



UNEMPLOYMENT

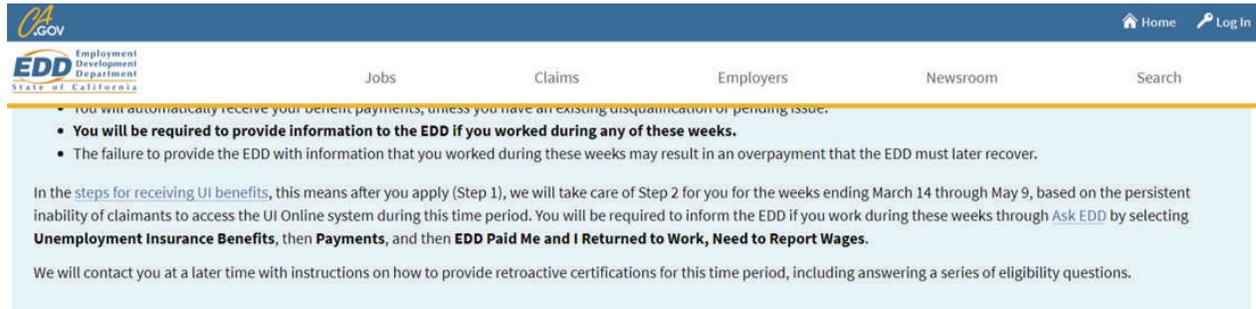
REGISTER FOR BENEFITS WITH THE EDD

LET'S GET STARTED!!

STEP 1 Register with Benefit Programs Online

If you already have registered with Benefit Programs Online, you may skip this step.

- Visit www.edd.ca.gov/BPO and select Register.



CA .GOV Home Log In

EDD Employment Development Department State of California Jobs Claims Employers Newsroom Search

- You will automatically receive your benefit payments, unless you have an existing disqualification or pending issue.
- **You will be required to provide information to the EDD if you worked during any of these weeks.**
- The failure to provide the EDD with information that you worked during these weeks may result in an overpayment that the EDD must later recover.

In the steps for receiving UI benefits, this means after you apply (Step 1), we will take care of Step 2 for you for the weeks ending March 14 through May 9, based on the persistent inability of claimants to access the UI Online system during this time period. You will be required to inform the EDD if you work during these weeks through [Ask EDD](#) by selecting **Unemployment Insurance Benefits**, then **Payments**, and then **EDD Paid Me and I Returned to Work, Need to Report Wages**.

We will contact you at a later time with instructions on how to provide retroactive certifications for this time period, including answering a series of eligibility questions.

Use Benefit Programs Online to access the Employment Development Department's online benefit services.

Your account will provide access to:

- **SDI Online:** Apply for Disability Insurance (DI) and Paid Family Leave benefits and manage your DI claim.
- **UI OnlineSM:** Apply for Unemployment Insurance (UI) benefits, reopen an existing claim, and manage your UI claim.
- **Benefit Overpayment Services:** View your balance, make a payment, and set up an installment agreement.

Access Benefit Programs Online

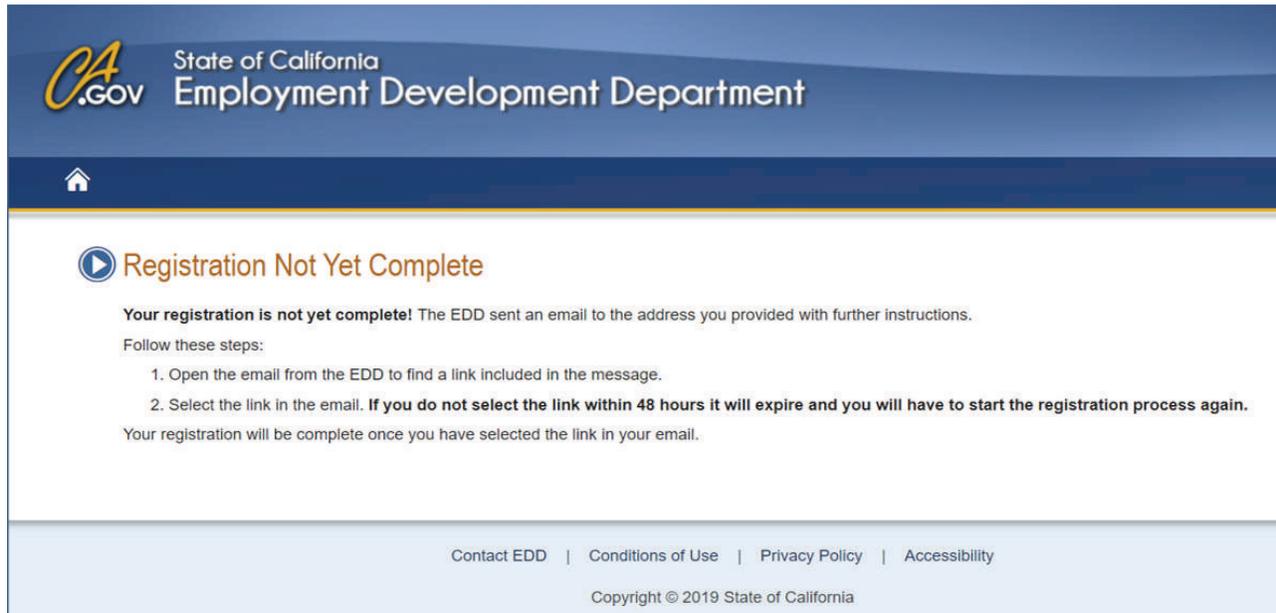
Select **Log In or Register** to go to the Benefit Programs Online login page. If you do not have a Benefit Programs Online account, select **Log In or Register** and then select **Register** to begin the registration process.

Log In or Register

- Accept the terms and conditions to continue.
- Provide a personal email address used only by you and create a password.
- Choose a personal image and caption. Select and answer four security questions.
- Check your email. Select the unique link within 48 hours of receiving the email to complete the process or you will need to start over.

Important: Check your junk/spam folder if you don't see this message in your inbox

Your registration is not complete yet.



Check your inbox for a message like this.



You are receiving this email to complete your registration for your new Benefit Programs Online account.

To complete your registration, select the link below or copy and paste it into your browser. The link will expire after 48 hours.

<https://portal.edd.ca.gov/WebApp/Registration/Confirmation?c=bxxxxxxx-xxxx-xxxx-xxxx->

If it has been more than 48 hours since you received this email, you will need to start the registration process again by visiting [Benefit Programs Online](#).

If you did NOT create a new account, please [Contact EDD](#).

Thank you,

Employment Development Department
State of California

Click on the link to complete your registration process.

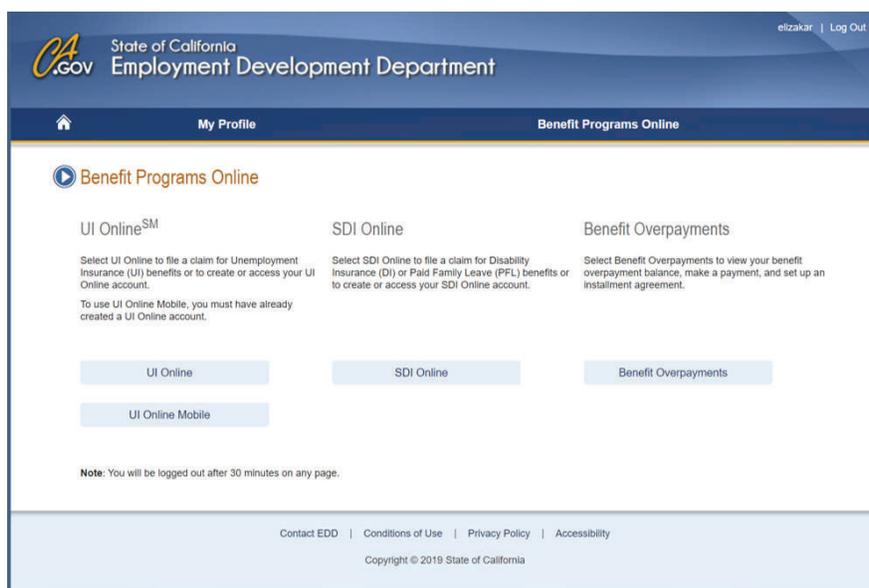


STEP 2 File your UI Claim

Once you've registered, you can log in to Benefit Programs Online to file your claim. The rest of this guide will show you the claim filing process in detail. A summary of the steps, once you've logged in is:

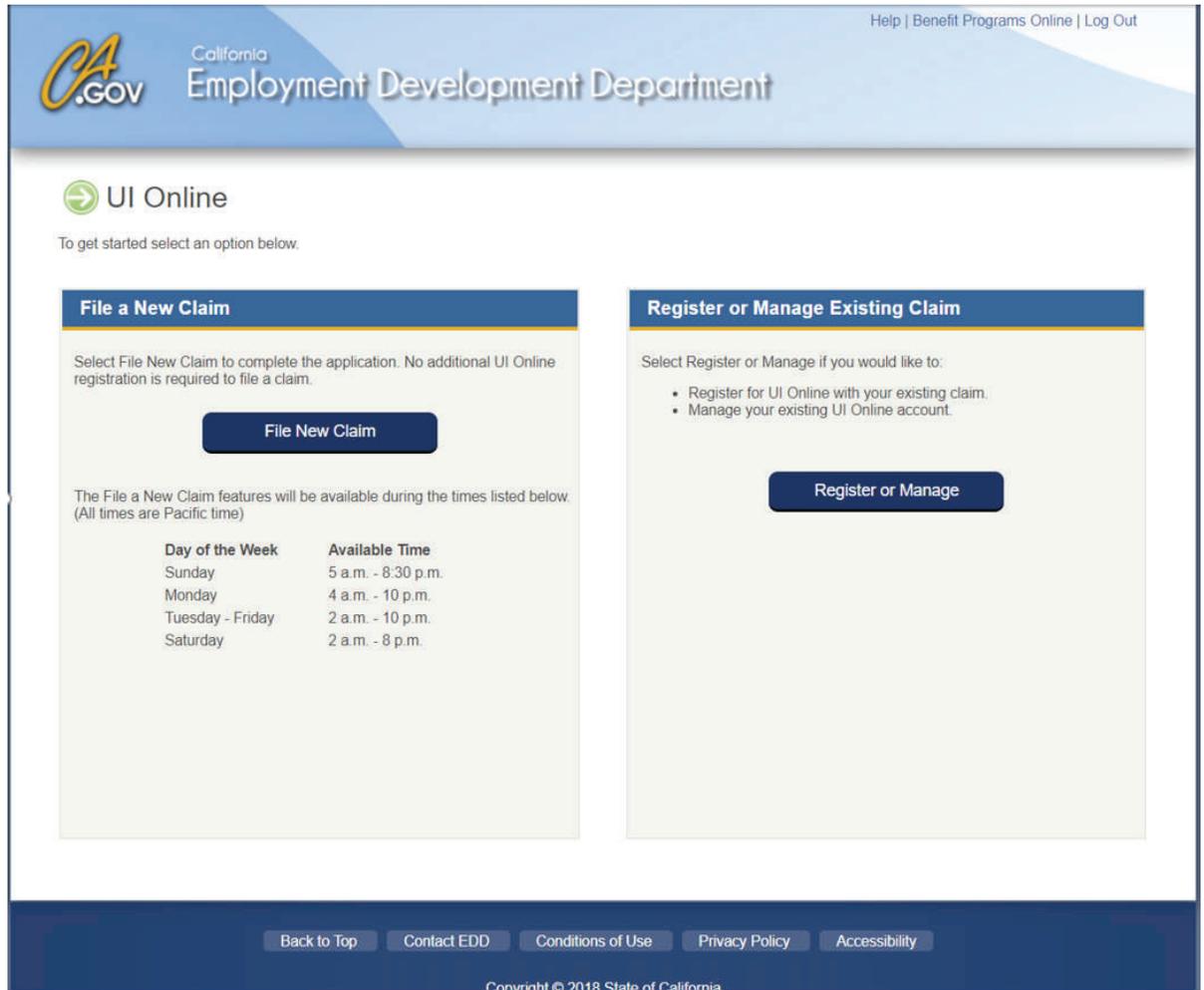
- Select UI Online to get started;
- Select File a Claim (or Continue with Saved Draft if you began a claim previously);
- Read the UI Claim Filing Instructions. Select Next to continue;
- Provide all required information through several screens; and
- Review the information you provided on the Summary Page and then select Submit to submit your claim.

Let's get started.



We will select "UI Online"

We will proceed with “File a New Claim”



The screenshot shows the California Employment Development Department (EDD) UI Online page. At the top, there is a navigation bar with the CA.GOV logo, the text "California Employment Development Department", and links for "Help | Benefit Programs Online | Log Out". Below the navigation bar, the page title is "UI Online" with a green arrow icon. A sub-header reads "To get started select an option below." There are two main content areas. The left area is titled "File a New Claim" and contains a "File New Claim" button. Below this button, it states that the feature will be available during specific times, listed in a table. The right area is titled "Register or Manage Existing Claim" and contains a "Register or Manage" button. At the bottom of the page, there is a dark blue footer with links for "Back to Top", "Contact EDD", "Conditions of Use", "Privacy Policy", and "Accessibility". A copyright notice "Copyright © 2018 State of California" is also present.

Help | Benefit Programs Online | Log Out

CA.GOV California Employment Development Department

→ UI Online

To get started select an option below.

File a New Claim

Select File New Claim to complete the application. No additional UI Online registration is required to file a claim.

[File New Claim](#)

The File a New Claim features will be available during the times listed below. (All times are Pacific time)

Day of the Week	Available Time
Sunday	5 a.m. - 8:30 p.m.
Monday	4 a.m. - 10 p.m.
Tuesday - Friday	2 a.m. - 10 p.m.
Saturday	2 a.m. - 8 p.m.

Register or Manage Existing Claim

Select Register or Manage if you would like to:

- Register for UI Online with your existing claim.
- Manage your existing UI Online account.

[Register or Manage](#)

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On the Next Page you get Unemployment Insurance Claim Filing Instructions. Read the information on this page before you file your Unemployment Insurance claim.

UNEMPLOYMENT INSURANCE AND PANDEMIC UNEMPLOYMENT ASSISTANCE CLAIM FILING INSTRUCTIONS

Read the information below to learn important tips and instructions before you file your Unemployment Insurance or Pandemic Unemployment Assistance (PUA) claim. Check the box at the bottom of the page once you have read all the information and select Next to file a new Unemployment Insurance claim.

*Indicates required field

If you are a business owner, independent contractor, self employed, or gig worker and are directly impacted by the COVID-19 pandemic, you can submit an Unemployment Insurance (UI) application and the Department will determine if you meet the criteria for UI or PUA.

Apply for benefits as soon as you are unemployed, or working less than full-time. Unemployment Insurance claims are valid for one year and take effect on the Sunday of the week when you file your claim. For Unemployment Insurance purposes, a week begins on a Sunday and ends on the following Saturday.

Important: The first week after you file your claim is normally a seven day waiting period. Benefits cannot be paid for this week. However, you must certify for benefits to satisfy the waiting period requirement.

Note: If you filed an Unemployment Insurance claim less than 12 months ago and stopped certifying for benefits, you must reopen your existing claim. To reopen your claim, select **Previous** to return to UI Online and select **Register or Manage**.

What You Need to File a Claim:

- Name, address, and phone number
- Social Security number
- California driver license or identification (ID) card
- Citizenship status (which may include your alien registration number)
- Last employer information at the time you are filing the claim (regardless of the length of time you worked for the employer), including name, address (mailing and physical location) and phone number (including area code)
- Last date worked and the reason you are no longer working for the last employer
- Gross earnings in the last week you worked, beginning with Sunday and ending with your last day of work.
- Information on all employers you worked for during the past 18 months, including name, address (mailing and physical location), period of employment, gross wages earned, hours worked per week, hourly rate of pay, and reason no longer working.
- Pension information (if applicable): Do not include Social Security, Railroad Retirement, or a pension based on another person's (such as your spouse's) employment.

How is my Unemployment Insurance Award Calculated?

To have a valid claim and be potentially eligible to receive Unemployment Insurance benefits, you must meet the monetary requirement of working and earning a minimum amount of wages within the past 18 months. See [How Unemployment Benefits Are Computed](#) for more information.

Can I Cancel my Claim?

The law allows you to cancel a claim if you meet all of the following requirements:

- Benefits have not been paid;
- You have not been issued a written notice of disqualification;
- There is no overpayment from a previous claim; and,
- The benefit year of your claim has not ended.

If you decide to cancel your claim, do not certify for benefits through UI OnlineSM, EDD Tele-CertSM, or paper (DE 4581). Once a claim is cancelled, it cannot be reestablished with the same beginning date. If you have questions about stopping your benefits or cancelling your claim, contact the EDD online, by mail, or by phone.

What Happens After I File My Claim?

The EDD will review your application, determine your eligibility to receive Unemployment Insurance benefits, and notify you by mail about the status of your claim. Allow up to 10 days for processing. If additional information is needed, or an eligibility issue is identified, a phone interview appointment is scheduled and you will be notified by mail of the date and time.

Important Browser/Security Information:

- Do not use any features that automatically fill your personal information to complete the online application, such as Google's Autofill, Internet Explorer's AutoComplete, or other similar features. If these are used, it may cause entries in your online application to be incorrect.
- For best results, use the latest version of these approved browsers: Internet Explorer, Google Chrome or Safari.
- You may need to download the free Adobe Acrobat to view and print linked documents.
- Do not use your browser's Back button while in UI Online. Note: In some browsers, the Backspace key is the same as the back button.

*I have read all of the above information.

To file a new Unemployment Insurance claim, select the **Next** button.

Previous

Next

Check the box at the bottom of the page once you have read all the information and select Next to file a new Unemployment Insurance claim. This will take you to the screen shown on the next page.

Page 1 of the Application starts with a series of questions about special circumstances. Answer these questions as they apply to YOU and YOUR situation.



➔ Application for Unemployment Insurance

Answer the following questions to ensure you use the correct process to file your Unemployment Insurance claim.

*Indicates required field

1. *Did you work in another state and/or Canada during the last 18 months? Yes No
2. *Have you applied for Unemployment Insurance benefits in another state or Canada during the last 12 months? Yes No
3. *Did your employer, union, or non-union trade association give you one of the following claim forms for Unemployment Insurance benefits? Yes No
 - Notice of Reduced Earnings (DE 2063)
 - Notice of Reduced Earnings (Fisherman) (DE 2063F)
 - Pacific Maritime Association Partial Evidence of Payment Form (PMA 2063)
 - Payment Certification (Work Sharing) (DE 4581WS)
 - Initial Claim and Payment Certification (Work Sharing Employer) (DE 4511WS)
4. *Did you serve in the U.S. military during the last 18 months? Yes No
5. *Did you work for an agency of the federal government during the last 18 months? Yes No
6. *Have you filed an Unemployment Insurance claim in California during the last 12 months? Yes No

Note: The answers you give to the questions on the application must be true and correct. You may be subject to penalties if you make a false statement or withhold information.

Previous

Cancel

Next

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[Accessibility](#)

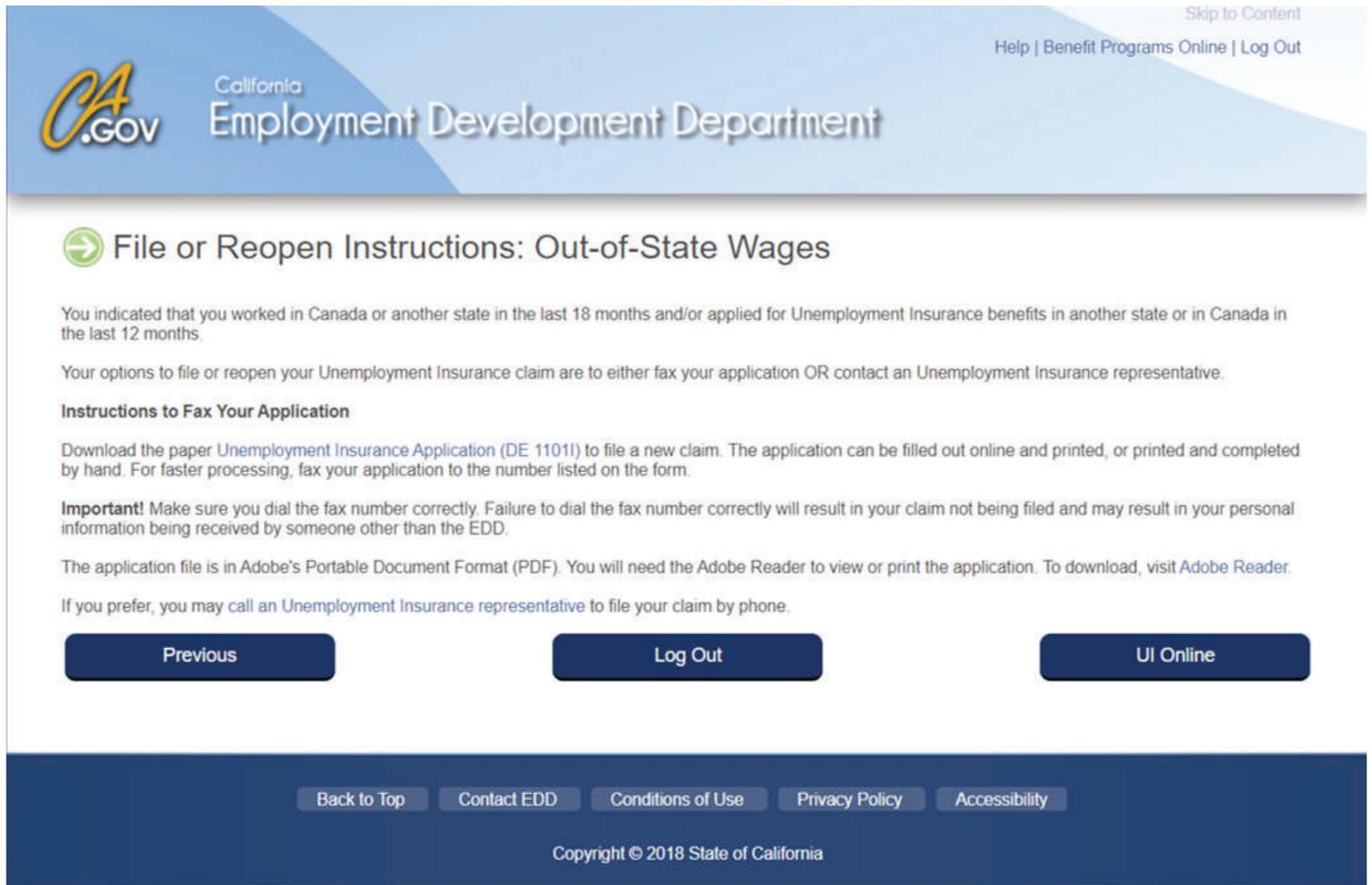
If you answer “No” to Questions 1-5, and regardless of which way you answer Question 6, then clicking the “Next” button will take you to page 2 of the Application. However, if you answer “Yes” to any of these Questions 1-5, please see the next page.

For Question 6, please note that if you applied for unemployment benefits or PUA benefits prior to making this claim, you should mark “Yes” even if you (a) never received a response from EDD, (b) received a \$0 award letter, or (c) were otherwise denied benefits.

If you filed a claim related to COVID-19 prior to this claim and were awarded benefits, you should also click “Yes,” but it is likely you are ineligible to file another claim because you are already receiving benefits under the existing UI system.

Finally, if you filed a claim unrelated to COVID-19, you should mark “Yes” and continue this process.

If you answer “Yes” to any of Questions 1-5, you are instructed to file your UI claim by either faxing your application or contacting an Unemployment Insurance representative at EDD. For example, if you answer “Yes” to the first question, you will see the screen below:



Skip to Content
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CA.gov California
Employment Development Department

File or Reopen Instructions: Out-of-State Wages

You indicated that you worked in Canada or another state in the last 18 months and/or applied for Unemployment Insurance benefits in another state or in Canada in the last 12 months.

Your options to file or reopen your Unemployment Insurance claim are to either fax your application OR contact an Unemployment Insurance representative.

Instructions to Fax Your Application

Download the paper Unemployment Insurance Application (DE 11011) to file a new claim. The application can be filled out online and printed, or printed and completed by hand. For faster processing, fax your application to the number listed on the form.

Important! Make sure you dial the fax number correctly. Failure to dial the fax number correctly will result in your claim not being filed and may result in your personal information being received by someone other than the EDD.

The application file is in Adobe's Portable Document Format (PDF). You will need the Adobe Reader to view or print the application. To download, visit [Adobe Reader](#).

If you prefer, you may call an [Unemployment Insurance representative](#) to file your claim by phone.

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Please note that the paper form for the application is dated in 2014 and does not have questions applicable to independent contractors such as most REALTORS®. You might consider calling EDD to file your application instead.

If you answered "No" to Questions 1-5 on the first screen, and answered Question 6 (whether you said "Yes" or "No"), you will be able to advance to page 2 of the Application, which asks about your identification information:


California
Employment Development Department

➔ Applicant Information

1 General Information

2 Last Employer Information

3 Employment History

4 Additional Information

5 Summary

6 Confirmation

To begin filing your claim you will need to provide your identification information.

Provide the Social Security number that was issued to you by the Social Security Administration.

If you were assigned an ECN (9-digit number beginning with 999 or 990) by the EDD, provide that ECN under question 1 and provide your SSN under question 2.

*Indicates required field

1. *Social Security number (SSN) or EDD Client Number (ECN)

1a. Confirm the last 4 digits of your SSN. [?](#)

1b. Was this Social Security number issued to you or issued on your behalf by the Social Security Administration? [?](#)

2. If you have used any other Social Security numbers, list them. [?](#)

3. *Date of Birth

4. *Gender

5. Applicant Name [?](#)

6. *Is this the name that appears on your Social Security card?

7. If you have used any other names, list them. [?](#)

Unhide
 Unhide
 Yes No

Unhide
 Unhide
 (MM/DD/YYYY)
 Female Male

*First Name:

Middle Initial:

*Last Name:

 Yes No

First Name

Last Name

Previous

Cancel

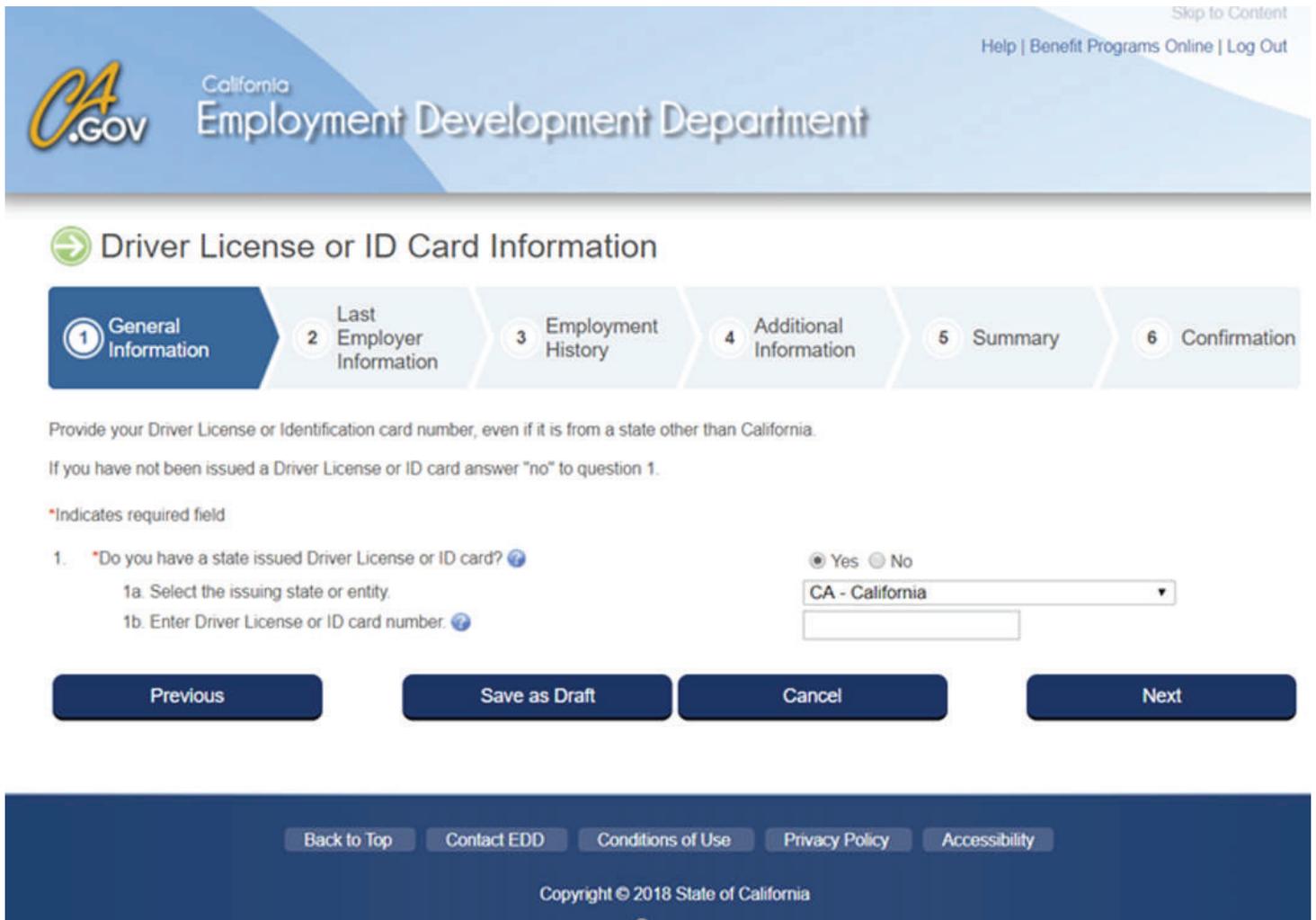
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The Next Screen (page 3 of the Application) asks about Driver License or ID Card Information. This is what it looks like:



The screenshot shows the California Employment Development Department (EDD) application interface. At the top, there is a header with the CA.GOV logo and the text "California Employment Development Department". Navigation links include "Skip to Content", "Help | Benefit Programs Online | Log Out".

The main heading is "Driver License or ID Card Information". Below this is a progress bar with six steps: 1. General Information (highlighted), 2. Last Employer Information, 3. Employment History, 4. Additional Information, 5. Summary, and 6. Confirmation.

Instructions: "Provide your Driver License or Identification card number, even if it is from a state other than California. If you have not been issued a Driver License or ID card answer 'no' to question 1." A note states "*Indicates required field".

Question 1: "Do you have a state issued Driver License or ID card?" with radio buttons for "Yes" (selected) and "No".

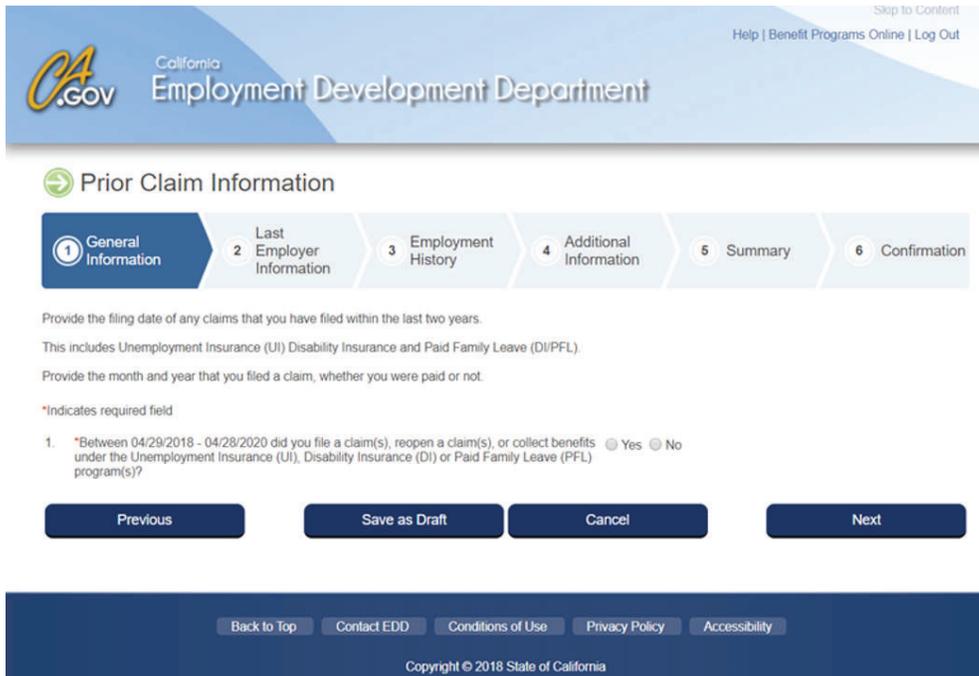
Sub-questions: "1a. Select the issuing state or entity." with a dropdown menu showing "CA - California"; "1b. Enter Driver License or ID card number." with an empty text input field.

Navigation buttons: "Previous", "Save as Draft", "Cancel", and "Next".

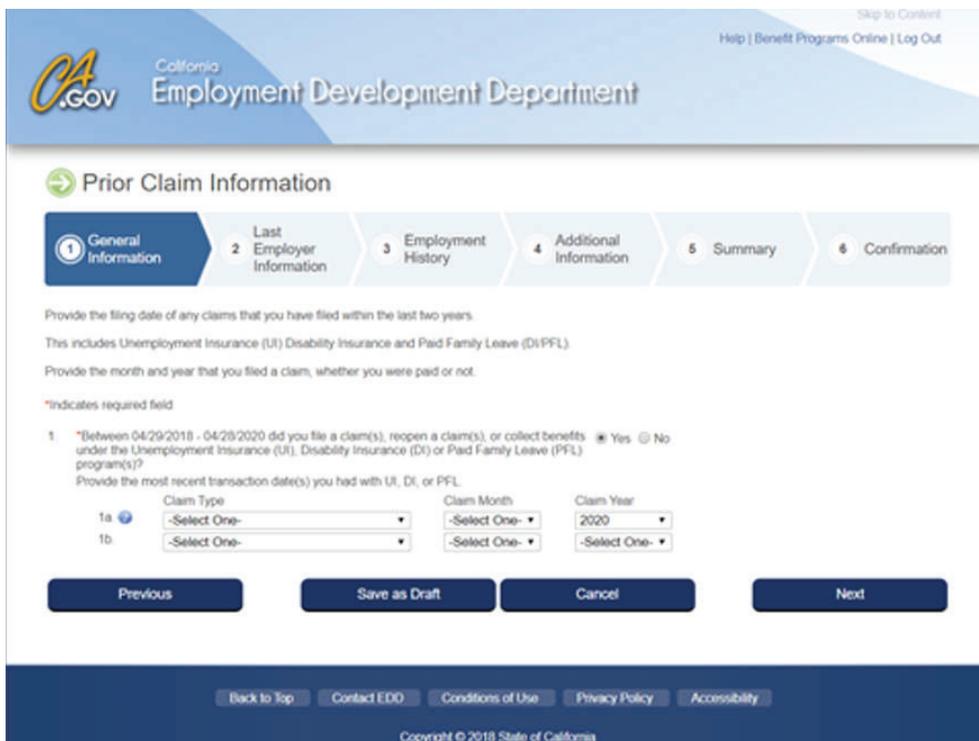
Footer: "Back to Top", "Contact EDD", "Conditions of Use", "Privacy Policy", "Accessibility", and "Copyright © 2018 State of California".

Enter your information accurately, then click the "Next" button.

The Next Screen (page 4 of the Application) asks for Prior Claim Information. If you completed a claim under the Unemployment Insurance, Disability Insurance or Paid Family Leave programs, provide the required information.



If you click on “Yes,” it asks for claim type and claim year (options are 2018, 2019 and 2020) you will see the screen below. If you have already applied and were either denied or have not received a response from EDD, you should click “Yes” and provide the requested information.



As discussed with respect to the first screen, if you have already applied for and been granted unemployment benefits related to the COVID-19 pandemic, you will likely be ineligible for PUA benefits (because you are already receiving unemployment benefits). Please note that you cannot abandon that claim and switch to a PUA claim.

The Next Section (page 5 of the Application) asks about your Contact Information.

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Contact Information

1 General Information 2 Last Employer Information 3 Employment History 4 Additional Information 5 Summary 6 Confirmation

Provide your personal contact information, including your mailing address. If you have a Post Office (PO) Box or Private Mail Box (PMB), you must also provide your residence address.

*Indicates required field

1. What is your mailing address?

*Location

*Number, Street, and Apartment Unit or PO Box Number

*City

*State

*ZIP Code

2. *Is your residence address the same as your mailing address? Yes No

3. If you do not live in California, select the name of the county or county-equivalent (for example, parish, borough, census area, independent city, etc.) where you live.

4. Phone Number

4a. Phone Type

Previous Save as Draft Cancel Next

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Enter your personal contact information. For your mailing address, provide the address where you would like EDD communications including your benefits payment (debit card). Following that is an address verification screen (no screen shot). You can “Use the standardized address” (which is formatted to meet US Postal Service Standards) or use exactly what you typed. You must choose one and then click “Submit” to proceed.

For Question 4, you should provide the telephone number at which EDD can contact you regarding your benefits claim.

The next screen (page 6 of the Application) asks about Citizenship and Statistical Information.

California Employment Development Department

Citizenship & Statistical Information

1 General Information 2 Last Employer Information 3 Employment History 4 Additional Information 5 Summary 6 Confirmation

*Indicates required field

Citizenship Information

Provide information about your citizenship. If you are not a U.S. citizen or national you will need to provide your work authorization information.

1 *Are you a U.S. Citizen or National? Yes No

Statistical Information

Provide general statistical information and select your preferred method to receive spoken or written communication.

1 *Education

2 *Are you a Veteran? Yes No

3 *What race or ethnic group do you identify with?

4 *Do you have a disability?

5 *Preferred spoken/written language?

Spoken Language:
Written Language:

Previous Save as Draft Cancel Next

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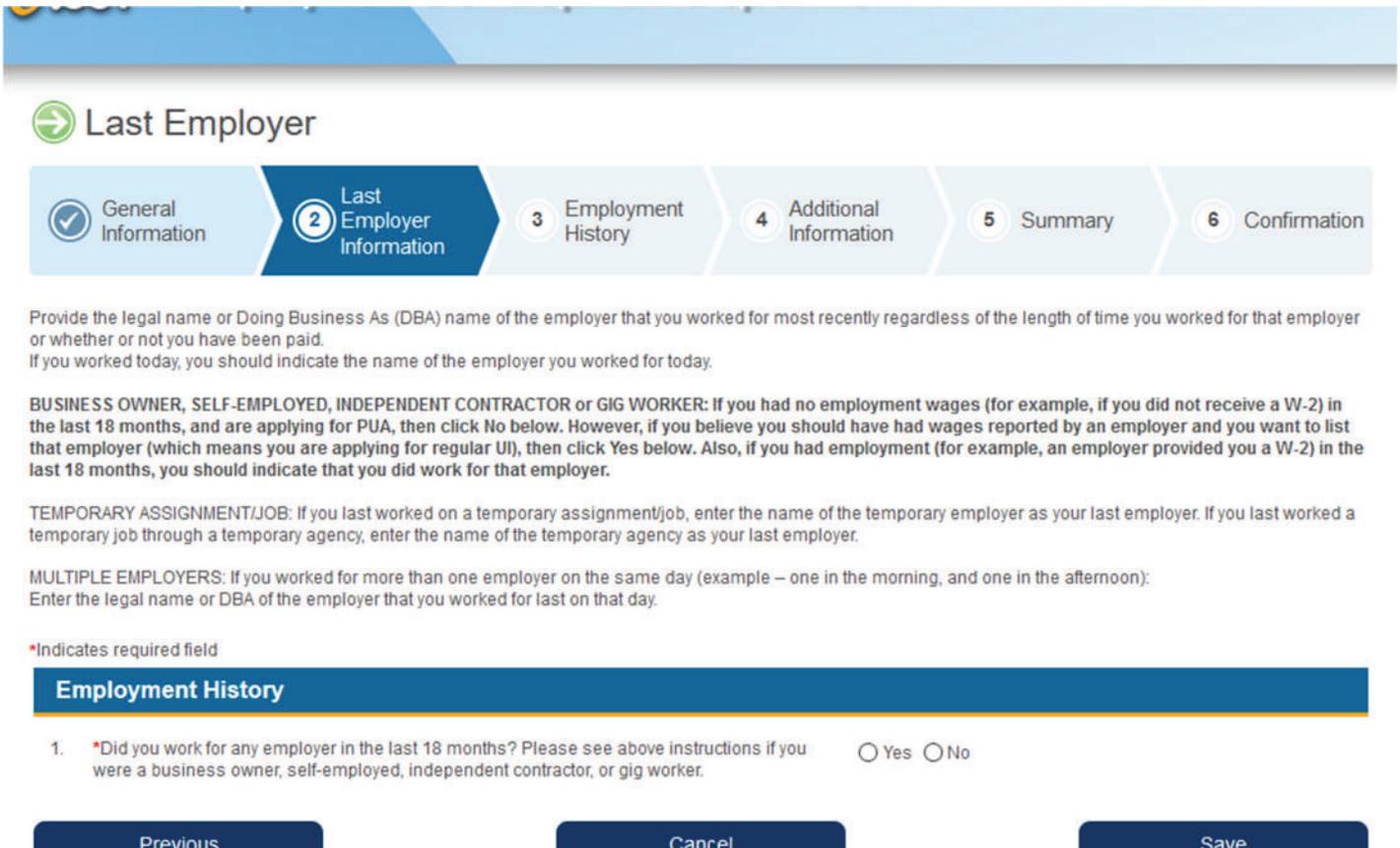
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If you click “No” to Question 1 shown here, you will be asked if you are registered with USCIS (United States Citizenship and Immigration Services, formerly the Immigration and Naturalization Service (INS)) and authorized to work in the U.S.

If you then click “Yes,” because you are legally authorized to work in the U.S., then you will be asked several questions relating to your registration with USCIS. Complete all information carefully and accurately.

Please note that if you are not a citizen, nor authorized to work in the U.S., you must answer both questions “No.” You may be able to continue with your application, but you are unlikely to be eligible for benefits.

Next, application page 7 will ask for employment history, specifically prior employers in the last 18 months.



Last Employer

1 General Information 2 Last Employer Information 3 Employment History 4 Additional Information 5 Summary 6 Confirmation

Provide the legal name or Doing Business As (DBA) name of the employer that you worked for most recently regardless of the length of time you worked for that employer or whether or not you have been paid.
If you worked today, you should indicate the name of the employer you worked for today.

BUSINESS OWNER, SELF-EMPLOYED, INDEPENDENT CONTRACTOR or GIG WORKER: If you had no employment wages (for example, if you did not receive a W-2) in the last 18 months, and are applying for PUA, then click No below. However, if you believe you should have had wages reported by an employer and you want to list that employer (which means you are applying for regular UI), then click Yes below. Also, if you had employment (for example, an employer provided you a W-2) in the last 18 months, you should indicate that you did work for that employer.

TEMPORARY ASSIGNMENT/JOB: If you last worked on a temporary assignment/job, enter the name of the temporary employer as your last employer. If you last worked a temporary job through a temporary agency, enter the name of the temporary agency as your last employer.

MULTIPLE EMPLOYERS: If you worked for more than one employer on the same day (example – one in the morning, and one in the afternoon):
Enter the legal name or DBA of the employer that you worked for last on that day.

*Indicates required field

Employment History

1. Did you work for any employer in the last 18 months? Please see above instructions if you were a business owner, self-employed, independent contractor, or gig worker. Yes No

Previous Cancel Save

Please remember that most California REALTORS® are independent contractors of their broker, **not** employees. While a few brokers do utilize an employment model, the vast majority of California REALTORS® are actually independent contractors, not employees.

If EDD records indicate that you worked for any employer in the past 18 months, this information may be pre-filled on this screen. You should review it for accuracy, then accept. You can also add any information about other W-2 employers.

Please note: If you worked for any employer in the past 18 months that paid you a W-2, you will have to answer questions to qualify you for *regular unemployment benefits* (including the \$600 federal addition), *not PUA benefits*. The EDD has made clear that you do not get to choose between your W-2 work and your independent contractor work, even if your benefit would be higher as an independent contractor. This is due to requirements of the federal CARES Act. This means that if you worked a temporary or part-time W-2 job in the last 18 months, or if you have your own corporation that pays you any salary reported on a W-2, you must apply for regular UI benefits. Income derived from your work as an independent contractor or 1099 income will not be used to calculate your benefits.

If the employment history section is empty, you will have to answer whether you've worked for any employer in the past 18 months. **Reminder:** most California REALTORS® are not employees of their broker, they are independent contractors affiliated with their broker. If you select "yes" because you have an employer, and most likely receive a wage or salary reported on a W-2 form, then you will need to provide the name, mailing address and phone number for your prior employer(s).

If you have been an independent contractor with no employer in the past 18 months, you can select "no" and you will be taken to the screen shown on the next page confirming that you are an independent contractor.

If you've been an independent contractor in the past 18 months and you selected "No", this is the screen you'll be taken to where you'll confirm your independent contractor status:


Employment Development Department

➔ Last Employer Information

✔ General Information

2 Last Employer Information

3 Employment History

4 Additional Information

5 Summary

6 Confirmation

Provide additional details in the Last Employer Information section and select Next.

*Indicates required field

Last Employer

Employer Name	Employer Mailing Address	Employer Physical Address	Action
<p style="font-size: 0.8em; margin: 0;">You indicated you did not work for any employer within the last 18 months. If you would like to change your response, select Modify.</p>			Modify

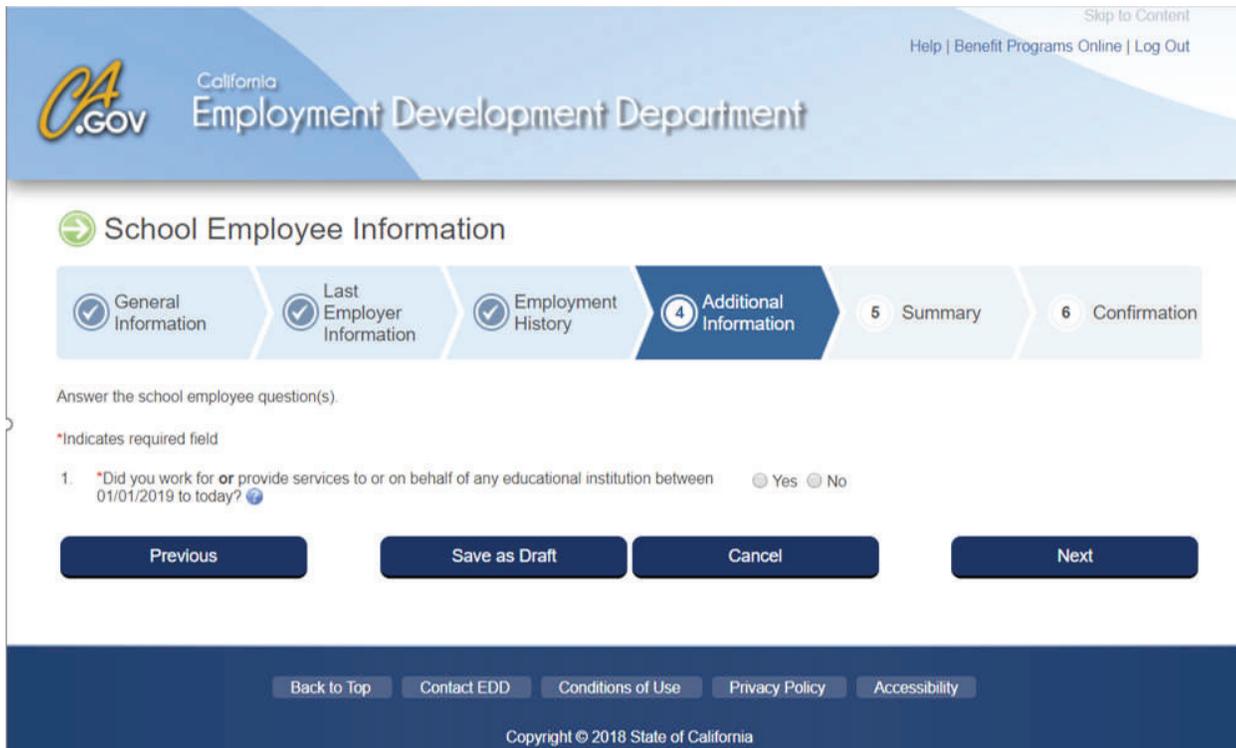
Previous

Save as Draft

Cancel

Next

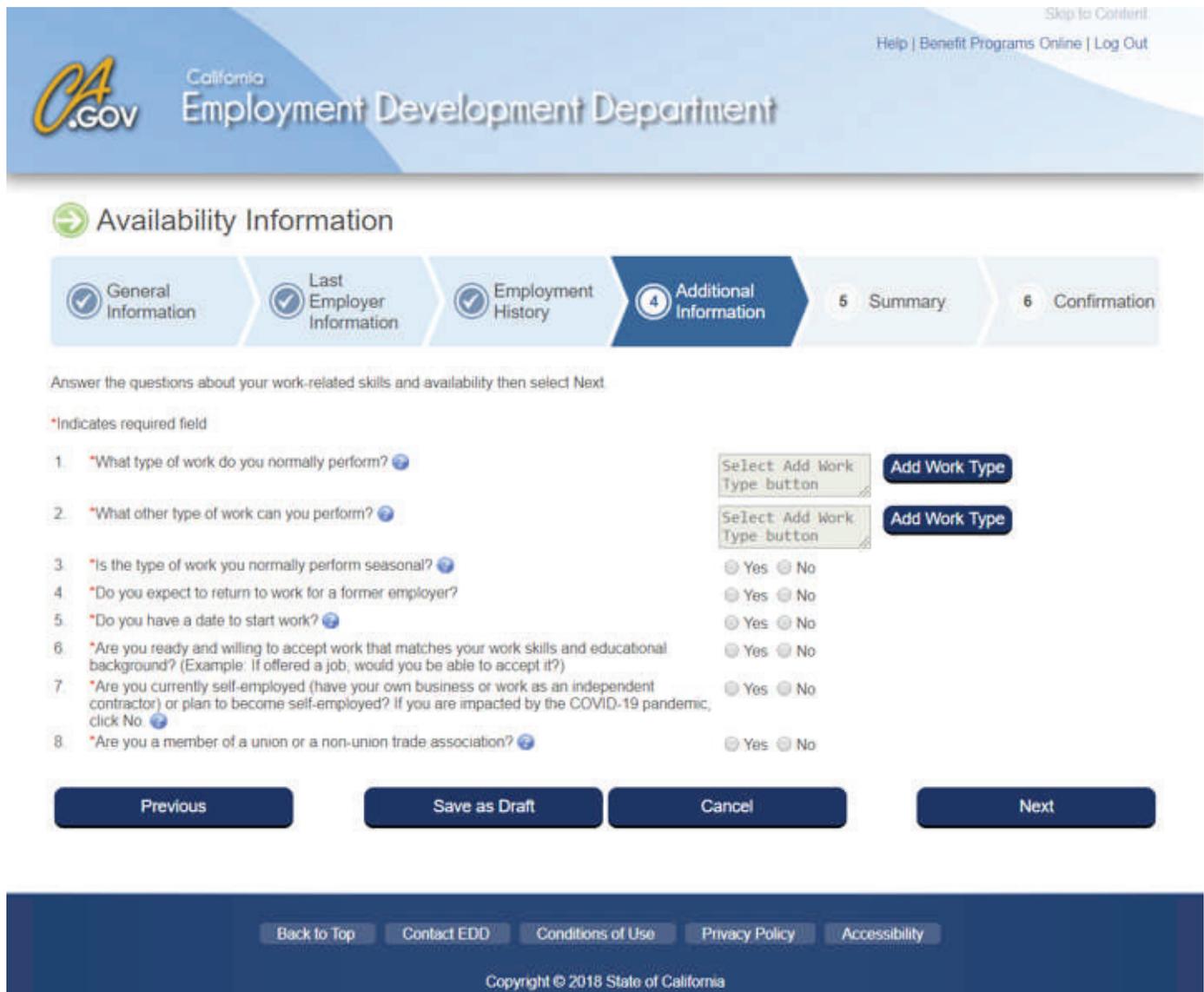
After finishing the Last Employer section, you will move to page 8 of the Application where you will be asked if you are a school employee. Answer the question as it applies to you.



The screenshot shows the California Employment Development Department (EDD) application interface. At the top, there is a header with the CA.gov logo and the text "California Employment Development Department". In the top right corner, there are links for "Skip to Content", "Help | Benefit Programs Online | Log Out". Below the header, a progress bar indicates the current step: "4 Additional Information". The progress bar also shows previous steps: "General Information", "Last Employer Information", and "Employment History", and future steps: "5 Summary" and "6 Confirmation". Below the progress bar, the text reads "Answer the school employee question(s)." and "*Indicates required field". The question is: "1. *Did you work for or provide services to or on behalf of any educational institution between 01/01/2019 to today?" with radio buttons for "Yes" and "No". Below the question, there are four buttons: "Previous", "Save as Draft", "Cancel", and "Next". At the bottom of the page, there are links for "Back to Top", "Contact EDD", "Conditions of Use", "Privacy Policy", and "Accessibility". The footer text reads "Copyright © 2018 State of California".

If you click "No", then click "Next." If you click "Yes", it will ask for more information. This can affect your eligibility in some cases, but you must answer all questions accurately.

Application page 9 will ask about the type of work you normally perform and a number of questions relating to your availability to work.



The screenshot shows the 'Availability Information' section of the EDD application. At the top, there is a header with the CA.GOV logo, 'California Employment Development Department', and navigation links: 'Skip to Content', 'Help | Benefit Programs Online | Log Out'. Below the header is a progress bar with six steps: 1. General Information, 2. Last Employer Information, 3. Employment History, 4. Additional Information (current step), 5. Summary, and 6. Confirmation. The main content area contains eight numbered questions with radio button options for 'Yes' and 'No'. Questions 1 and 2 have 'Add Work Type' buttons. At the bottom, there are four buttons: 'Previous', 'Save as Draft', 'Cancel', and 'Next'. A footer bar contains links for 'Back to Top', 'Contact EDD', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with the copyright notice 'Copyright © 2018 State of California'.

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Availability Information

1 General Information 2 Last Employer Information 3 Employment History 4 Additional Information 5 Summary 6 Confirmation

Answer the questions about your work-related skills and availability then select Next.

*Indicates required field

1. *What type of work do you normally perform?
2. *What other type of work can you perform?
3. *Is the type of work you normally perform seasonal? Yes No
4. *Do you expect to return to work for a former employer? Yes No
5. *Do you have a date to start work? Yes No
6. *Are you ready and willing to accept work that matches your work skills and educational background? (Example: If offered a job, would you be able to accept it?) Yes No
7. *Are you currently self-employed (have your own business or work as an independent contractor) or plan to become self-employed? If you are impacted by the COVID-19 pandemic, click No. Yes No
8. *Are you a member of a union or a non-union trade association? Yes No

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On the next few pages, we will discuss these questions and common answers for full time real estate professionals.

Questions 1 and 2 ask about Types of Work normally performed. You cannot enter any information directly into the answer boxes for these questions. Instead, you should click the “Add Work Type” button (to the right of the empty box) and you will see the screen below:

CA.GOV California Employment Development Department

Help | Benefit Programs Online | Log Out

Work Type

General Information | Last Employer Information | Employment History | **4 Additional Information** | 5 Summary | 6 Confirmation

Search for the type of work you normally perform when working full time.
Once you choose the type of work select Save.

*Indicates required field

*Work Type

Search Reset

Previous Save

[Back to Top](#) [Contact EDD](#) [Conditions of Use](#) [Privacy Policy](#) [Accessibility](#)

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On the next page, we will show the suggested search for real estate agents and brokers, and how to proceed from there.

If you are following the instructions, you will likely see the text box to the right of Work Type, as shown on the prior page. Assuming real estate is the only type of work you perform, click in the search box, and type “real estate” then click the “Search” button below the text box. You should then see a number of options, as shown below. If you do not get this result, you can try entering “real-estate” (same words but with a hyphen), as that has worked for some members.

California Employment Development Department

Work Type

General Information | Last Employer Information | Employment History | **4 Additional Information** | 5 Summary | 6 Confirmation

Search for the type of work you normally perform when working full time.
Once you choose the type of work select Save.

*Indicates required field

*Work Type

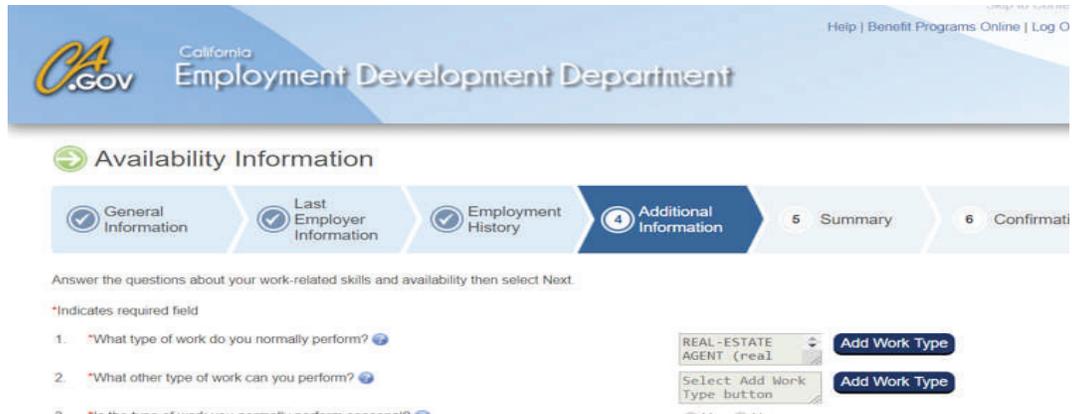
Search Reset

Search Results

Select	Work Type	Description
<input type="radio"/>	APPRAISER TRAINEE, REAL ESTATE	APPRAISERS, REAL ESTATE
<input type="radio"/>	APPRAISER, REAL ESTATE	APPRAISERS, REAL ESTATE
<input type="radio"/>	CLERK, INSURANCE-REAL ESTATE LOANS	INSURANCE EXAMINING CLERKS
<input type="radio"/>	CLOSER (real estate)	ALL OTHER LEGAL ASSISTANTS AND TECHNICIANS, EXCEPT CLERICAL
<input type="radio"/>	DIRECTOR, SECURITIES AND REAL ESTATE	COMPLIANCE OFFICERS AND ENFORCEMENT INSPECTORS, EXCEPT CONSTRUCTION
<input type="radio"/>	LAWYER, REAL ESTATE	LAWYERS
<input type="radio"/>	REAL ESTATE ANALYST	APPRAISERS, REAL ESTATE
<input type="radio"/>	REAL ESTATE LOAN ADMINISTRATOR	LOAN OFFICERS AND COUNSELORS
<input type="radio"/>	REAL-ESTATE AGENT (real estate)	BROKERS, REAL ESTATE
<input type="radio"/>	REAL-ESTATE AGENT (real estate)	SALES AGENTS, REAL ESTATE

Previous Save

Select the radio button on the left for the type of work that fits your primary activity, then be sure to click “Save”. If you do, then the first box on the “Availability Information” screen should be filled in, as shown on the next page.



For Question 2, you will again click “Add Work Type” and repeat the process. Search for “real estate” again, or you can search for any other type of work you may perform. If you only work as a real estate salesperson or broker, you can select the same answer you selected for Question 1. After selecting the radio button for a type of work in Question 2, click “Save” again.

Please note that you cannot advance if either Question 1 or 2 are left blank. You must choose a second type of work.

Also, please note that some members have reported having trouble with this screen when using Mozilla’s Firefox browser or Microsoft’s Edge browser. If you are having trouble with this, it may help to use the Google Chrome browser. If you continue to have problems, you should try to follow the instructions carefully again. If it still doesn’t work, you will need to contact the EDD help line. EDD’s contact information is provided at the end of this document.

Answer the remaining “Availability Information” questions on this page as they apply to YOU and YOUR situation.

➔ Availability Information

✔ General Information

✔ Last Employer Information

✔ Employment History

4 Additional Information

5 Summary

6 Confirmation

Answer the questions about your work-related skills and availability then select Next.

*Indicates required field

1. *What type of work do you normally perform? Select Add Work Type button Add Work Type
2. *What other type of work can you perform? Select Add Work Type button Add Work Type
3. *Is the type of work you normally perform seasonal? Yes No
4. *Do you expect to return to work for a former employer? Yes No
5. *Do you have a date to start work? Yes No
6. *Are you ready and willing to accept work that matches your work skills and educational background? (Example: If offered a job, would you be able to accept it?) Yes No
7. *Are you currently self-employed (have your own business or work as an independent contractor) or plan to become self-employed? If you are impacted by the COVID-19 pandemic, click No. Yes No
8. *Are you a member of a union or a non-union trade association? Yes No

Previous

Save as Draft

Cancel

Next

If you have questions about these options, you can click the question mark in the blue bubble next to the question. It will open a reference guide from EDD that might answer your questions. We provide some information below, but you should only use this information to the extent it applies to **your** personal situation. Questions 3-6 are discussed on the next page.

For Questions 3-6, whether you answer “Yes” or “No”, you will be able to proceed, but we don’t have any formal EDD guidance on how your answers might affect your eligibility for PUA benefits. This is what Questions 3-6 look like:

- 3. *Is the type of work you normally perform seasonal?  Yes No
- 4. *Do you expect to return to work for a former employer? Yes No
- 5. *Do you have a date to start work?  Yes No
- 6. *Are you ready and willing to accept work that matches your work skills and educational background? (Example: If offered a job, would you be able to accept it?) Yes No

For Questions 3 and 5, if you click “Yes”, you will have to provide relevant dates.

For Question 3, we recognize most real estate work is not seasonal but you should click “Yes” if yours is.

For Question 4: If your only job is as an independent contractor or a self-employed individual (which are basically the same thing), you do not need to say you will return to work for a former *employer* – you have no former employer.

For Question 5, we expect most REALTORS® don’t know when they will be able to return to work, since the current shelter in place orders can be extended. Also, even when the orders are lifted, it is not clear whether operations will return to normal.

For Question 6, we do not have any official written guidance from the EDD on how either answer will affect your application. However, one member has reported being told by EDD staff that applicants must answer “Yes” to Question 6, even if the applicant is still required to shelter in place due to COVID-19, or the claim processing may be delayed. We also understand this may be a requirement of the CARES Act, though it isn’t clear. We are seeking confirmation from the EDD and will clarify as soon as they provide an answer. (Also, please note that while the EDD has said you do **NOT** need to certify that you are looking for work in post-application certification, apparently that does not apply to this question on the initial application.)

Our current guidance is to answer Questions 5 and 6 truthfully as they apply to YOUR situation. If you are ready and willing to accept work that matches your work skills, then answer “Yes.” If you’re not, and you answer “No”, you will face additional questions regarding why, as shown below. Select the reason that best describes why you aren’t willing to accept work; “Self-Employment” is an available option.

Here is a screenshot of Questions 5 and 6 as expanded if you answered “No” to Question 6 (see above for EDD comments regarding Question 6):

5. *Do you have a date to start work?  Yes No

6. *Are you ready and willing to accept work that matches your work skills and educational background? (Example: If offered a job, would you be able to accept it?) Yes No

6a. Are you willing to modify the activity or fix the issue that makes you unavailable for full-time work in your usual type of work so you can accept a full-time job?  Yes No

6a.1. Select the reason that best describes why you are not willing to accept full-time work.

6a.2. Are you ready and willing to accept part-time work in your usual type of work? Yes No

6a.3. Select the reason that best describes why you are not willing to accept part-time work.

For Question 7, follow the (confusing) instructions in the form: If you are impacted by the COVID-19 pandemic, click “No.” Even though you’re an independent contractor or self, employed, you will click “No” if you’re impacted by the COVID-19 pandemic.

7. *Are you currently self-employed (have your own business or work as an independent contractor) or plan to become self-employed? If you are impacted by the COVID-19 pandemic, click No.  Yes No

Question 8 asks if you are in a union or a non-union trade association. If you are a REALTOR® (and of course you are!), you will select “Yes” in response to Question 8 because you are a member of California Association of REALTORS®, which is a “non-union trade association.” Your local association and NAR are also non-union trade associations.

Upon selecting “yes” for Question 8, you will be asked additional questions. Answer Questions 8a, 8b, and 8c as shown below, and select “No” for Questions 8d – 8g.

8. *Are you a member of a union or a non-union trade association?  Yes No

8a. *What is the name of your union or non-union trade association?  CA Association of REALTORS

8b. *What is your union local number? (Enter zero “0” for non-union trade association.)  0

8c. What is the phone number of your union or non-union trade association?  2137398200

After completing all questions, your screen should look something like the screen on the next page, except that **your** answers will be in Questions 1-7.

The screenshot below is only an example of how a screen might look. Do not fill out the answers to match the screen below (unless you have determined those to be your answers). You should fill out each answer accurately in accordance with your own circumstances.



Answer the questions about your work-related skills and availability then select Next.

*Indicates required field

1. *What type of work do you normally perform? [?](#)
2. *What other type of work can you perform? [?](#)
3. *Is the type of work you normally perform seasonal? [?](#)

Yes No
4. *Do you expect to return to work for a former employer?

Yes No
5. *Do you have a date to start work? [?](#)

Yes No
6. *Are you ready and willing to accept work that matches your work skills and educational background? (Example: If offered a job, would you be able to accept it?)
 - 6a. Are you willing to modify the activity or fix the issue that makes you unavailable for full-time work in your usual type of work so you can accept a full-time job? [?](#)
 - 6a.1. Select the reason that best describes why you are not willing to accept full-time work.
 - 6a.2. Are you ready and willing to accept part-time work in your usual type of work? [?](#)

Yes No
 - 6a.3. Select the reason that best describes why you are not willing to accept part-time work.
7. *Are you currently self-employed (have your own business or work as an independent contractor) or plan to become self-employed? If you are impacted by the COVID-19 pandemic, click No. [?](#)

Yes No
8. *Are you a member of a union or a non-union trade association? [?](#)

Yes No

 - 8a. *What is the name of your union or non-union trade association? [?](#)
 - 8b. *What is your union local number? (Enter zero "0" for non-union trade association.) [?](#)
 - 8c. What is the phone number of your union or non-union trade association? [?](#)
 - 8d. *Does your union or non-union trade association look for work for you? [?](#)

Yes No
 - 8e. *Does your union or non-union trade association control your hiring? [?](#)

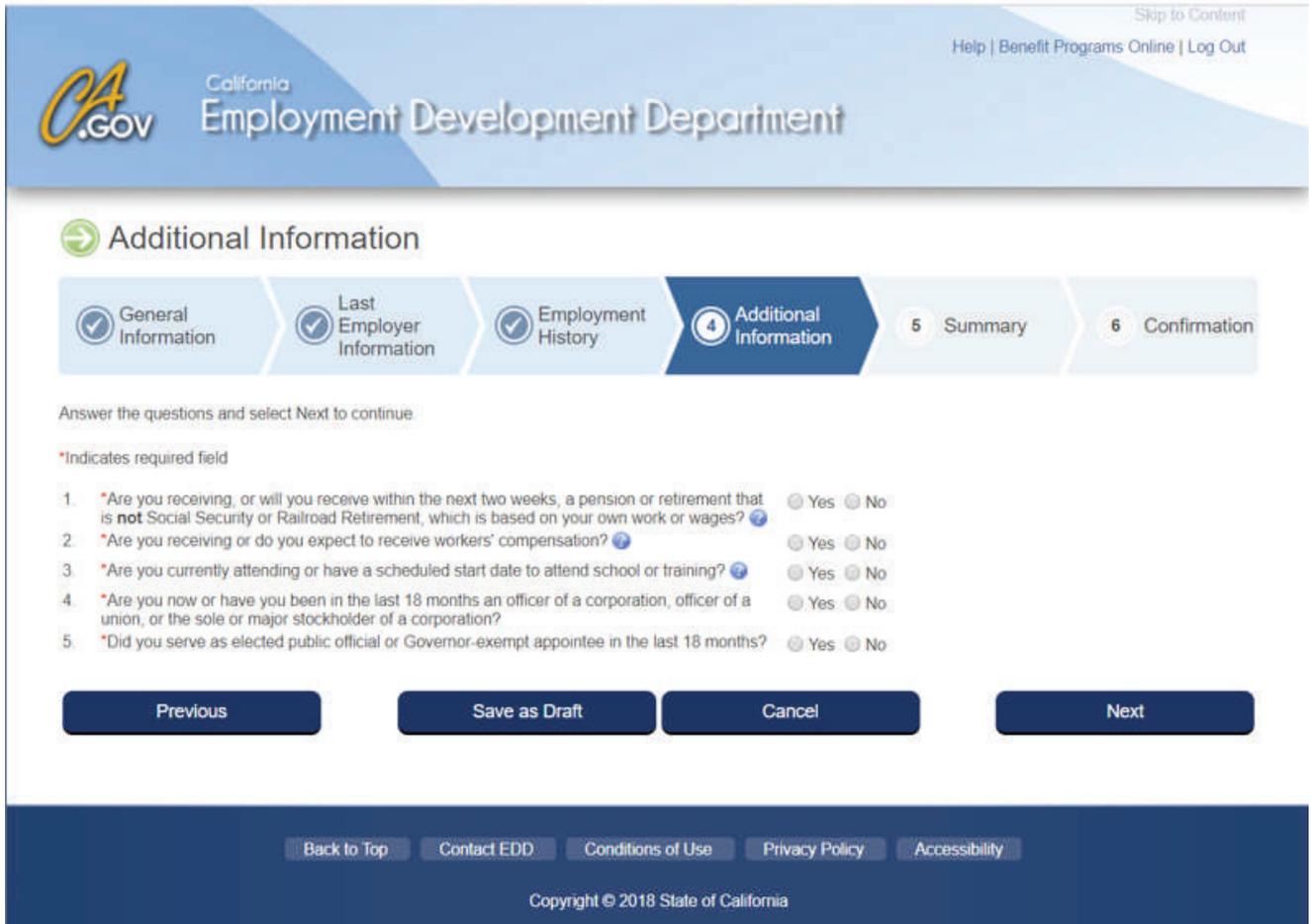
Yes No
 - 8f. *Are you registered with your union or non-union trade association as out of work?

Yes No
 - 8g. *Are you going to receive strike benefits?

Yes No

When your answers are complete, click "Next."

Next, on page 10 of the Application, you will be asked a number of Additional Information questions. Answer all of these based on YOUR situation.



The screenshot shows the 'Additional Information' step of an application. At the top, it says 'CA.GOV California Employment Development Department'. There are links for 'Skip to Content', 'Help | Benefit Programs Online | Log Out'. A progress bar shows six steps: 1. General Information, 2. Last Employer Information, 3. Employment History, 4. Additional Information (current step), 5. Summary, and 6. Confirmation. Below the progress bar, it says 'Answer the questions and select Next to continue.' and '*Indicates required field'. There are five questions with radio button options for 'Yes' and 'No':

1. *Are you receiving, or will you receive within the next two weeks, a pension or retirement that is **not** Social Security or Railroad Retirement, which is based on your own work or wages? Yes No
2. *Are you receiving or do you expect to receive workers' compensation? Yes No
3. *Are you currently attending or have a scheduled start date to attend school or training? Yes No
4. *Are you now or have you been in the last 18 months an officer of a corporation, officer of a union, or the sole or major stockholder of a corporation? Yes No
5. *Did you serve as elected public official or Governor-exempt appointee in the last 18 months? Yes No

At the bottom of the form area, there are four buttons: 'Previous', 'Save as Draft', 'Cancel', and 'Next'. At the very bottom of the page, there are links for 'Back to Top', 'Contact EDD', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with the copyright notice 'Copyright © 2018 State of California'.

A few notes about Question 1. Please note that Question 1 specifically excludes Social Security from the question because Social Security does not need to be disclosed and will not affect your PUA application or benefits. Question 1 asking about pension or other retirement payments. Unless you already know the answer, we suggest you review the following form on the EDD site that discusses whether your pension or retirement payments must be disclosed. Please note that C.A.R. (including the COVID Relief Hotline) cannot advise you whether or not your pension or retirement payment must be disclosed or will affect eligibility for PUA benefits.

[https://www.edd.ca.gov/UIBDG/Total and Partial Unemployment TPU 46055.htm](https://www.edd.ca.gov/UIBDG/Total_and_Partial_Unemployment_TPU_46055.htm)

For Question 5, please note that if you are the owner or officer of your own corporation, you should click "Yes."

When complete, click "Next."

Next, on page 11 of the Application, you are asked about Disaster Information. This is the last page to be filled out before your final review! It asks a number of questions required by the CARES Act to establish eligibility for PUA benefits and the \$600 federal addition to the base benefits.

✓ General Information

✓ Last Employer Information

✓ Employment History

4 Additional Information

5 Summary

6 Confirmation

Answer the disaster-related question(s) and select Next to continue.

***Indicates required field**

1. ***Are you unemployed as a direct result of a recent disaster (for example: COVID-19, earthquake, flood, mudslide, or fire) in California?** Yes No

1a. Select the type of disaster. -Select One- ▼

1b. At the time of the disaster, in which county did you reside? -Select One- ▼

1c. At the time of the disaster, in which county did you work? -Select One- ▼

1d. At the time of the disaster, was your unemployment caused by your need to travel through a disaster county? Yes No

1e. Select the option that best applies to you. -Select One- ▼

1e.1. How many hours did you work per week prior to the disaster?

1e.2. Explain briefly how the disaster affected your ability to continue or begin your self-employment.
(Maximum 150 Characters)

1e.3. What is the physical address of your business? ?

Number and Street:

City:

State: -Select One- ▼

ZIP Code:

1f. I declare under penalty of perjury that the information I have provided is true and correct to the best of my knowledge or belief, including the reason I am unemployed due to the COVID-19 pandemic. I understand that intentional misrepresentation in self-certifying that I fall within one or more of the COVID-19 categories is fraud and that I may be subject to criminal prosecution if I have been found to have committed fraud to receive Pandemic Unemployment Assistance benefits.

***I have read all of the above information.**

Previous

Save as Draft

Cancel

Next

The following pages will expand this screen to discuss a breakdown of these questions.

For Question 1, if you're not working/unemployed as a direct result of the COVID-19 pandemic, click "Yes" and select COVID-19 from the drop-down menu. We think this will be the case for most REALTORS® who are unable to carry on customary work activities due to shelter in place orders and other issues arising directly from COVID-19. Upon clicking "Yes", the questions expand to the screen shown below:

Disaster Information



Answer the disaster-related question(s) and select Next to continue.

*Indicates required field

1. *Are you unemployed as a direct result of a recent disaster (for example: COVID-19, earthquake, flood, mudslide, or fire) in California? Yes No

1a. Select the type of disaster.

1a.1. What is your annual income for calendar year 2019? If you are a business owner, self-employed, independent contractor or gig worker provide your net annual income for calendar year 2019.

1a.2. Provide the date your business, employment, or self-employment was interrupted as a direct result of COVID-19. For example, the date your business closed, or the date your hours were reduced, or the date you were furloughed or placed on leave of absence without pay, or the date you were going to start work but couldn't due to COVID-19. (MM/DD/YYYY)

This screen asks for a variety of information to demonstrate your eligibility for PUA benefits. The next few pages will discuss the questions and common answers.

Disaster Information



Answer the disaster-related question(s) and select Next to continue.

*Indicates required field

1. *Are you unemployed as a direct result of a recent disaster (for example: COVID-19, earthquake, flood, mudslide, or fire) in California? Yes No

1a. Select the type of disaster:

1a.1. What is your annual income for calendar year 2019? If you are a business owner, self-employed, independent contractor or gig worker provide your net annual income for calendar year 2019.

1a.2. Provide the date your business, employment, or self-employment was interrupted as a direct result of COVID-19. For example, the date your business closed, or the date your hours were reduced, or the date you were furloughed or placed on leave of absence without pay, or the date you were going to start work but couldn't due to COVID-19. (MM/DD/YYYY)

Question 1a.1 (see above) asks: “What is your annual income for calendar year 2019? If you are a business owner, self-employed, independent contractor or gig worker provide your **net** annual income for calendar year 2019.” The instructions for this question say “This information will be used to determine if you are eligible to increase your potential weekly benefit amount. You may be asked to provide wage substantiation (such as, tax returns, 1099, W-2, and/or paycheck stubs).”

If you have filed your 2019 taxes, you should enter your net income for the year. This **may** be reflected on your Schedule C or other form. One common question has been whether to include rental income if that is part of your business. C.A.R. cannot answer that question for you or provide any tax advice. You should check with your accountant or tax preparer if you are not sure which amount to report your net income. If you have not filed your 2019 taxes, you should prepare them or work with your chosen tax professional to do so to ensure you enter the correct amount.

Do not enter a dollar sign (\$) or commas in your response to this question. Do not enter your 2018 or 2020 income in response to this question. It specifically asks about calendar year 2019.

If you enter a net income below \$0 (a net loss), you will get an error. EDD has not provided any guidance on what to enter if your net income is below \$0. You may choose to enter \$0 and continue. Based on federal regulations and other analysis, we believe that you may qualify for the minimum weekly benefit (\$167) as well as the \$600 federal addition. However, EDD may question this entry if your tax return shows a net loss. We are trying to get answers to this and other questions from EDD and will update this document if EDD provides appropriate guidance.

For Question 1a.2, provide the date **your** employment, business or self-employment was interrupted by the pandemic. The question gives some examples of what dates might apply to your situation. As a reference, Governor Newsom issued his executive order to shelter in place on March 19. That date might or might not be when **your** business was interrupted, so if there is an earlier or later date that is more accurate for your situation, use that other date instead.

Question 1a.3 asks about why you are unable to work due to COVID-19. There are 11 options, and you can only pick one, even if more than one would apply to your situation. Choose the one that best fits your situation, but if two are close, we suggest choosing the one higher in the list. You might also consider which one started earliest and/or which one will continue for the longest period.

1a.3. Select the option for how you were impacted by the COVID-19 pandemic.

- You have been diagnosed with COVID-19.
- You have COVID-19 symptoms and are seeking a diagnosis.
- A member of your household has COVID-19.
- You are taking care of your family or household member who has COVID-19.
- You had to quit your job as a direct result of COVID-19.
- Your place of employment is closed as a direct result of COVID-19.
- You cannot reach your workplace because of a quarantine as a direct result of COVID-19.
- You cannot reach your workplace because your health care provider advised you to quarantine due to COVID-19 concerns.
- You cannot work because you have primary responsibility for caring for a child or another person and their school or care facility is closed as a direct result of COVID-19.
- You had a definite date to start a job that is no longer available as a direct result of COVID-19.
- You had a definite date to start a job but cannot reach that job as a direct result of COVID-19.
- You are an independent contractor with reportable income (ex. IRS Form 1099) and you are forced to stop working because COVID-19 has severely limited your ability to continue performing your customary work activities.
- You became the major financial support for your household because your head of household passed away as a direct result of COVID-19.
- None of these options apply to me.

The EDD has suggested that many independent contractors and self-employed persons will likely choose the third from last option: “You are an independent contractor with reportable income (ex. IRS Form 1099) and you are forced to stop working because COVID-19 has severely limited your ability to continue performing your customary work activities.” I agree that this will apply to many REALTORS®, as you may have been forced to stop customary work activities, including showings, inspections of occupied properties, caravans and other networking and property search activities, which would mean that COVID-19 has “severely limited your ability to continue performing your customary work activities.”

Other choices might also apply for any particular applicant. Other common choices might be that you have COVID-19 symptoms and are seeking a diagnosis, that you cannot reach your workplace because of a quarantine (if you have a regular workplace), or that you have to be primary caregiver to your children for the reasons stated.

If none of the options apply to you, click the last one – “None of these options apply to me” – but you may not be eligible for PUA benefits.

The remaining questions on the Disaster Information page are unique to each person, including where you reside and work, how many hours you worked prior to the disaster, and details about how the disaster has affected your ability to continue or begin your self-employment. Answer them as they apply to YOU.

Please note that your address cannot be a P.O. Box for Question 1e.3 (even though you were permitted to use a PO box in other sections).

1b. At the time of the disaster, in which county did you reside?

1c. At the time of the disaster, in which county did you work?

1d. At the time of the disaster, was your unemployment caused by your need to travel through a disaster county? Yes No

1e. Select the option that best applies to you.

1e.1. How many hours did you work per week prior to the disaster?

1e.2. Explain briefly how the disaster affected your ability to continue or begin your self-employment.
(Maximum 150 Characters)

1e.3. What is the physical address of your business?

Number and Street:

City:

State:

ZIP Code:

1f. I declare under penalty of perjury that the information I have provided is true and correct to the best of my knowledge or belief, including the reason I am unemployed due to the COVID-19 pandemic. I understand that intentional misrepresentation in self-certifying that I fall within one or more of the COVID-19 categories is fraud and that I may be subject to criminal prosecution if I have been found to have committed fraud to receive Pandemic Unemployment Assistance benefits.

*I have read all of the above information.

Previous

Save as Draft

Cancel

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The answers to Question 1e (including 1e.1 – 1e.3) are also unique to every individual, and you need to answer them as they apply to YOUR situation.

Question 1e asks you to select the option that best applies to you. The options are shown, and you can get additional information on the choices by clicking the question mark in the blue bubble. For many independent contractors and self-employed individuals, you can choose “Unemployed Self-employed Individual.” The description for this option says it applies to individuals “who were self-employed and, due to the disaster, cannot perform services in your own business or your services are substantially reduced.” (There are a number of other descriptions for “Unemployed Self-Employed Individual, too.) If this applies to you, choose this option. If this does not apply to you, carefully review the options and the additional information to determine which option best applies to you.

1e. Select the option that best applies to you. ?

1e.1. How many hours did you work per week prior to the disaster?

1e.2. Explain briefly how the disaster affected your ability to continue or begin your self-employment.

1e.3. What is the physical address of your business? ?

Number and Street:

City:

State:

ZIP Code:

1f. *I have read all of the above information.

-Select One-
-Select One-
Unemployed Worker
Unemployed Worker With Prospective Employment
Unemployed Self-employed Individual
Unemployed Self-employed Individual With Prospective Self-Head of Household As a Result of the Disaster

Previous

Save as Draft

Cancel

Next

Question 1e.1 asks how many hours YOU worked per week prior to the disaster. Provide your best estimate but your answer will not affect your benefit amount. Regardless of how many hours you worked each week on average before the disaster, the minimum benefit for eligible weeks will be \$167 (plus the federal addition).

Question 1e.2. asks you to explain how the disaster affected your ability to continue or begin your self-employment. Describe in your words how the disaster affected your work as a REALTOR® (maximum 150 characters). Most REALTORS® aren't able to do critical functions of their job – showings, closing deals, caravans due to “safer at home” orders. Did deals fall through, or were you unable to market effectively or to visit properties? Were you unable to get inspectors or appraisers to visit properties? The EDD has not provided any guidance on how answers will affect eligibility. Your response should be specific to YOUR personal situation.

1e. Select the option that best applies to you. ?

1e.1. How many hours did you work per week prior to the disaster?

1e.2. Explain briefly how the disaster affected your ability to continue or begin your self-employment.

-Select One-

(Maximum 150 Characters)

After completing all questions, you should carefully review your answers on this Disaster Information page and review the certification.

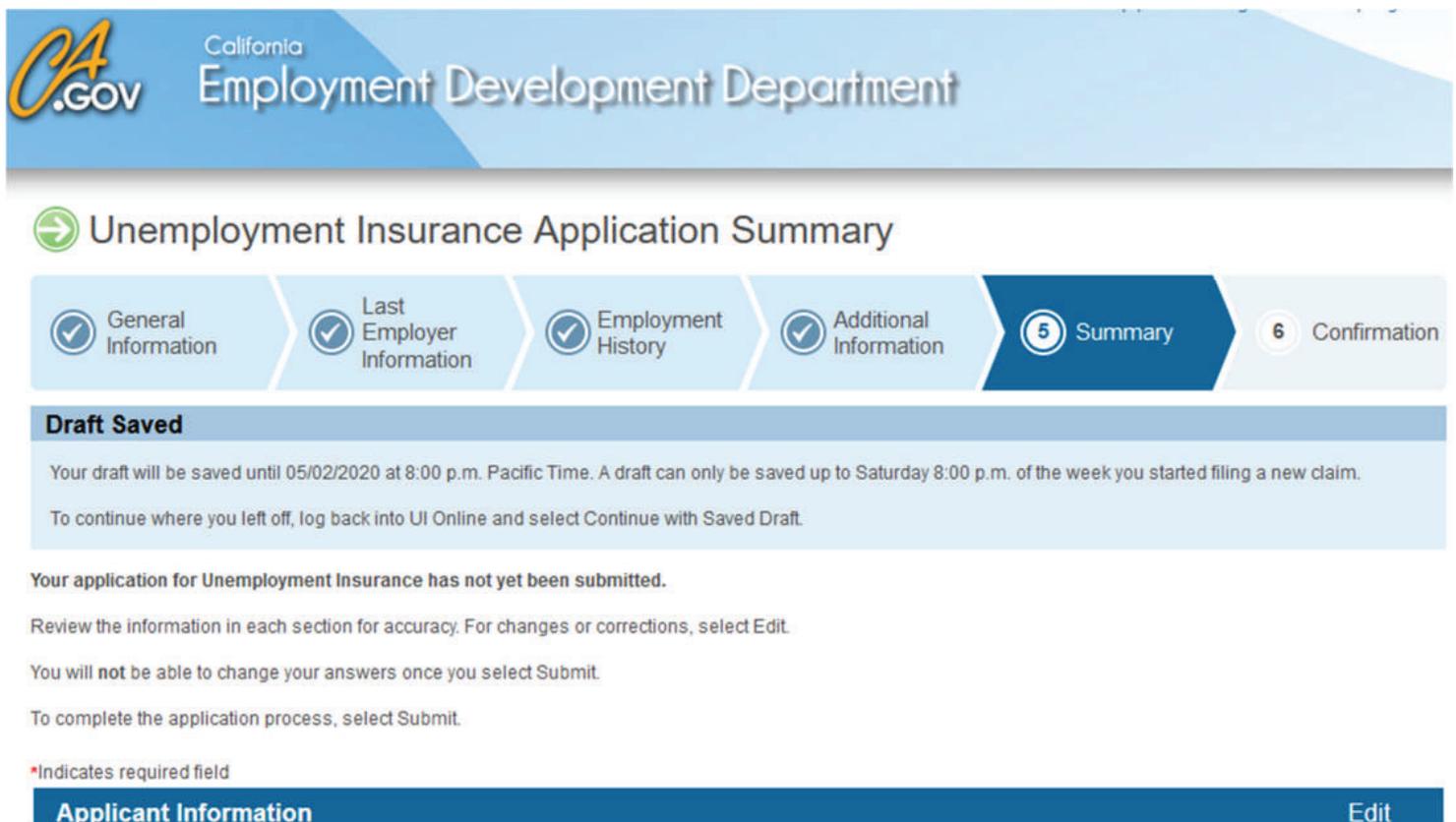
1f. I declare under penalty of perjury that the information I have provided is true and correct to the best of my knowledge or belief, including the reason I am unemployed due to the COVID-19 pandemic. I understand that intentional misrepresentation in self-certifying that I fall within one or more of the COVID-19 categories is fraud and that I may be subject to criminal prosecution if I have been found to have committed fraud to receive Pandemic Unemployment Assistance benefits.

*I have read all of the above information.

Please note that all your answers are provided under penalty of perjury, and that any *intentional* misrepresentations are fraudulent. Of course, you want all answers to be truthful throughout the application.

After checking the box to indicate you have read the above information, click “Next” to review all your information.

The next page will provide a summary of all of the information you have entered. This screen shot is just the top of the form; what you see will be based on what you entered.

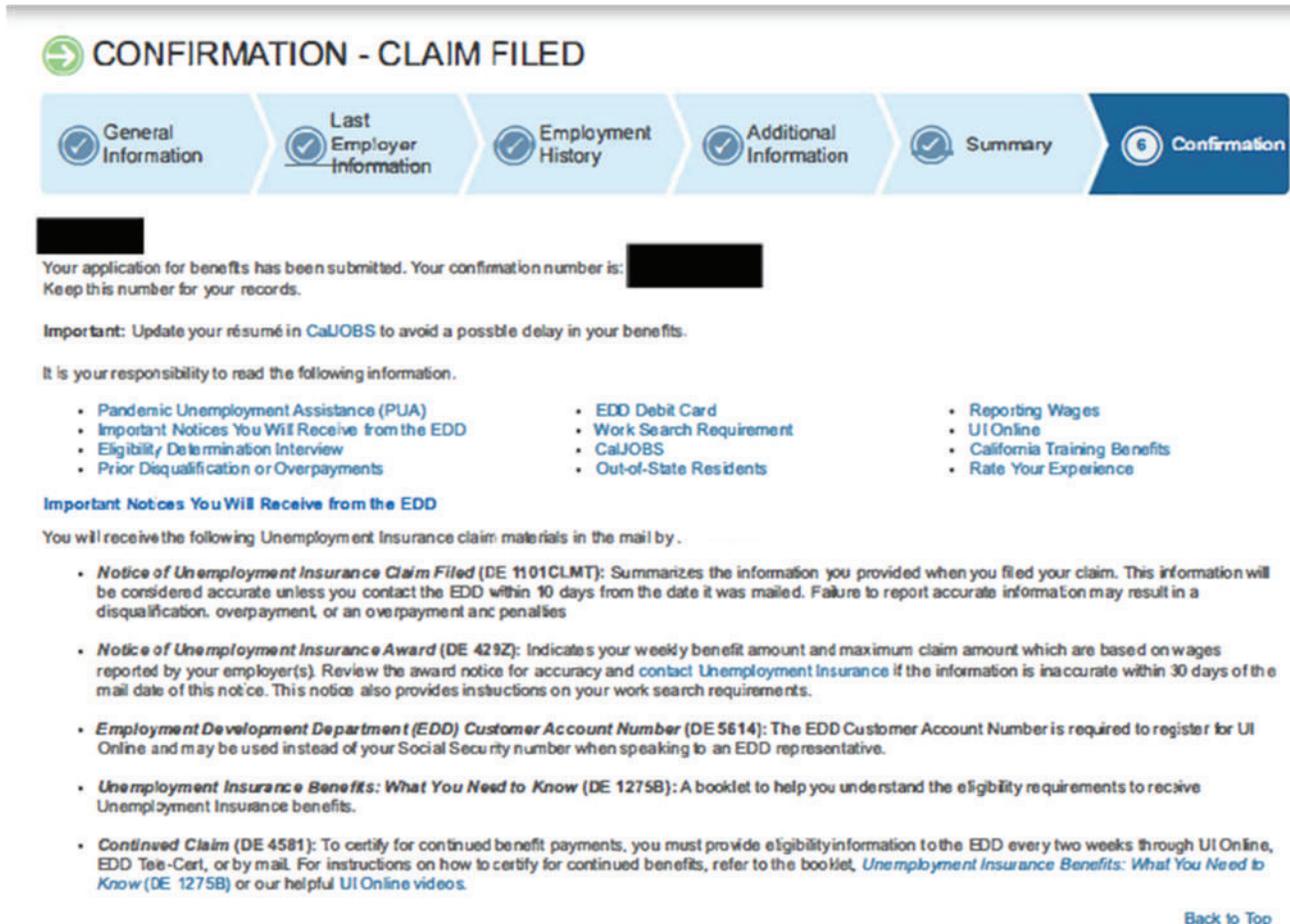


The screenshot shows the top of the California Employment Development Department's Unemployment Insurance Application Summary page. The header includes the CA.GOV logo and the department name. Below the header is a progress bar with six steps: General Information, Last Employer Information, Employment History, Additional Information, Summary (highlighted with a '5' in a circle), and Confirmation (with a '6' in a circle). A 'Draft Saved' message states that the draft will be saved until 05/02/2020 at 8:00 p.m. Pacific Time. Below this, instructions advise the user to review the information for accuracy and to click 'Edit' for changes. A warning states that answers cannot be changed after clicking 'Submit'. A final instruction says to click 'Submit' to complete the application. A legend indicates that an asterisk (*) denotes a required field. At the bottom, a blue bar contains the text 'Applicant Information' and an 'Edit' button.

CLICK “SAVE AS DRAFT” BEFORE SUBMITTING YOUR APPLICATION. As noted above, a draft can only be saved until 8 pm on the Saturday of the week that you began preparing the claim. If you do not complete and submit your claim prior to 8 pm on Saturday, we believe you will lose your draft and need to start your claim again from the first question.

If you need to make any changes, you can click “Edit” in any section, or return to previous pages by clicking the “Previous” button. You should also consider printing (either paper or Print to PDF) your summary so you have all application information available later. **When you have saved your draft and confirmed all of your information is accurate, click “Submit” to submit your claim.**

Upon clicking “Submit,” you will get a confirmation page that looks like this:



CONFIRMATION - CLAIM FILED

General Information | Last Employer Information | Employment History | Additional Information | Summary | **6 Confirmation**

Your application for benefits has been submitted. Your confirmation number is: [REDACTED]
Keep this number for your records.

Important: Update your résumé in [CaJOBS](#) to avoid a possible delay in your benefits.

It is your responsibility to read the following information.

- Pandemic Unemployment Assistance (PUA)
- Important Notices You Will Receive from the EDD
- Eligibility Determination Interview
- Prior Disqualification or Overpayments
- EDD Debit Card
- Work Search Requirement
- CaJOBS
- Out-of-State Residents
- Reporting Wages
- UI Online
- California Training Benefits
- Rate Your Experience

Important Notices You Will Receive from the EDD

You will receive the following Unemployment Insurance claim materials in the mail by . . .

- **Notice of Unemployment Insurance Claim Filed (DE 1101CLMT):** Summarizes the information you provided when you filed your claim. This information will be considered accurate unless you contact the EDD within 10 days from the date it was mailed. Failure to report accurate information may result in a disqualification, overpayment, or an overpayment and penalties.
- **Notice of Unemployment Insurance Award (DE 429Z):** Indicates your weekly benefit amount and maximum claim amount which are based on wages reported by your employer(s). Review the award notice for accuracy and [contact Unemployment Insurance](#) if the information is inaccurate within 30 days of the mail date of this notice. This notice also provides instructions on your work search requirements.
- **Employment Development Department (EDD) Customer Account Number (DE 5614):** The EDD Customer Account Number is required to register for UI Online and may be used instead of your Social Security number when speaking to an EDD representative.
- **Unemployment Insurance Benefits: What You Need to Know (DE 1275B):** A booklet to help you understand the eligibility requirements to receive Unemployment Insurance benefits.
- **Continued Claim (DE 4581):** To certify for continued benefit payments, you must provide eligibility information to the EDD every two weeks through UI Online, EDD Tee-Cert, or by mail. For instructions on how to certify for continued benefits, refer to the booklet, [Unemployment Insurance Benefits: What You Need to Know \(DE 1275B\)](#) or our helpful UI Online videos.

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You should print this page as well and save it for your records, as it includes your application confirmation number.

If you realize after submitting your application that you made a mistake on your application, you have two choices. The best choice is to promptly try to call one of EDD’s telephone contact lines to try to correct the issue. If you think the mistake is important, such as regarding your income or a factor that will affect your eligibility, you should try to call EDD as soon as possible to correct the issue. If you think the issue is not important (e.g., not saying that you are part of a non-union trade association), you can wait several weeks to get a letter from EDD, then try to contact them by phone to correct the information. (C.A.R. cannot advise you on whether an issue is important.)

EDD can be reached at:

EDD General or Technical Support: 1-833-978-2511 (Hours are currently M-F, 8 am to 8 pm)

EDD Claims: 800-300-5616 (Hours are currently M-F, 8 am – noon)

For information about what to expect after you submit your application, visit <https://unemployment.edd.ca.gov/guide#after-you-submit>

Please note that although the confirmation notice asks you to update your resume in CalJOBS, according to the EDD's guidance, **you are not currently required to upload your resume to CalJOBS during the COVID-19 pandemic.**

After you submit your initial application, the EDD will confirm your application and weekly benefit amount via postal mail. You can expect to receive this within weeks. If the EDD requires additional information to complete your claim, the EDD may call you or mail you a notice scheduling a phone interview with you. You'll be notified of the date and time by mail. Make sure to make yourself available for your phone interview, otherwise a decision will be made based on the available facts, which can result in the delay of your payment or denial of your claim.

If you qualify for PUA, your initial weekly benefit amount will be \$167 for claims starting February 2, 2020. Claims between March 30 to July 31 will have an additional, taxable \$600. Your total benefits will last for 39 weeks (including any regular UI and extended benefits you might qualify for).

Once the EDD verifies your income, your weekly benefit amount may increase. Any increase will also apply retroactively. The EDD will notify you of any increase you are entitled to receive.

You will be paid benefits from the date you became unemployed as a result of COVID-19, regardless of when you submitted your claim application.

Upon receiving your first benefit, for weeks starting May 10 you will be required to certify your claim every two weeks. The EDD will contact you at a later date for certification for weeks between March 14 and May 9, 2020.

Certification is the required process of updating the EDD every 2 weeks with your unemployment status with basic eligibility information. The fastest way to certify is on [UI Online](#). You can also do this by phone by calling 1-866-333-4606, or by mailing the paper form. You may be required to answer questions such as:

- Are you physically able to work?
- Are you available for work?
- Are you ready and willing to accept work immediately?
- Did you refuse work?
- Did you work and earn wages?

If COVID-19 is the reason for your request for PUA benefits, you can answer "No" when the EDD asks whether you're looking for work. If you meet all other eligibility requirements, you will continue to receive benefits.

C.A.R. has provided answers to many questions in its Pandemic Unemployment Assistance (PUA) FAQ, which can be found at: <https://www.carcovidupdates.org/pandemic-unemployment-assistance>



SAN DIEGO | MLS

info@sdar.com | (858) 715-8000

4845 Ronson Ct, San Diego, CA 92111

www.sdar.com | www.sdmls.com