

File Your Weekly Claim Certification

What is a weekly claim certification?

- The weekly claim certification is your request to be paid unemployment insurance (UI) benefits for a particular week of unemployment.
- After you file an initial claim, you must file a weekly claim certification each week to certify that you are unemployed.
- If you do not file timely weekly claim certifications, your benefit payments may be delayed/denied.

What are the weekly claim certification questions?

- The weekly claim certification is a legal document and includes several questions that you must answer accurately to certify your eligibility for UI benefits. For a full list of questions, see the **Weekly Claims Certifications FAQs** (labor.maryland.gov/employment/claimfaq.shtml).
- If you make a mistake when you file, immediately call **667-207-6520**.

How do I file my weekly claim certification?

You may file using either:

- **BEACON 2.0** (beacon.labor.maryland.gov/), or
- **Interactive Voice Response (IVR) phone system** (410-949-0022 or 800-827-4839).

To file a weekly claim certification in BEACON, either:

- Select **Weekly Certification** from your portal's left menu, **or**
- Select **Action Items** (from your portal homescreen **or** under Alerts & Messages on the left menu). If a week is available to file, you will have an Action Item.

When should I file my weekly claim certification?

You must file between 12:01 a.m. Sunday and 11:59 p.m. Saturday ET, immediately following the week for which you are requesting benefit payments.

Note: In Maryland, the benefit week runs from Sunday to Saturday.

- For example, if you file a weekly claim certification on Wednesday, May 19, you are requesting payment for the benefit week that started on Sunday, May 9, and ended on Saturday, May 15.

How can I receive help filing my claim certification?

- See **Filing Your Weekly Certification BEACON video** (labor.maryland.gov/employment/uibeaconvideo.shtml)
- See **Weekly Claims Certifications FAQs** (labor.maryland.gov/employment/claimfaq.shtml)
- To learn more about UI, see the **Division website** at MDunemployment.com.