd.com	Unemployment Insurance UICE
	02/28/2008
Verify Social Secu	rity Number and Date of Birth
Bill	The matching of the second second in the second s Second second seco
Please enter your Social Se	curity Number and Date of Birth.
Social Security Number:*	(999999999)
Date of Birth:*	(mm/dd/yyyy)
In compliance with the Priva	cy Act of 1974, a Social Security Number is mandatory pursuant to 20 CFR 666.150 and/or North L
number is used by Job Sen	rice for identification, federal and state tax, program eligibility purposes, and program performance
Cancel Submit	
*Required	
*Required	

- 5. The UI ICE Main Menu has several options available depending on the status of your claim.
- 6. 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.

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

 SERVICE North Dakota
 Unemployment Insurance Internet Claims Entry
 UIEE

 Main Menu
 My To Do List
 My Claim Info Jobs E-Alerts News Items
 04/06/2011

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Job Service

Main Menu

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

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

File a Claim	
My To Do List - Complete Weekly Certifications and Other Unemployment Insuran	ce Tasks
Correspondence - Recent Claim Related Information	
Determinations/Appeals - View determinations and File Appeals	
lob Openings	
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	View R	
Accounting Clerk I	ADM - Benson Quinn	Center	View 🞜	
Administrative Assistance/Receptionist	Mac Inc	Bismarck	View 🎜	
Benefits and Payroll Specialist	St. Alexium Medical Center	Bismarck	View R	
part time full time customer service representatives and dispatchers	CrossCountry Courier	Bismarck	View 🞜	

- 7. 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 "Preparing For A Successful Job Search Due," "Interview Skills Video," "Create/Update Resume," or "Complete Fact Finding."
- 8. 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.

NORTH Job Service Be Legendary." To Do List JOB SERVICE Unemployme es | Current Activities | Informat North Dakota << 4 April 2013 ► >> mouth week day Internet Clain jobsnd.con Main Menu My To Do List My Claim Info + Jobs -Filing Status Main Menu Most Recent Claim **Determinations/Appeals** 🦲 UI ICE System is unavail Wage History Manage My Claim Certification/Payment **Payment History** Continue Filing your Claim My To Do List - Complete W Change Earnings Make a Minimum o 4 Job Contacts this Correspondence - Recent C Change Demographics Determinations/Appeals - Vi Change PIN Create/Update Change Tax Withholdings Job Openings Forms Results based on: Office Resources *The search results are ter **1099G Tax Information**

- 9. 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

OVE

today



- 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.

				⊺ H ota egendary.™	Job Service	
North Dakota	Un	employi	Bovernment ment Insur aims Entry		ICE	
Main Menu My To Do List	My Claim Info 🗸	Jobs 🗸	E-Alerts 🗸	News Items	04/06/2011	
Main Menu			Current Correspondence			
			Modify Consent Options			
🙆 System Downtime Sched	uled for May 17-20	11 12-33 P	Remove Co	nsent		
UI ICE System is unavailable	Hard and the standard state of the state of	and the second secon	Confirm Tex	tt Message Pl e to system ma	hone Number aintenance.	
Manage My Claim						
File a Claim						
My To Do List - Complete M	leekly Certifications	and Other U	Inemployment	Insurance Task	ks	
Correspondence - Recent C	laim Related Inform	nation				
Determinations/Appeals - V	ew determinations a	and File App	eals			

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



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Job Service

Main Menu

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

Manage My Claim

<u>My To Do List</u> - Complete Weekly Certifications and Other Unemployment Insurance Tasks <u>Correspondence</u> - 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	View 🎜	
CDL Class A Drivers	USC, Inc.	Dickinson	View P	
JOB ANNOUNCEMENT-TAT-04-07. Truck Driver/Laborer	Mandan Hidatsa & Arikara Nation	New Town	View 🞜	
Transportation Technician I (2 positions)	Department of Transportation	Watford City	View R	
Online Classified: Driver	Not Available	Dickinson	View 🎜	

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Job Service North Dakota Offices

Bismarck

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

Devils Lake

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

Dickinson

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

Fargo

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

Grand Forks

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

Jamestown

1307 12th Ave NE, Ste 3 Jamestown, ND 58401 Ph: 701-2536200 Fax: 701-253-6222

Minot

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

Job Service

Wahpeton

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

Williston

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

TTY Relay ND

800-366-6888 7-1-1

Job Service North Dakota is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities.

JSND-4054 (R. 08.19)

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