

Filing an Unemployment Insurance Claim

Process to file an Unemployment Insurance Claim

1. Go to www.jobs4tn.gov.
2. If you have an account, sign in by entering your **username and password**.
3. If you do not have an account, click **Register** to proceed to the next screen.
4. Scroll down the page to **Option 3-Create a User Account**.
5. Select the option to register as an **Individual**.
6. Read the Equal Opportunity and Privacy Agreement and click the **"I agree"** button to move to the next page.
7. Select **Yes** when asked if you want to file an unemployment claim. Then click **Next** to go to the following page.
8. Read the Welcome Screen and click **Next** to go to the following page.
9. Enter your Social Security Number in both boxes and click **Next**.
10. On the pages that follow, enter all information with a red asterisk.

You will need the following information to file an unemployment insurance claim.

- Social Security Number
- Driver's License or State Identification Card
- Complete mailing address
- Phone number
- Email address
- Names and addresses of all previous employers for in the last 18 months.
- Banking Information