# How to Upload Documents

**Reemployment Assistance Process Guide** 







This project was funded under the provisions of the DLIS Florida CARES Act from the Institute of Museum and Library Services. Florida's DLIS Florida CARES Act program is administered by the Department of State's Division of Library and Information Services. The Panhandle Library Access Network created these videos to assist Floridians with the reemployment assistance application process.

# **How to Upload Documents**

## **Reemployment Assistance Process Guide**

If the Department of Economic Opportunity (DEO) requests that you provide them with a document, you can upload the document through your CONNECT account.

#### Log into your CONNECT account:

- Visit FloridaJobs.org and select "Claimants" in the top right-hand corner.
- Read the Claimant Warning Notice and select "I acknowledge I have read the above."
- Click "Next."
- Enter your Social Security Number or Claimant ID and PIN.
- Select "Log-in."
- Go to your Claimant Inbox

### Upload the Document:

- Select the Issued Date of the Fact Finding with the Action Requested status
- Select Browse at the bottom of the page to search your computer for the document you need to upload. Note that you may need to scan and upload your document to the computer first.
- Select the file you want to upload and click "Add."
- Repeat these steps for each document you need to upload.
- When you are finished uploading all your documents, click Submit.

# **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 <a href="https://myfloridalibrary.com/find/">https://myfloridalibrary.com/find/</a>.

Florida Department of Economic Opportunity (DEO): You can contact DEO (<a href="https://floridajobs.org">https://floridajobs.org</a>) 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 <a href="https://tinyurl.com/2naxd95v">https://tinyurl.com/2naxd95v</a> for more videos on applying for reemployment assistance benefits in Florida.