

# 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](http://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** ([beacon.labor.maryland.gov/](http://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](http://labor.maryland.gov/employment/uibeaconvideo.shtml))
- See **Weekly Claims Certifications FAQs** ([labor.maryland.gov/employment/claimfaq.shtml](http://labor.maryland.gov/employment/claimfaq.shtml))
- To learn more about UI, see the **Division website** at [MDunemployment.com](http://MDunemployment.com).