

BENEFITS TIMELINE

REGULAR UI ONLY



STEP 1

Apply for benefits

- File a claim for benefits online or by phone
- Within 7-10 days of filing, you will receive a UI Finding letter. This contains your benefit amount and first date of certification (approximately two weeks after first filing).

Note: You can receive benefits via paper check (default method) or direct deposit. You are strongly encouraged to choose direct deposit. You can enroll in direct deposit when you file your claim. Visit ides.illinois.gov/payment for more information.



STEP 2

Certify online or by phone

- **Certification is how you are paid benefits.**
- On the date indicated in your UI Finding letter, go online and answer the certification questions about your previous two weeks of unemployment. You can also certify by calling the Tele-Serve number listed below.
- Prepare to report whether you worked and the amount of gross wages that were earned over the past two weeks.

Note: You must certify that you are able, available, and actively seeking work. After filing, you must also register with IllinoisJobLink.com.



STEP 3

Receive payment

- After certifying, please allow for 8 days before receiving your payment via check, or 2-3 days for direct deposit.
- You must continue to certify (on the same day of the week indicated in your UI Finding letter) every two weeks to continue to receive benefits.

Note: If your UI Finding letter indicates that your Weekly Benefit Amount is \$0.00, then you have been found Monetarily Ineligible. If you believe that you earned enough to qualify for benefits, please upload proof of your income from the previous 15 months to the [IDES website](https://ides.illinois.gov). Please select "Proof of Earnings" as the label when you upload your documents.

Sample Calendar

Once you **file a claim**, you will wait about a week to get your **UI Finding letter**. This letter tells you when to **certify** -- either on Monday, Tuesday, or Wednesday.* You'll continue certifying every other week, and get your **payment** a few days after certifying if you are eligible when enrolled in direct deposit.

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2 File Claim	3	4	5	6
7	8	9	10	11 Get UI Finding Letter	12	13
14	15	16	17 Certify	18	19 Payment	20
21	22	23	24	25	26	27
28	29	30	31 Certify		2 Payment	

*If you miss your regular certification day, you can certify on Thursday or Friday

[FILE A CLAIM](#)

[CERTIFY](#)



CUSTOMER SERVICE
800-244-5631

TELE-SERVE
312-338-4337