

ReEmployME/Unemployment Process



Create Accounts:

1. **You must have your own email address** for both ReEmployME and Maine JobLink. Create one now if you don't have one. Gmail at www.gmail.com, Yahoo at www.yahoo.com, and Mail.com at www.mail.com are user-friendly free sites. **AOL is not accessible from the CareerCenter.**
2. Go to www.mainecareercenter.gov, here you will find links to both the Maine JobLink and ReEmployME.
3. Click on **"File Unemployment Claim"** then **"Create ReEmployME Account"**. – you will create a User ID and Password here. (Tip: you can use the same one you used on the Maine Joblink account).
You should see – **Successful Registration Confirmation** if you did it correctly.
4. **Access your personal email account now.** You should receive an email from ReEmployME with a verification code. Follow the instructions below to verify your email address.
 - Write down the unique verification code #
 - Log back into www.maine.gov/ReEmployME and click on Claimant Login.
 - Click the link in the email or log in to www.maine.gov/ReEmployME and hover over the **Benefits Maintenance** tab, then over **"Update Claimant Profile"** and select **"Verify E-mail."**
 - Enter your unique verification code: *****
 - Click Next – You should see an **Email Verification** page if done correctly.
5. Next, hover over **Benefits Maintenance** tab > then over **Update Claimant Profile** > then select **Set up Pin**. Enter a 4-digit number in the PIN Number box. (This # must not start with zero.) Reenter the 4-digit number in the Confirm Pin Number box. Click Submit. If done correctly, you should see the statement, **"Updated IVR PIN Confirmation"**. The IVR PIN has been updated successfully.
6. Hover over **Unemployment Claim** > then over **File Unemployment Claim** > then select **File Unemployment Claim**. Read all information carefully, answer questions and be sure you get to the last page where you see submit and click submit. You will see three screens after you hit submit. It is a good idea to print and save all 3 pages. 1. Important Weekly Certification Filing Instructions 2. Estimated Monetary Determination 3. Claim Confirmation (If you do not see the Claim Confirmation page, do not log out. Ask for assistance!)
7. If you have not already done so, you may get an email from ReEmployME that a Maine JobLink Account has been created for you; follow the directions on that email to create and account. If not, ensure to create a Job Seeker account on the Maine JobLink <https://joblink.maine.gov/ada/r/> or if you have searched for jobs within the CareerCenter before, verify with CareerCenter staff if you already have an account on Maine Joblink
8. If you haven't completed or uploaded your Resume on the Maine Joblink, make sure to do this within 2 weeks. **Your Maine Joblink account needs to be UI registered in order to receive benefits.**

Weekly Certification

1. File your weekly certification every week. (You have Sunday through Saturday to file your weekly claim for the previous week.) You need to have 1-3 verifiable jobs or more, listed each week. Make sure to write down accurate information on where you looked for work whether it is over the phone, in person or on the web. You will need the Company Name, Address, and Phone Number and:
 - a. The Name/Title of the person you spoke with and their phone number, or
 - b. The Name/Title of the person you sent your resume to and their email address, or
 - c. The Website you applied through
2. If you participated in any scheduled CareerCenter reemployment services or related workshops during the week claimed or attend a Job Fair hosted by the Maine Department of Labor, or a Job Fair at which the Maine Department of Labor participated, no other job search is required. Click on the **"no"** radio button for "did you look for work" and answer **"yes"** to the question "did you attend a CareerCenter sponsored event" on the Work Search Questionnaire screen when filing your weekly certification.
3. Please contact staff if you need assistance. If we are unable to assist you with your claim, we may advise you to call the ReEmployME Customer Service Line at 1-800-593-7660 or to go to www.maine.gov/labor/contact and complete a form and submit it and a ReEmployME Customer Service Representative will contact you. (Only submit a question once. Customer Service Reps are busy, but they will get back to you as soon as possible.)



Maine's JobLink is the place to find your first job, your next job, a better job or a whole new career!

Search for jobs online, post your résumé, and get matched with employers looking for your skills.

You can get information and assistance at your local CareerCenter or visit:

www.mainecareercenter.gov

New Customers:

- Click on: "Log In / Register" below the Maine JobLink logo. On the next screen, Click on "Job Seekers".
- Under Create a Profile, click on "Create a job Seeker Account".

Note: Passwords must have uppercase and lowercase letters, number(s) and a special character. Please answer as many questions as possible to ensure your account is accurate and complete.

- After entering your personal information, you will be asked to create a system "Résumé" with which to begin your targeted job search.
- You can create as many résumés in the system as you wish in order to target your desired occupational searches.

Note: the Maine JobLink system is both a job matching system and a résumé builder. You can upload a resume or build one in the system. When you are building your resume; the "talents", "tools and technology", and "work activities" may appear to show up more than once. In reality, you are matching your skills to the jobs the first time you answer the questions; the second time you need to reselect which are the most important to you to put into your résumé. Be very selective here as to not select too many and blow your résumé up that you will have to correct it later, read small print as to how many items you can select.

Save often, save each page before moving to another.

Returning Customers: (if you have not used your account in 30+ days, call us first to enable your account!)

- Click on: "Log In / Register" below the Maine JobLink logo. On the next screen, Click on "Job Seekers".
- Under "Already have an account?", enter your information and click "Log In".
- If your password does not work, click "Forgot Username or Password". Follow the instructions to reset your password.

Need additional assistance?

Call your local CareerCenter:

Check location information at www.mainecareercenter.gov



It is okay to "remember" your User Name and Password by writing them down, but

KEEP THEM SECURE!

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