

Remember to Certify

Weekly certification is used to verify that you were unemployed during the week and are eligible to receive benefits. You must maintain your eligibility and complete weekly certifications in order to receive benefits. Simply establishing a claim *does not* start benefit payments to you. You can certify online through **UI ICE** or by phone at 701-328-4995.

System Availability

The unemployment insurance online and phone systems are available seven days a week except from 10 p.m. to midnight, Monday through Friday, when system maintenance is performed.

Job Service North Dakota Offices

Bismarck
1601 E Century Ave
Bismarck, ND 58503
Ph: 701-328-5000

Devils Lake
301 College Dr S
Devils Lake, ND 58301
Ph: 701-662-9300

Dickinson
66 Osborn Dr
Dickinson, ND 58601
Ph: 701-227-3100

Fargo
1350 32nd St S
Fargo, ND 58103
Ph: 701-239-7300

Grand Forks
1501 28th Ave S
Grand Forks, ND 58201
Ph: 701-795-3700

Jamestown
1307 12th Ave NE, Ste 3
Jamestown, ND 58401
Ph: 701-253-6200

Minot
3416 N Broadway
Minot, ND 58703
Ph: 701-857-7500

Wahpeton
524 2nd Ave N
Wahpeton, ND 58075
Ph: 701-671-1550

Williston
422 1st Ave W
Williston, ND 58801
Ph: 701-774-7900

TTY Relay ND
800-366-6888
7-1-1

File for Unemployment Insurance Benefits



UI ICE
jobsnd.com



JOB SERVICE
North Dakota
jobsnd.com

UNEMPLOYMENT
INSURANCE
JSND-4040 (R.9.16)

Job Service North Dakota is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities.



JOB SERVICE
North Dakota

The unemployment insurance program helps workers who are unemployed through no fault of their own. It provides temporary income to eligible workers while they look for new work.

In order to receive unemployment insurance benefits in North Dakota, you must first file a claim. You can file a benefits claim at your convenience—online or by phone.

Since unemployment insurance weeks run from Sunday through Saturday, file your claim by Saturday of the week you wish to start your claim. *Your unemployment insurance claim cannot be back-dated and is effective the Sunday of the week in which it is filed.*

Have this information available **before** you file.

- Social Security Number
- Alien Registration Number (if you are not a U.S. citizen)
- Employment history for the past 18 months, including:
 - Each employer's name, address and phone number
 - Employment dates (month/year)
 - Why you are no longer employed
- Final work day prior to filing your claim
- Union name, address and hall number (if applicable)
- DD-214, Member Copy 4 (if you were in the military in the last 18 months)
- SF-50 or SF-8 (if you were a federal employee in the last 18 months)
- Most recent pay stub (helpful, but not mandatory)

File Faster with **UI ICE**

The Unemployment Insurance Internet Claims Entry (**UI ICE**) system provides a secure, convenient way to file for unemployment insurance benefits. File from almost anywhere you have an Internet connection. It's easy and convenient—plus, it's generally faster than filing by phone.

1. Go to jobsnd.com.
2. **Click Unemployment Benefits** to arrive at the Unemployment for Individuals page.
3. **Click Log into UI ICE** to arrive at the North Dakota login screen.
4. If you already have a North Dakota Login ID and password, enter them and **click Login** here. If not, simply **click Register Now** and create an account.
5. Once you have created an account, log in to **UI ICE** and enter your Social Security Number and date of birth. The system will validate your information for security purposes and determine the options available to you.

You will be asked about your work history and the reason you are unemployed to determine your eligibility for benefits. Provide accurate, detailed, and complete information to speed the process.

Find More Answers in the Claimant Guide

The *Unemployment Insurance Claimant Guide* is available on jobsnd.com. The guide is filled with valuable information to answer most unemployment insurance questions and includes a checklist to help you stay on track with your claim.

File by Phone 701-328-4995

You can file an unemployment insurance claim by phone using the Interactive Voice Response (IVR) telephone system. You will be asked several questions to confirm your identity and employment status.

Speak your answers clearly into your phone or use the touch-tone keypad (using 1 for yes and 2 for no). For best results, call from a quiet location, do not use the speakerphone, and when using a cell phone stay in a location with a strong signal.

If you are disconnected when filing your claim, call back during the same week and resume your claim where you left off. If you are disconnected during a certification, call again and repeat your information. **Stay on the line until you receive confirmation that your claim has been accepted.**