ASSISTANCE WITH FILING FOR UNEMPLOYMENT INSURANCE

Methods of Applying

The California Employment Development Department (EDD) has provided guidance on the best way to apply ("file a claim") for unemployment insurance (UI) benefits.

(1) The recommended method to apply for UI benefits is through EDD's UI Online website.
- If you do not have a computer, EDD recommends that you use a smart phone to access the website, which is mobile friendly.
- For an instructional video in English click here or in Spanish click here.

(2) If filing online by computer or smart phone is not possible, you can apply for UI by phone.
- An operator will assist in processing the UI application over the phone.

Representatives are available at the following toll-free numbers, Monday through Friday from **8 a.m. to 12 noon** (Pacific time) except on state holidays.

English 1-800-300-5616	**Mandarin 1-866-303-0706**
Spanish 1-800-326-8937	**Vietnamese 1-800-547-2058**
Cantonese 1-800-547-3506	**TTY 1-800-815-9387**

(3) If neither of the above methods of applying for UI are possible, you may file a paper application.
- Paper applications can be obtained by printing up the application provided on EDD's Filing website.

By Fax or Mail

File your UI claim by accessing the paper Unemployment Insurance Application. For faster and secure processing, fax the completed application to the number listed on the form. If you mail your application, use the address on the form and allow additional time for processing.

Unemployment Insurance Application

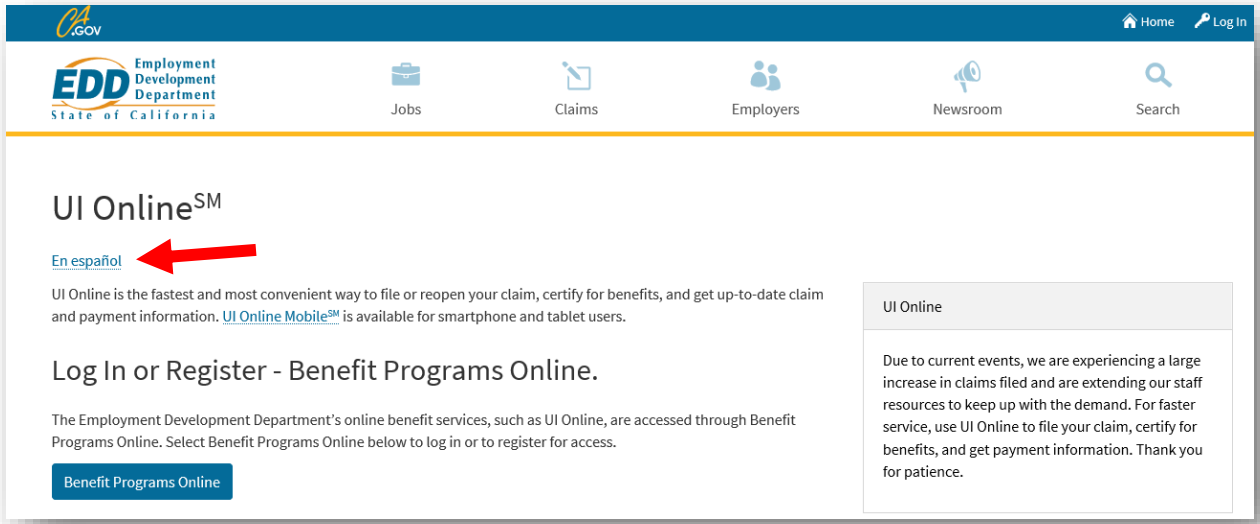
Select one of the following UI applications that best describes your employment. If you have been affected by a disaster, complete the disaster section of the UI application.

- Worked in California English | Spanish
- Worked in California and Another State English | Spanish
- Served in the Military English | Spanish
- Worked for the Federal Government English | Spanish

- You may also contact your local Workforce Development Center to request that a paper application be mailed to you.
  - Contact by email: WorkforceHelp@Rivco.org
  - Contact by phone: Riverside (951) 304-5677
    Indio (760) 863-2627
    Hemet (951) 791-3575
    Blythe (760) 640-3147

Resources for Spanish-Speaking Individuals

- Pages on EDD's website can be translated to Spanish.



- Phone applications can be processed in Spanish by calling 1-800-326-8937

Additional Resources and Information

- General information about UI https://www.edd.ca.gov/Unemployment/Filing_a_Claim.htm
- UI FAQs https://www.edd.ca.gov/Unemployment/FAQ_-_Eligibility.htm
- Guide to UI benefits https://www.edd.ca.gov/pdf_pub_ctr/de1275a.pdf
- Families First Coronavirus Response Act https://wdr.doleta.gov/directives/attach/UIPL/UIPL_13-20.pdf
- UI eligibility requirements https://www.edd.ca.gov/Unemployment/Eligibility.htm.
- UI Checklist https://www.edd.ca.gov/pdf_pub_ctr/de2326.pdf
- How UI benefits are computed https://www.edd.ca.gov/pdf_pub_ctr/de8714ab.pdf
- What to expect as next steps after you file a claim for UI: https://www.edd.ca.gov/about_edd/coronavirus-2019/unemployment-claims.htm