Employ Florida

Reemployment Assistance Process Guide

Employ Florida

Requirement to Register at Employ Florida

All reemployment assistance claimants are required to register with the Employ Florida website and look for work prior to requesting benefit payments, unless exempt.

The following claimants are exempt from registering at Employ Florida:

- Those who do not speak English, Spanish, or Creole as their primary language
- Those who have a limited ability to read, speak, write, or understand English
- Those who have a physical or mental impairment
- Non-Florida residents
- Those on a temporary layoff (no more than 8 weeks and you know when you are returning to work)
- Union members who obtain work through the union hall

Before You Begin

You will need the following information to register a new account with Employ Florida:

- Valid email address
- Social Security Number
- Names, addresses, and phone numbers of all your employers during the last 18 months
- The dates you worked and total earnings from each employer during the last 18 months
- Driver's license, state identification, voter registration number, or other type of ID that could verify your identity
- The name and local number of your labor union hall, if applicable
- If you are not a U.S. citizen, your alien registration number and work permit expiration date
- If you were in the military within the last 2 years, you will need your DD-214 form

- If you were a federal employee, you will need Form SF-50 or form SF-8 and check stubs or W-2 proof of earnings.

To Register at Employ Florida

Go to http://www.employflorida.com

Under the Job Seekers menu, click the "Reemployment Assistance" link and then click "Work Register for Reemployment Assistance Benefits."

Begin the wizard by acknowledging the requirements and entering required personal information. Enter your social security number to determine if you already have an Employ Florida account.

If you already have an Employ Florida account, you will be re-directed to enter your information so that it can be verified in the database.

If your contact information does not include your email address, please be sure to add a valid email address.

Once you have verified and/or made changes to your information, click "Save" at the bottom of the page.

After saving your changes, access the Resumé Builder from the Quick Menu on the left side of the page and then click "Create New Resumé" in the center of the page.

If you do not already have an Employ Florida account, the system will walk you through the steps to create an account and complete your registration.

Once you have completed the registration, you will be automatically redirected to complete the Resumé Builder.

Follow the on-screen instructions to complete each required section. When you are finished, click the button "Save Resumé & Return."

NOTE: If you have already created a Resumé, please update and activate your Resumé through the Resumé Builder.

Complete the Background Wizard:
1. Select My Portfolio, then My Individual Profiles, and then Personal Profile
2. After opening the Personal Profile, click on the Background tab.
3. Click on Start the Background Wizard.
4. Follow the on-screen instructions to complete all items that are applicable to you.
5. You will know that you have completed the Background Wizard when Start the Background Wizard appears again. (NOTE: Do not click on this link again if you have already completed the Wizard.)

After completing your Employ Florida registration, it can take up to 24 hours for your work registration information to transfer to CONNECT.

Troubleshooting

If you have completed the full work registration at Employ Florida, and you keep getting a message in CONNECT that you have not completed it, update your gender on the Employ Florida website. This happens when the claimant selected not to provide their gender in Employ Florida or when the gender does not match CONNECT.

Future Job Search

Not only is it a requirement to receive your benefits, Employ Florida is a valuable resource that can help you find another job and connect you with other resources. With Employ Florida, you can research the job market, research other careers and how much they pay, and more.

Need More Help?

Public Library: Libraries can help with many things, including letting you use a computer, printer, copier, scanner, or fax machine. Some libraries also have staff available who may be able to help guide you through the application process.

Find your local library at https://myfloridalibrary.com/find/.

Florida Department of Economic Opportunity (DEO): You can contact DEO (https://floridajobs.org) online or by phone:

> **Online Contact Form**
> To contact DEO through their online contact form:
> - Go to their website at https://www.floridajobs.org
> - Choose **Reemployment Assistance Resources**
> - Choose **? Reemployment Assistance Help Center**
> - Choose **I am CLAIMANT**
> - Complete the form based on your question
>
> **Call DEO**
> You can call the Reemployment Assistance Customer Service Center at 833-352-7759 or 850-245-7105.

DEO offers special assistance to people who do not speak English as their primary language and those who have a limited ability to read, speak, write, or understand English. They also provide special assistance to people who need help filing a claim online because of legal reasons, computer illiteracy, language barriers, or disabilities.

We hope that you found this information helpful. Visit our YouTube channel at https://tinyurl.com/2naxd95v for more videos on applying for reemployment assistance benefits in Florida.