

**Non-Citizens, U.S. Military, federal employees or employees who have worked outside of Kansas in the last 18 months** should start the filing process online in order to create an account, but due to the special nature of your claims, you will be prompted during the online process to call the Unemployment Contact Center to complete your unemployment claim.

### Filing a Claim by Phone

If you cannot file online or have questions when doing so, you may file by calling the Unemployment Contact Center and speaking with one of our claims specialists.

#### Kansas Unemployment Contact Center

Kansas City ..... (913) 596-3500  
Topeka ..... (785) 575-1460  
Wichita ..... (316) 383-9947  
Toll-free ..... (800) 292-6333

#### Hours of Operation

Monday - Friday..... 8 a.m. - 4:15 p.m.  
(Closed state holidays)

For additional information about your **rights and responsibilities** after filing a claim for benefits, including the requirement to actively seek work, visit the FAQ's section of our website:

[www.GetKansasBenefits.gov/faqs.aspx](http://www.GetKansasBenefits.gov/faqs.aspx)



# APPLYING FOR UNEMPLOYMENT BENEFITS



[www.GetKansasBenefits.gov](http://www.GetKansasBenefits.gov)

## Necessary Information

In order to process your claim without delay, there is some necessary information you will want to make sure you have ready to provide:

- Full name, including any prior names you might have used in employment such as maiden names or legal name changes
- Social Security number
- Date of birth
- Complete home mailing address
- County in which you reside
- Phone number (the one at which we are best likely to reach you)
- Email address
- Driver's license or state issued ID number
- Name and complete mailing address (as it appears on your W-2 or your paystubs) of the employer you last worked for prior to filing your unemployment claim
- Beginning and end dates of employment with your last employer
- Reason you stopped working for that employer (quit, fire, layoff (permanent or temporary), temporary leave of absence, etc.)

For certain claimants, the following additional information may be necessary:

**Non-Citizens:** You will need to provide evidence of your authorization to work the United States, including your alien registration number and/or your work visa number and its expiration date. We may also ask you to provide clear and legible copies of your documents or cards which grant you work authorization in the United States.

**Active Duty Military (in the last 18 months):** You will want to have a copy of your DD-214 Member 4.

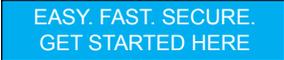
**Federal Employees (in the last 18 months):** You will want to have copies of any W-2's and paystubs as well as any forms SF-50 and/or SF-8 if applicable.

## Filing a Claim Online

Filing a claim online is the easiest and fastest way to file. It is also the most convenient. Claims can be filed through our website from a computer or mobile device.

### First-time Filers

If this is your first time filing a claim for unemployment online, you will first have to register by creating an account.

1. Go to [www.GetKansasBenefits.gov](http://www.GetKansasBenefits.gov).
2. Click on the button that reads 
3. Click the button to create a user name, password and PIN.
4. Complete the fields and then click *Register*.
5. You will be sent an email to verify your account. When it arrives, click the link in the email.
6. Log in using your user name, password and PIN.
7. Click the button to *Apply for Benefits* and follow the prompts to complete the filing process.
8. If prompted by the website, fill out any documents and return them to the Department of Labor. Not doing so will delay benefits.

### Returning Filers

If you have previously registered an online account with the Kansas Department of Labor, simply log in to your account and apply.

1. Go to [www.GetKansasBenefits.gov](http://www.GetKansasBenefits.gov).
2. Click *Sign In* in the top-right of the screen.
3. Enter your user name, password and PIN. If you have forgotten any of that information, follow the instructions on the website for recovering or changing them.
4. Once you are logged in, click *Apply for Benefits* and follow the prompts to complete the process.
5. If prompted by the website, fill out any documents and return them to the Department of Labor. Not doing so will delay benefits.