



Welcome to Get Kansas Benefits

A Guide to Setting Up Your Initial Claim for Unemployment Benefits in Kansas at www.GetKansasBenefits.gov

The following user's guide was designed to help get you started when filing a first-time application (initial claim) for unemployment benefits online in Kansas. You will be asked to set up your account and provide identifying information that is unique to you.

Before you begin, please review the step-by-step guide, "First Time User Login Instructions" by clicking [HERE](#).



Getting Started

- Begin by going to the Unemployment Insurance website at www.GetKansasBenefits.gov.
- Click on the **Login / Register** box.

Welcome to Get Kansas Benefits

Log in / Register
File an application or a weekly claim

PUA
Apply for Pandemic Unemployment Assistance

Employer: File by Spreadsheet
File an application or a weekly claim

Benefits Calculator

When will you file for Unemployment Benefits?
May 2021

Enter the amount you earned before taxes were deducted for the following periods:

Jan - Mar 2020	Apr - Jun 2020
0.00	0.00
Jul - Sep 2020	Oct - Dec 2020
0.00	0.00

***Your Results:**

Your total pay for the base period is:	Your estimated weekly benefit amount is:
--	--

The Kansas Department of Labor wants to make sure Kansans know their rights and the resources available to them during this COVID-19 pandemic. More information on state-level resources [here](#).

Benefits Login

Note: Login and registration are required for utilizing the online unemployment insurance benefits system. You may use this service to file an initial claim, continue an existing claim or check the status of an existing unemployment insurance claim. Please also note the KDOL Benefits site has been updated for security enhancements and review the [step-by-step guide](#) before creating an account.


Login

MFA System Hours of Service:
Sunday from noon to Monday at 9:15 p.m.
through Friday from 7 a.m. to 9:15 p.m.
on 7 a.m. to Sunday at 5 a.m.

Click the **LOGIN** button. This will take you to the new Multi-Factor Authentication (MFA) login page.

First Time User Login Instructions

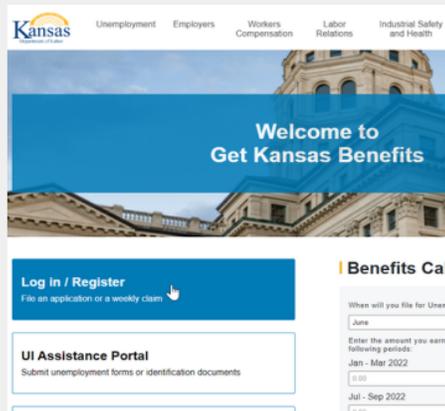
Revised 11/29/2023

1. Create an Account
2. Email Verification
3. Multi-Factor Authentication
4. Identity Verification

ATTENTION:

- Registration will take 10-20 minutes and must be done in one sitting
- Delete all cookies and cache, if problems are encountered
- Your email will be your new username

To apply for unemployment benefits go to [GetKansasBenefits.gov](https://www.getkansasbenefits.gov) and click on **Log in/Register**.



You will be taken to the **Benefits Login** page where you will choose **Create Account: Register**

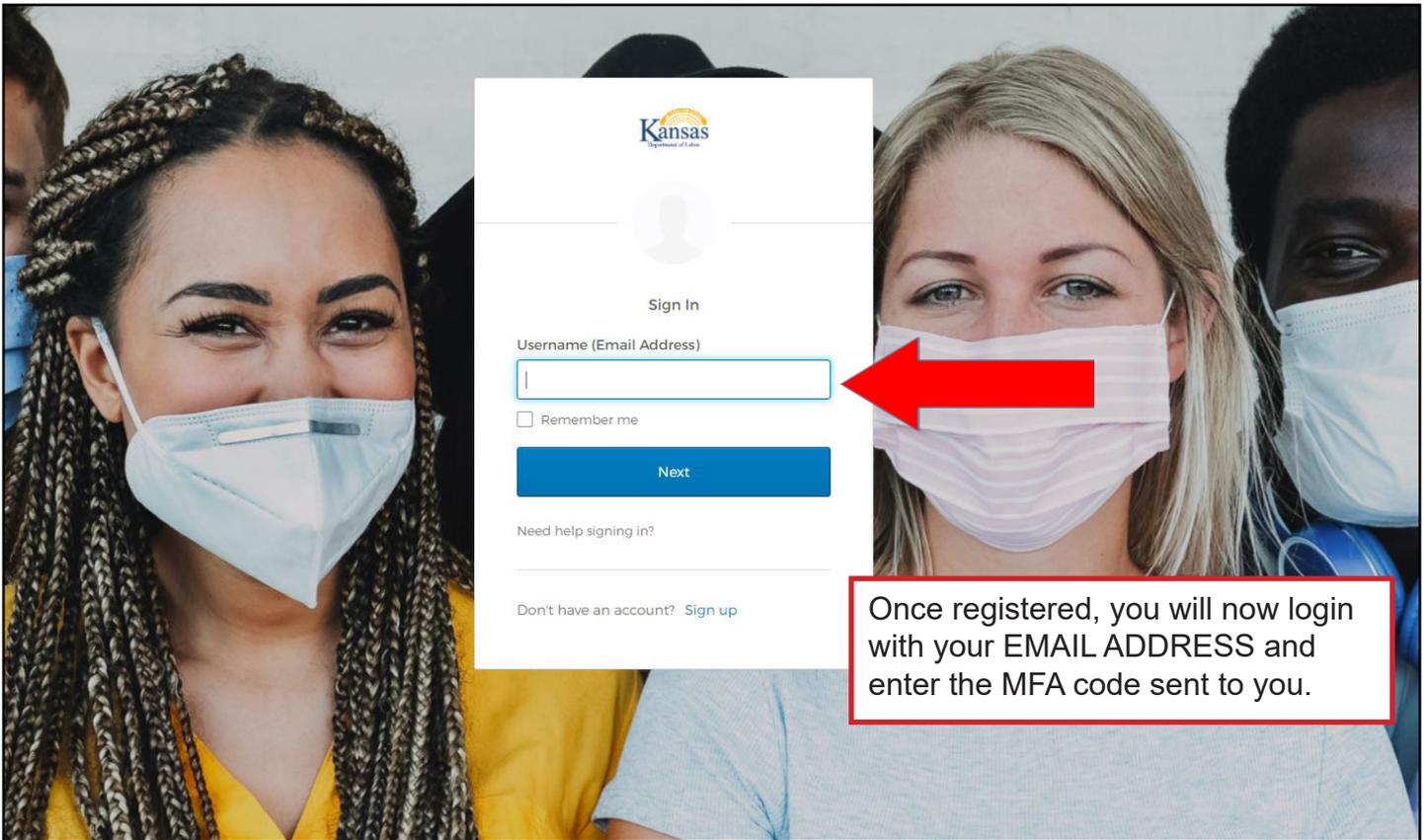
First Time User Login Instructions

Before you begin, please review the step-by-step guide, "First Time User Login Instructions" by clicking [HERE](#).

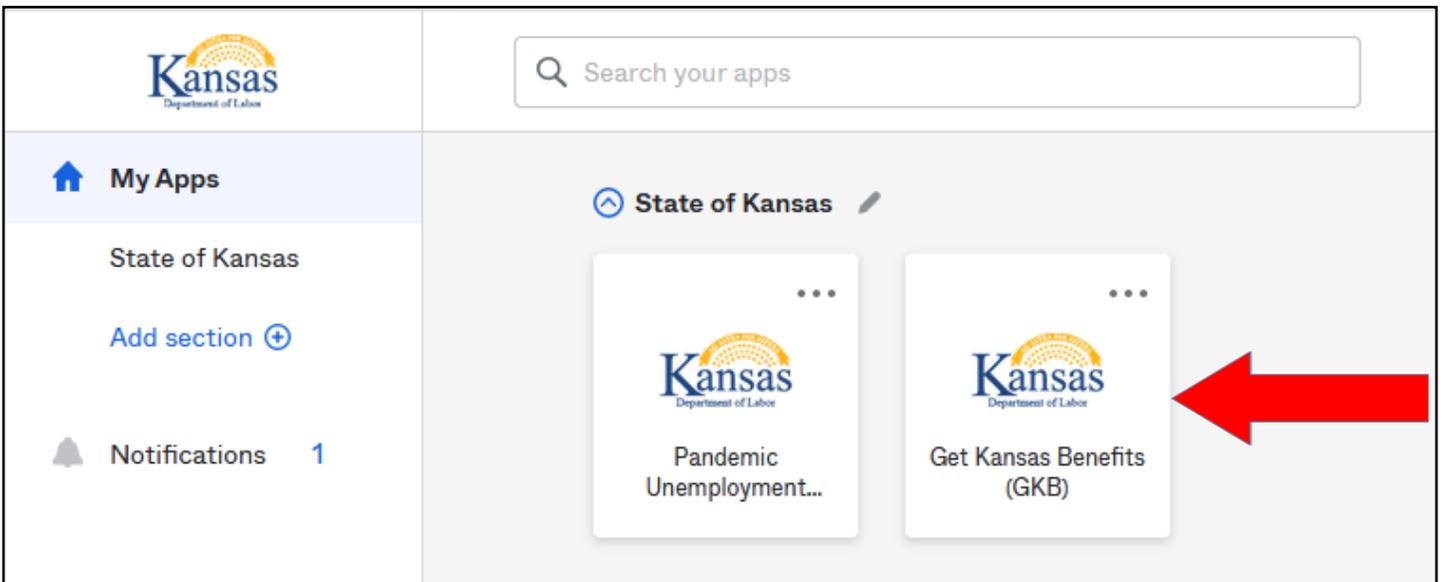
Helpful Tips for Registering:

1. Claimants will need an active e-mail address which will serve as their user name.
2. It is important to complete the registration process in one sitting. Most users are able to register within 5-10 minutes.
3. If you do not see your activation e-mail, check your spam or junk mail folders.
4. Forwarding the e-mail or clicking on the "Activate" link in the verification e-mail more than once may result in an error.
5. If possible, we recommend accessing the site on a desktop computer.
6. If the next page doesn't load, try closing the window and signing back in through GetKansasBenefits.gov.
7. For claimants getting a server error, try accessing the site from Internet Explorer, Firefox or Safari. Some users experience errors when using Google Chrome or Microsoft Edge.
8. Claimants who get the error "e-mail account already exists" or "you do not have permission to perform the requested action" will need to call the Contact Center for assistance on their account. Please let the representative know which error is shown.

Continuing the Application Process

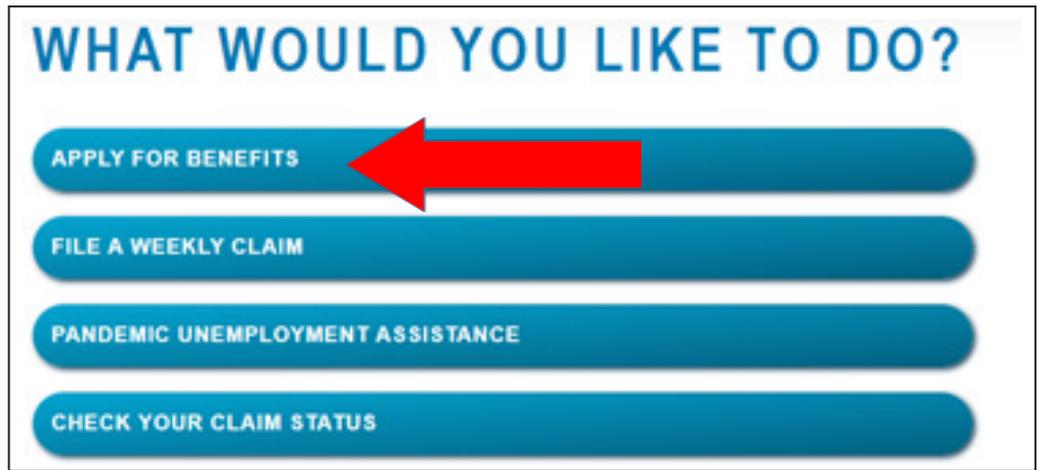


- After successfully logging in, you will be taken to the claimant dashboard. Click on the **Get Kansas Benefits (GKB)** button.



- You will then be asked **WHAT WOULD YOU LIKE TO DO?**

Click on the **APPLY FOR BENEFITS** button.



- After you click on **APPLY FOR BENEFITS**, you will begin the process of entering the rest of your personal information.

 A screenshot of a web form titled "YOUR PERSONAL INFORMATION". The form is divided into two main sections. The left section contains fields for Social Security Number (1), UID (3), Gender (Female), Date of Birth (4), First Name, Middle Initial (S), Last Name, Email Address, Phone, and Phone Ext. The right section contains fields for Mailing Address, Postal/ZIP Code (66606), City (Topeka), State (Kansas), and a section for entering the Postal/ZIP Code, State, and County where you live. At the bottom, there are two buttons: "SAVE FOR LATER" and "NEXT". A large red arrow points upwards towards the "NEXT" button. A progress indicator at the top shows steps 1 through 9, with step 1 being the current step.

- Make sure this information is complete, and keep it up-to-date, as this is what we will use if we need to contact you or verify your identity.
- After you have completed this page, select the **NEXT** button. If you are unable to continue, you can select the **SAVE FOR LATER** option.
- After you click on **NEXT** you will be directed to the **CITIZENSHIP & STATISTICAL INFO** which is required demographic information.

CITIZENSHIP & STATISTICAL INFO

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8 — 9

Personal Info **Citizenship & Statistical Info**

We are required by the U.S. Department of Justice to gather information regarding applicants' race and ethnic characteristics. This information is for statistical reporting only. Please make the appropriate selection that best applies to you.

White
 Black
 Asian
 American Indian or Alaska Native
 Native Hawaiian or Other Pacific Islander
 Not listed above or I do not wish to supply this information

Ethnic Heritage

Latino / Hispanic
 Non Latino / Hispanic
 None of the above

Are you a citizen of the United States?
 Yes No

Have you served on active duty in the United States Armed Forces?
 Yes No

Are you the spouse of a veteran who is on active duty, who has a 100% service-connected disability, or who died on active duty or from a service-connected disability?
 Yes No

Have you worked as a seasonal farmworker/migrant during the past 12 months?
 Yes No

Highest level of education completed?

Have you ever attended vocational or technical school training?

Are you currently working for any employer?
 Yes No

- Some answers that you provided may bring up another set of questions. For example, if you answer “yes” to the “Have you served on active duty in the United States Armed Forces,” you will see the box below with additional questions.

Personal Info **Citizenship & Statistical Info** Exclusionary Questions

We are required by the U.S. Department of Justice to gather information regarding applicants' race and ethnic characteristics. This information is for statistical reporting only. Please make the appropriate selection that best applies to you.

White
 Black
 Asian
 American Indian or Alaska Native
 Native Hawaiian or Other Pacific Islander
 Not listed above or I do not wish to supply this information

Ethnic Heritage

Latino / Hispanic
 Non Latino / Hispanic
 None of the above

Are you a citizen of the United States?
 Yes No

Have you served on active duty in the United States Armed Forces?
 Yes No

What is your veteran type?

What branch did you serve?

What was the nature of your discharge?

Have you attended Transition Assistance Program (TAP) training?

Have you worked as a seasonal farmworker/migrant during the past 12 months?
 Yes No

Highest level of education completed?

- When finished with the Citizenship & Statistical Information click on **NEXT**. You should be at the **EXCLUSIONARY QUESTIONS** page.

EXCLUSIONARY QUESTIONS



Personal Info Citizenship & Statistical Info **Exclusionary Questions**

Please answer the following questions

During the last 18 months, have you worked outside the state of Kansas?

Yes No

During the last 18 months, have you worked for the federal government? This includes employment with NAF, AAFES, etc.

Yes No

During the last 18 months, have you performed any active military service of 180 days or more?

Yes No

In the last 12 months, have you filed a claim for benefits against any state other than Kansas?

Yes No

During the last 18 months, have you worked as an employee for a railroad?

Yes No

SAVE FOR LATER

BACK

NEXT



- Responses to some of these **EXCLUSIONARY QUESTIONS** may require that you speak with a customer service representative at the Unemployment Insurance Contact Center. A **INSTRUCTIONS** page will come up with the local telephone numbers for the Contact Center representative (see below).
- If you do not receive the message to call the contact center proceed by clicking on **NEXT**.

INSTRUCTIONS

Based upon the information provided, we are unable to complete your claim application through the online process. Please contact the Unemployment Contact Center to file your claim. Select option 2 from the list of available services to file your application. You will answer basic questions using the telephone keypad. Once you have completed the automated portion of your claim application, your call will be routed to the first available claims specialist to help you complete your claim.

The customer service representatives are available from 8 a.m. to 4:15 p.m. Monday through Friday except on state holidays.

Local Telephone Numbers

Phone Location	General Information	Weekly Claims
Topeka Area	785-575-1460	785-296-4337
Kansas City Area	913-596-3500	913-287-6913
Wichita Area	316-383-9947	316-269-0633

RETURN TO MAIN MENU

- The next series of questions deal with your most recent employment. To begin, select **ADD EMPLOYER**.

EMPLOYMENT HISTORY

123456789

Personal InfoCitizenship & Statistical InfoExclusionary QuestionsEmployment History

We need information concerning your employment for the past 18 months in order to process your claim. Report all employers, including part-time or temporary jobs. If you are still working for an employer, report that employer as well.

If your record contains a company name that is unfamiliar to you, please look at your paycheck stubs to see if the name displayed is the corporate name for one of your employers.

BACK

ADD EMPLOYER

- The computer system will first attempt to find if there is any information about your employment on file with the agency.

Personal InfoCitizenship & Statistical InfoExclusionary QuestionsEmployment History

[PREVIOUS EMPLOYERS](#) | **EMPLOYER SEARCH** | [MANUAL ENTRY](#)

<div style="margin-bottom: 5px;">Firm Name</div> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Kansas"/> <div style="margin-bottom: 5px;">Legal Name</div> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <div style="margin-bottom: 5px;">Address</div> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<div style="margin-bottom: 5px;">City</div> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <div style="margin-bottom: 5px;">State</div> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <div style="margin-bottom: 5px;">ZIP</div> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <div style="margin-bottom: 5px;">Phone</div> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
---	--

CANCEL

SEARCH

TIP: For best results, please search by name or address but not both.

If you are still unable to find your most recent employer, use [Manual Entry](#).

Search Results

Company Information	
1.	1ST KANSAS CREDIT UNION <small>400 S KANSAS AVE STE B TOPEKA, KS 66603-3438</small>
2.	39TH ST BEVCO OF KANSAS LLC <small>12721 METCALF AVE STE 200 SHAWNEE MISSION, KS 66213-2819</small>

SELECT

SELECT

- If no information is found, you will have to use the **EMPLOYER SEARCH** button to add your information.
- If the employer is correct click on **SELECT**. The next page will ask for additional questions about your employment.

1ST KANSAS CREDIT UNION

Enter First Day Physically Worked

Enter Last Day Physically Worked

Location Worked (City, State)

Reason for Leaving

[Help with Reason for Leaving](#)

Are you a member in good standing of a union and get work only through the union hiring hall?

Yes No

What is the title of your primary occupation?

Primary Job Duty #1:

Primary Job Duty #2:

- Select the correct information if more than one option is presented.
- Employer Information requires you to enter your first day physically worked, last day physically worked, locaton of work and Reason for Leaving.
- When you click on Reason for Leaving you will see blue text that directs you to the **HELP - REASON FOR LEAVING**, which will give the definitions for each reason for leaving. **(See chart below)**. Some of the selections will ask for additional information.
- When you have completed this page click on **SAVE**.



HELP - REASON FOR LEAVING

Quit

Leaving work voluntarily when work is still available to you, including voluntary retirement. If you worked for a temporary employment agency and you did not ask for a new job assignment within 24 hours of when your last assignment ended, you must report your separation as Quit.

Fired

Your employer chose to end your employment when work is still available.

Leave of Absence

You are temporarily off work, with the employer's knowledge, and you have a specific date to return to work.

Lack of Work/Laid Off

Work is not available because your work is interrupted by bad weather; your work is seasonal or you are still working for your employer but your hours have been reduced by the employer.

Labor Dispute

You are a member of a labor union and are unemployed because of a strike or contractual dispute with your employer.

Employer Bankruptcy

Work is not available as a direct result of the employer declaring bankruptcy.

Business Closed in Kansas

Work is not available due to the closure of one or more business locations in the state of Kansas.

Worker Adjustment and Retraining (WARN)

Your employer provided you with a [Worker Adjustment and Retraining \(WARN\) notice](#) that your plant is closing, a mass layoff will occur, or 500 or more employees will be laid off.

- You can now review and correct the information you entered for Employment History. If you have another Employer you can add it at this time. When completed, click **NEXT**.

EMPLOYMENT HISTORY

1 2 3 4 5 6 7 8 9

Personal Info Citizenship & Statistical Info Exclusionary Questions **Employment History**

We need information concerning your employment for the past 18 months in order to process your claim. Report all employers, including part-time or temporary jobs. If you are still working for an employer, report that employer as well.

If your record contains a company name that is unfamiliar to you, please look at your paycheck stubs to see if the name displayed is the corporate name for one of your employers.

Employer: 1ST KANSAS CREDIT UNION
Worked From: 01/01/2010 – 05/07/2021
Reason Left: Lack of Work/Layoff

EDIT REMOVE

ADD ANOTHER

SAVE FOR LATER BACK NEXT



- The next series of questions deal with your ability and availability to obtain new employment.

Personal Info Citizenship & Statistical Info Exclusionary Questions Employment History **Able and Available**

Are you receiving Social Security disability payments due to a physical impairment or handicap as defined in the Social Security Act of 1974?
 Yes No

Are you an officer of a corporation?
 Yes No

Are you self-employed?
 Yes No

During the last 18 months, have you worked for a school district or an employer who contracts work to schools? (Some examples of contract services are bus transportation, school nurses, cafeteria workers, and paraprofessionals)
 Yes No

If Yes, do you have a reasonable assurance of work in the same or similar capacity in the next school year or term?
 Yes No

Are you currently on a substitute employee list for any school district?
 Yes No

Are you receiving severance pay from any employer?
 Yes No



- Some responses to the Able and Available Questions may trigger the need for additional information. In many cases, the forms(s) needed to provide that information are online and this page will provide you links to those forms.
- **NOTE:** Most of the requested forms can be completed and submitted online. If you are asked to submit supporting documents, they must be mailed or faxed to the address or fax number shown on the form(s), **they must be received within seven (7) days.**
- Failure to complete and mail the form(s) within seven (7) days will result in your being ineligible to receive benefits. Remember to always have the printed forms available when you contact the Unemployment Contact Center.
- Click on **NEXT** to the **CONFIRM CLAIM** page.

- You have now completed the filing to set up a new unemployment insurance benefits claim. Read the information on the **CONFIRM CLAIM** page carefully and print a copy for your records. Check the boxes to acknowledge your understanding and certify the accuracy of the information you have provided. Click **SUBMIT CLAIM** when you are finished checking your information.

[Personal Info](#) [Citizenship & Statistical Info](#) [Exclusionary Questions](#) [Employment History](#) [Able and Available](#) **Confirmation**

NOTICE: Please read and print prior to selecting the **Submit Claim** button.

Filing for unemployment:

What happens next?

To qualify for unemployment benefits, you must be able to work, be available for work and be taking action to find work for each week that you claim unemployment benefits.

Filing Weekly

You must file your weekly claim within 7 days for every week you are unemployed or else you may not be eligible for benefits that week.

We recommend filing your weekly claim online at www.GetKansasBenefits.gov

Free Internet access is available through many public organizations, such as local workforce centers, public libraries and some schools.

By filing online, you will also avoid long-distance charges as there is no toll-free telephone number available for the Weekly Claim line. You can file your weekly claim for payment Sunday through Friday.

Your Work Search

You must actively seek work while claiming unemployment benefits. You must apply for one job every week and also complete two other job seeking activities—three total activities each week. We will occasionally ask you to provide your work search records, possibly multiple times, and you are required to provide them in order to continue receiving benefits. We have created a Work Search Activity Log you can use to keep records of your activities. It can be [downloaded from our website](#).

I have read and understand the information contained in this statement.

Certification

If you deliberately make a false statement or withhold information to receive benefits, you are committing an act of fraud. Do you certify that all information given during this application process is true and correct to the best of your knowledge?

Yes

BACK

SUBMIT CLAIM

- After you click on **SUBMIT CLAIM** you will see the page **PROCESSING CLAIM**. You will receive an email titled Kansas Unemployment Benefits Account Verification. Click on Verify your account and it will take you back to www.getkansasbenefits.gov site.



CLAIMANT DETERMINATION

JASPER JACOBSON UID:2093014

05/12/2021

NOTICE: Please read and print copies for your records.

Supporting Documents for Your Claim

Please open and print the forms listed below and have them available when you contact the Unemployment Contact Center.

Self Employment

Information provided in your unemployment application raises a question concerning your eligibility to receive unemployment insurance benefits. Further details are needed to determine whether you are eligible.

Click on the Supporting Document link(s) above and complete the requested form(s). You can email the completed form(s), print and mail, or fax to the Unemployment Contact Center. Failure to complete and return the form(s) may result in you being ineligible to receive benefits.

Submit the form(s) to the Unemployment Contact Center within 7 days from today.

To review your payment method, go to [Payment Options](#) at any time.

The Kansas Department of Labor is always seeking talented individuals. If you're interested in working for an organization that will empower you, make you feel proud and enable you to enjoy working again, please follow the link below and consider an opportunity with us.

www.admin.ks.gov/services/state-employment-center

- The **CLAIMANT DETERMINATION** tells you that your claim application has been filed and has been successfully accepted. This does not mean you will automatically receive benefits. Read the information on this form for instruction for your first week filing. For more information go to the [Frequently Asked Questions \(FAQs\)](#).
- You have been given your **KANSASWORKS** user name, temporary password and the link to the [Open Kansas Works login page](#).
- You can now print this sheet or return to the main menu which gives you the option to view the FAQs.
- You will receive an **Unemployment Insurance Monetary Determination** letter based on the information you provided concerning your past employment. Keep in mind that a monetary determination does not automatically mean you will receive benefits. Additional information may be needed from you and/or your employer to make sure you are entitled.
- If you have more questions, refer to the [Frequently Asked Questions](#) section of the Benefits website at <https://www.getkansasbenefits.gov/FAQs.aspx>. The information listed in the FAQs does not have the effect of law or regulations, but may help answer questions you have about your claim. If you have questions or a problem with your claim that is not covered on this site, please contact the [Unemployment Contact Center](#).