

## Things to Remember When Using



### **Initial Application:**

1. When creating your new account, double check your Social Security Number and Date of Birth to make sure that the information is correct.
2. Remember your Username, Password and Security Answer. These will be used anytime you log into Uplink.
3. You must click on and complete all Additional Information Needed links in order for your application to be processed.
4. When your application is complete, you will be directed to the Indiana Career Connect job matching system, the Official Career Site of the State of Indiana, where you will be required to register for employment. You may also visit Indiana Career Connect by clicking the [Go To Job Match](#) link at the bottom of the confirmation page or going to [www.in.gov/dwd](http://www.in.gov/dwd) under Job Seekers. Failure to register for employment using Indiana Career Connect may affect your eligibility for benefits.

### **Weekly Claim Vouchers:**

1. You may use Uplink to file your weekly voucher on or after the Sunday of each week by clicking on the [File Weekly/Reactivate Claim](#) link.
2. You will be asked "[Do you want to file for this week?](#)" and "[Were you separated from an employer during this week?](#)". If you answer yes to "[Were you separated from an employer during this week?](#)" you will be directed to provide information in order to file an additional claim.
3. READ and answer all questions carefully (some of these questions have been revised).
4. If you have worked, make sure that you report the gross (before taxes and deductions) amount of wages earned during the week you are claiming benefits.
5. Be sure to click on the [Additional Information Needed](#) link and complete all questions. There are three separate screens on which to enter each of your work searches.