

How To

FILE AN INITIAL CLAIM

In the Claimant Portal



1. After you have created your account, log in to the system.

Welcome to the Kansas Department of Labor

New user?
[Create an online account](#)

OR

User ID

Password (Case Sensitive)

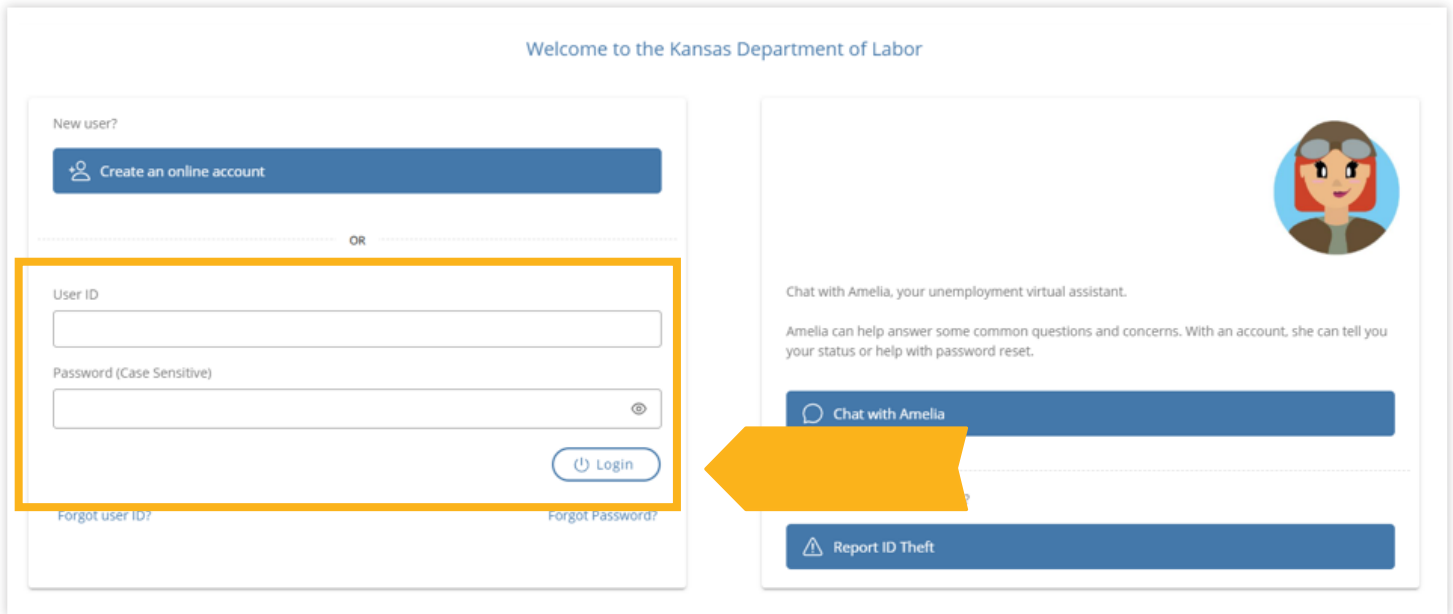
[Login](#)

[Forgot user ID?](#) [Forgot Password?](#)

Chat with Amelia, your unemployment virtual assistant.
Amelia can help answer some common questions and concerns. With an account, she can tell you your status or help with password reset.

[Chat with Amelia](#)

[Report ID Theft](#)



2. Go to the menu in the upper left-hand corner and select Claims.

Home Weekly History Amelia Earhart

Your unemployment snapshot

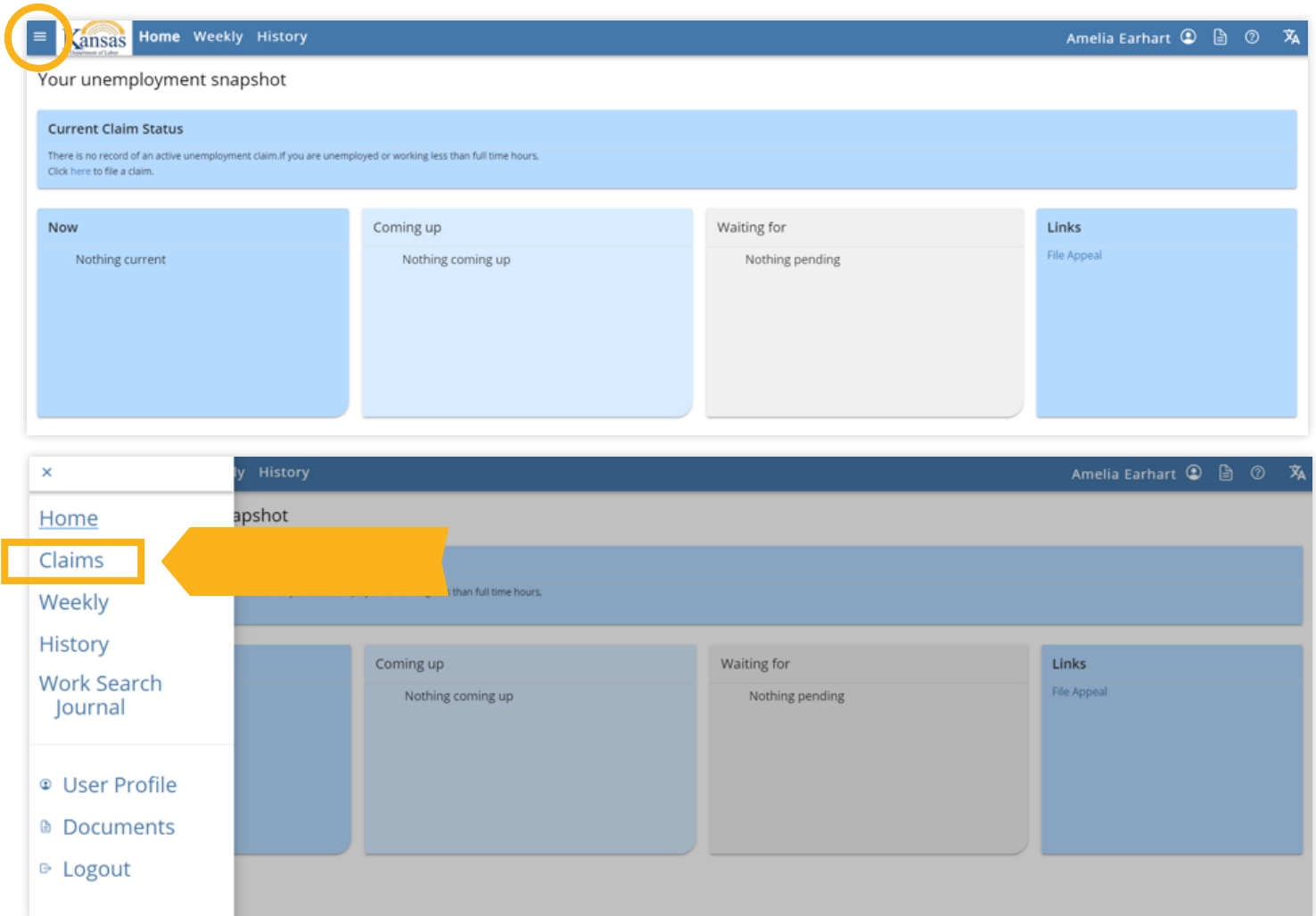
Current Claim Status
There is no record of an active unemployment claim. If you are unemployed or working less than full time hours, [Click here to file a claim.](#)

Now Nothing current	Coming up Nothing coming up	Waiting for Nothing pending	Links File Appeal
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Home Weekly History Work Search Journal

- User Profile
- Documents
- Logout

Claims



3. Answer the questions on the first screen. Based on your answers, the list of documentation you'll need will update on the right-hand side of the screen. When you're done, click the Start button to continue to file your claim. The system will then walk you through three steps to file your claim.

The screenshot shows the Kansas Department of Labor website interface. The header includes the Kansas logo, navigation links for Home, Weekly, and History, and the user's name, Amelia Earhart. The main heading is "Let's figure out what you'll need to apply".

1. First, answer a few questions.

- Are you a US citizen? yes no
- Did you leave the military in the last 18 months? yes no
- Did you leave a federal employer in the last 18 months? yes no

2. Then, get these documents together.

- Driver's license or state ID
- Social security number
- For each employer you've had since July 1, 2023
 - Their name and address
 - Your work start and end dates
 - At least your last three pay stubs

Additional text includes: "Providing false information: KDOL will check your details with each employer. Failure to disclose information, providing false information or misrepresenting with intent to commit fraud is punishable by law." and "How we use your data: Your confidential information may be used for other government purposes including, but not limited to verification and eligibility for other government programs pursuant to 20 CFR 603.11 and the Income and Eligibility Verification System of the Deficit Reduction Act of 1984, Public Law 98-369."

At the bottom, there is a "Cancel" button on the left, "Got everything ready?" text in the center, and a "Start" button on the right.

4. First, the system will prompt you to provide more information about yourself. Note that some of the information has been pre-populated with information you provided when you created your account. Fill in any missing information. Toward the bottom of this screen, select how you would like to receive official notices from the Kansas Department of Labor and what your preferred language is. Then click the Next button.

The screenshot shows the "Tell us about yourself" form on the Kansas Department of Labor website. The header is the same as the previous screenshot.

Tell us about yourself

Personal Info

Social Security Number:

First Name: Middle Initial: Last Name:

Is your name different on your Social Security card? yes no

Have you worked under another last name since July 1, 2023? yes no

Date of Birth:

Gender: male female

Race: ⓘ

Are you Hispanic/Latino? yes no

Are you a U.S. citizen? yes no

Do you have a disability? yes no

Have you served on Active Duty in the United States Armed Forces?

yes no

Are you the spouse of a veteran who is on active duty, who has a 100% service-connected disability, or who died on active duty or from a service-connected disability?

yes no

Have you worked as a seasonal farmworker/migrant during the past 12 months?

yes no

Have you ever attended vocational or technical school training?

Never Attended

What's the highest grade you completed?

Bachelors Degree or Equivalent

Cell Phone

785-250-8620

2nd Phone

Optional

Would you like to get text notifications?

yes no

Home Address

Country

United States

Zipcode

66603

Street Address

401 SW Topeka Blvd

Optional

City

Topeka

State

Kansas

Is your mailing address different?

yes no

Driver's License or State ID card

Do you have a driver's license or state ID card?

yes no

First Name

AMELIA

Middle Initial

M

Last Name

EARHART

Date of Birth

07/24/2000

State Issued

Kansas

License Type/Class

ID/Other

License Number

K01234567

Issued

07/24/2024

Expires

07/24/2028

Height

feet

5

inches

8

How would you like to get official notices?

email usps mail

By choosing email, you agree to the [terms and conditions](#) regarding electronic notifications. If you are using a spam blocker, you may need to add dol.ks.gov to your list of trusted addresses to receive email from us.

What's your preferred language for official notices?

English

Back

1 About yourself

2 Your situation

3 Finishing up

Next



5. The second screen contains questions about your unemployment situation. You'll need to provide details about your employers in the past 18 months, which is the base period for unemployment benefits. The system may already have some employer details populated.

a. Confirm information for a pre-populated employer by clicking the check mark or delete an employer by clicking the trash can. If you don't see an employer listed, click the Plus (+) button to add them manually.

Tell us about your situation

Where have you worked since July 1, 2023?

Confirm each employer you worked for. Delete any you didn't work for. Add any that are missing. Edit any that you need to. Restore any you accidentally deleted

Employer	Job Title	Pay	Start and End	Separation Reason
STATE OF KANSAS 700 SW HARRISON ST STE 300 Topeka-Kansas- US	  Administrative Assistant	\$20.00/Hour	1/1/2020 - 11/1/2024	Lack of work / Laid off

Add any other employers

Where is this application being filed from?

Current situation

Do you know when you're returning to work for at least 40 hours per week?

Have you applied for unemployment in a different state in the last 12 months?

b. When you make changes or add a new employer, a pop-up will appear where you can enter dates worked, your title, your pay rate and other information. Under employment status, select your reason for separation. Answer the questions about pension and severance pay. Click Add, and you will be taken to the previous screen. You can continue to add more employment records as necessary.

Employment Details


Employer Type

Where did you work?

Pay Rate Per

Employer Name

Are you receiving or planning on a pension from them? (Not severance, social security, 401k or 403b)



Country Zipcode

Have you received severance pay from this employer?

Street Address

Optional

City State

Work Location City Work Location State

First day you worked Last day you worked

Job Title

Business Phone

What's your employment status with this company?

Current situation

Do you know when you're returning to work for at least 40 hours per week?

yes no

Have you applied for unemployment in a different state in the last 12 months?

yes no

Are you self employed?

yes no ⓘ

Have you turned down a job since your last day worked?

yes no

Are you presently attending school or training?

yes no

Any reason you can't work at least 40 hours per week?

yes no

Are you an Officer of a Corporation?

yes no

Are you affiliated and in good standing with a union that customarily places its members in employment?

yes no

Are you an employee covered by a collective bargaining agreement?

yes no ⓘ

Are you currently on a substitute employee list for any school district?

yes no

What was your primary job skill/title with your last employer?

Start... typing job title

c. Then continue answering the remaining questions. These include a series of "yes" or "no" questions that cover your current situation. Depending on your answers, the system may prompt you for more information during the filing process. Click Next.

✓ About yourself ● Your situation 3 Finishing up



6. On the final page, you will be prompted to answer questions about how you'd like to receive your payment and whether you want taxes withheld. Your maximum weekly payments and maximum benefit amount will display on the right-hand side of the screen. You must click the Disclaimers button to proceed.

Kansas Home Weekly History Amelia Earhart

Let's finish up

How do you want to be paid?
 debit card direct deposit ⓘ

Name on Account
Amelia M Earhart

Account Type
 checking savings ⓘ

Routing Number
101000187

Account Number Re-enter Account
***** *****

Do you want to have 10% of your unemployment payments withheld for your federal income taxes?
 yes no ⓘ

Do you want to have 3.5% of your unemployment payments withheld for your state income taxes?
 yes no ⓘ

Please read
 Disclaimers

Maximum payments you can expect

Maximum payment per week	\$0.00
Maximum Total thru Sunday, November 9, 2025	\$0.00

Back ✓ About yourself ● Your situation ● Finishing up Done

7. A pop-up will appear. Read the disclaimer and sign using the last four digits of your Social Security number. Click Accept. This will take you back to the previous screen. Click Done.

Privacy Act Statement

The Privacy Act of 1974 requires that you be furnished this statement because you are being asked to furnish your Social Security account number for claims purposes. Your Social Security number is solicited under the authority of the Internal Revenue Code of 1954 [26 U.S.C. 85, 6011(a), 6050B, and 6109(a)]. Disclosure of your Social Security number for this purpose is mandatory, and must be entered on all state, interstate, and Federal UI claim forms. Your Social Security number will be used to report your unemployment insurance to the Internal Revenue Service as income that is taxable. Your Social Security number will also be used as a record index for processing your claim, for statistical purposes, and to verify your eligibility for unemployment insurance and other public assistance benefits. Wage and other confidential unemployment claim information may be requested and utilized for other governmental purposes, including, but not limited to, verification of eligibility for other government programs pursuant to 20 CFR 603.11 and the "Income and Eligibility Verification System" of the Deficit Reduction Act of 1984, Public Law 98-369.

Kansas Department of Labor

The process for filing your claim for Unemployment Insurance Benefits has been successfully completed. A claimant ID number will be assigned to you for claims identification. You may be required to provide additional identification and verification information. Currently, your claim is under review to determine if you are eligible to be paid benefits. Payment options will be through secured free US Bank ReliaCard ® or Direct Deposit. A US Bank ReliaCard ® will be mailed to you unless you have previously been issued a US Bank ReliaCard ®.

TO BE ELIGIBLE FOR UNEMPLOYMENT BENEFITS YOU MUST

- (1) Be unemployed through no fault of your own as determined by Kansas Employment Security Law.
- (2) Be able, available, and actively seeking full time work.
- (3) Serve a one week waiting period (benefits cannot be paid for this waiting period week).

Your responses could raise questions about your eligibility for unemployment compensation or result in a denial of benefits. Please confirm your answers are correct before proceeding from this page.

TO MAINTAIN ELIGIBILITY:

You must timely file a weekly certification online at www.kansasul.gov. The UI Online System and mobile app are available 24 hours a day, 7 days a week. To file a weekly certification using UI Online System and mobile app you will need to establish a user ID and password.

Each week starts at 12:01 am on Sunday and ends at midnight on the following Saturday. Your weekly certification should be filed timely as soon as possible after the Saturday week-ending date. UI System will only accept the most recently completed calendar week.

You must remain able to work and available for work. While filing weekly certifications to obtain benefits, you must answer whether or not you are physically able and available for work. All illnesses and disabilities must be reported.

You must be actively seeking full time work each week. You must apply for one job every week and complete two other job seeking activities — three total activities each week. The work search details and results must be reported to KDOL. Part-time workers are required to provide weekly work search details. Note: You will receive the Work Search Requirements in a separate notification.

You must report any offer of work that you refused during the week that you refused the work. If you return to work full-time, you must advise KDOL of the date you returned to work. **Do not** wait until you receive your first paycheck. If you work part-time, you may continue filing your weekly certifications, but you must report all gross earnings before deductions. Earnings from part-time work should be reported during the week earned, not necessarily the week you are paid for the work. Any earnings over 25% of your weekly benefit amount will be deducted from your weekly benefit amount.

You must notify KDOL and report all pension and/or retirement pay received. Your benefits may be reduced by pensions contributed to by your base period employers (except Social Security).

Your benefits may be reduced by child support obligations. Questions about child support deductions should be directed to Kansas Department of Children and Families.

You must report a change of address **even after** you stop filing or exhaust your benefits.

If your reason for separation was quit, discharge, or leave of absence from your last employer, you will receive a letter notifying you of your scheduled telephone interview to discuss details related to the separation.

I have read and understand the above statements. Sign with the last four digits of your social security number.

Required
Last 4 number of entered SSN does not match with your SSN's last 4 number.

Cancel Accept

8. Depending on your answers throughout the claims process, you may be prompted with follow-up questions. Answer any additional questions in the pop-up and click Submit. This completes your claim for unemployment benefits. Once the Department of Labor verifies your details, they will notify you about your unemployment benefits. When you return to your dashboard, you will be able to see your claim status. Click for more details.

Kansas Department of Labor Home Weekly History Amelia Earhart

Claim completed

You have completed your unemployment claim. We are reviewing your employment information to determine if you qualify for weekly payments.

We will let you know as soon as a decision is made. Please continue to check your claim status for updates.

Continue to your dashboard

Home

Congratulations! You have completed your unemployment claim.