

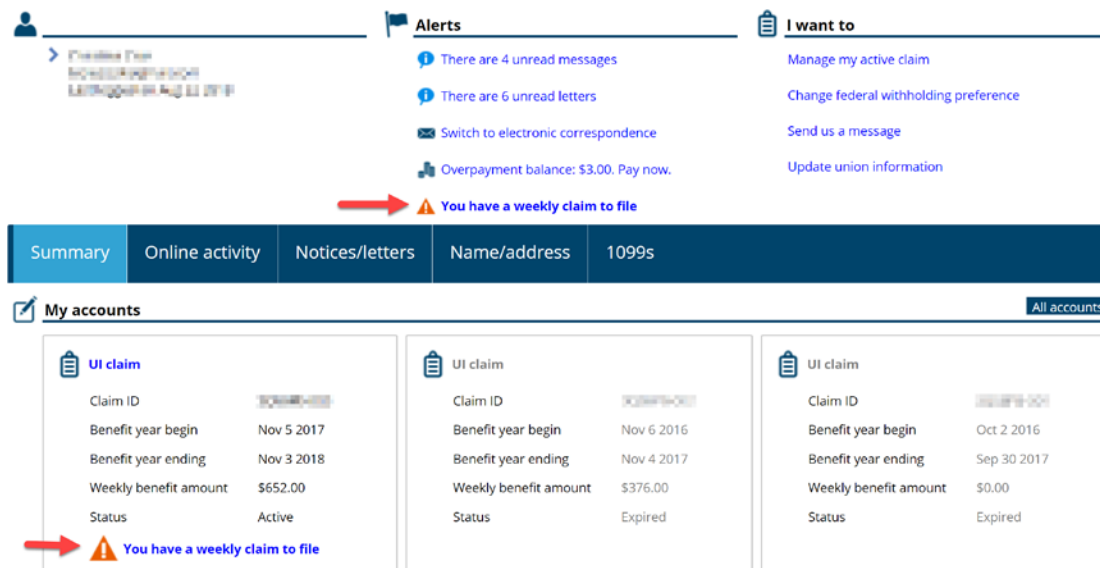
Instructions for apprentices: Submitting weekly claims in eServices

These instructions will show you how to complete sections in your weekly claim that are often confusing in situations that include apprenticeships.

1. Go to esd.wa.gov and log into your eServices account. Another [user guide](#) can help you through the process of creating an eServices account if you don't already have one.

You will see an orange triangle alert if you have one or more weekly claims to submit.

2. Click **You have a weekly claim to file** in either place it appears.



The screenshot shows the user interface of the eServices account. At the top, there are three main sections: a user profile, an Alerts section, and an 'I want to' section. The Alerts section contains four items: 'There are 4 unread messages', 'There are 6 unread letters', 'Switch to electronic correspondence', and 'Overpayment balance: \$3.00. Pay now.'. Below these is a red arrow pointing to an orange triangle icon with the text 'You have a weekly claim to file'. The 'I want to' section contains four links: 'Manage my active claim', 'Change federal withholding preference', 'Send us a message', and 'Update union information'. Below the alerts is a navigation bar with tabs for 'Summary', 'Online activity', 'Notices/letters', 'Name/address', and '1099s'. The 'Summary' tab is selected. Below the navigation bar is a 'My accounts' section with a 'All accounts' link. There are three 'UI claim' cards. The first card has a red arrow pointing to an orange triangle icon with the text 'You have a weekly claim to file'. The second and third cards do not have this alert.

Section	Item	Details
Alerts	There are 4 unread messages	
	There are 6 unread letters	
	Switch to electronic correspondence	
	Overpayment balance: \$3.00. Pay now.	
I want to	Manage my active claim	
	Change federal withholding preference	
	Send us a message	
	Update union information	
Navigation	Summary	Selected
	Online activity	
	Notices/letters	
	Name/address	
	1099s	
My accounts	UI claim	Claim ID: [redacted] Benefit year begin: Nov 5 2017 Benefit year ending: Nov 3 2018 Weekly benefit amount: \$652.00 Status: Active You have a weekly claim to file
	UI claim	Claim ID: [redacted] Benefit year begin: Nov 6 2016 Benefit year ending: Nov 4 2017 Weekly benefit amount: \$376.00 Status: Expired
	UI claim	Claim ID: [redacted] Benefit year begin: Oct 2 2016 Benefit year ending: Sep 30 2017 Weekly benefit amount: \$0.00 Status: Expired

3. Answer **Yes** to the school or training question if you began training during the week noted.

Weekly claim

School and training questions for Sunday, Jul 29 2018 to Saturday, Aug 4 2018

Did you begin attending a school or training program?

Yes No

Required

4. Enter the beginning and end dates of your entire classroom apprenticeship training — *not* the training dates only during the week noted on the screen.

Weekly claim

Apprenticeship questions for Sunday, Jul 29 2018 to Saturday, Aug 4 2018

Please provide the beginning and end dates of your classroom apprenticeship training with your union.

Begin: End:

Required Required

5. After you have answered all the weekly claim questions, a confirmation page will display. It will say that your weekly claim has been accepted for processing for that week. It also lets you know if you have more weeks to claim.

If you want to submit a claim for the week noted, select **Yes, File claim**. If you don't, select **Go back** to return to your account home screen.

Confirmation

Your weekly claim has been accepted for processing.

Additional week to file

You have an additional outstanding claim for the week ending Jul 8 2017, would you like to file this now?