

# Quick Start Guide



## NAVIGATING THE NEW UC SYSTEM DASHBOARD

This is an example of how your dashboard will look in the new UC system. Because the dashboard is customizable and can be changed to the way you want it to appear, everyone's dashboard will have a different appearance.

Each dark blue heading and its contents is called a "widget." You can click and drag the widgets with your cursor to move them around, and also choose what you see by using the link "Configure Dashboard Widgets" at the bottom of your screen.

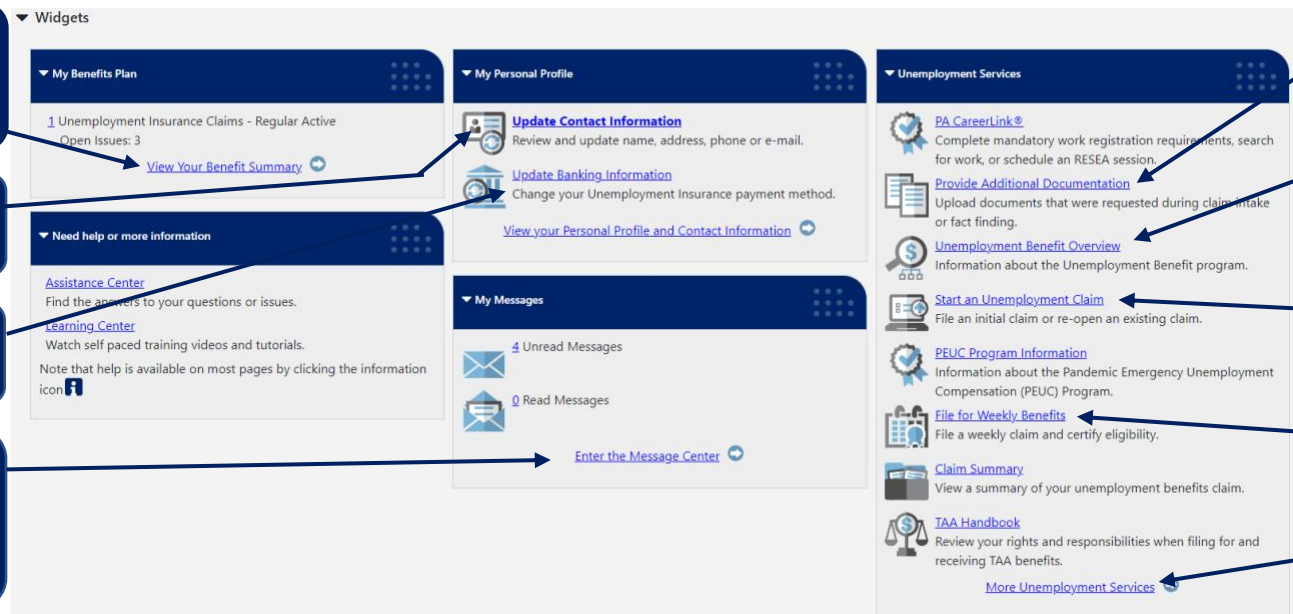
Here are some of the things you can do through your dashboard.

View all of your claim's information, such as payments and issues

Update your address, email, phone number

Start or change direct deposit

View messages and correspondence which could affect your benefits



Upload documents

Learn about the unemployment program

Open or reopen a claim

File weekly claims to receive payments

Expand for more options (next page)

## Available links in the Unemployment Services widget:



[PA UC Handbook](#) - Review your rights and responsibilities when filing for and receiving unemployment compensation benefits.



[File a Wage Protest](#) - File a Wage Protest to notify the UC Service Center of an error on your Notice of Financial Determination.



[TAA Handbook](#) - Review your rights and responsibilities when filing for and receiving TAA benefits.



[PA CareerLink®](#) - Complete mandatory work registration requirements, search for work, or schedule an RESEA session.



[PEUC Program Information](#) - Information about the Pandemic Emergency Unemployment Compensation (PEUC) Program.



[Request Unemployment Claim Backdate](#) - Select this option to request a backdate on an unemployment claim.



[File a Claim](#) - File a new claim for unemployment insurance benefits or re-open an existing claim.



[Claim Summary](#) - View an overview of your current claim for unemployment insurance benefits.



[Direct Deposit of UC Benefits](#) - Update your unemployment insurance benefits payment information including the method of payment (e.g. debit card or direct deposit).



[Update Contact Information](#) - Review and update your name, address, phone numbers or e-mail address.



[Appeals](#) - File an online appeal on a determination you feel is incorrect, respond to a notice of appeal, request to have an appeal withdrawn or reopened or view any appeal you have filed or to which you to are a party.

Please see links below for a printable copy of the appeal instructions and petition to appeal form.

[Appeal Instructions \(PDF\)](#)

[Petition for Appeal \(PDF\)](#)



[Unemployment Benefit Overview](#) - Review information on the unemployment insurance benefits program including how you qualify for benefits.



[Provide Additional Documentation](#) - Upload documents that were requested during claim intake or fact finding.



[Extended Benefits Program Information](#) - Review information about the Extended Benefits (EB) program.



[DUA Handbook](#) - Review your rights and responsibilities when filing for Disaster benefits.



[Overpayment of Benefits](#) - View your Overpayment Balance and/or make a payment toward your Overpayment.



[Weekly Claim Certification](#) - File your weekly certification of eligibility to continue claiming unemployment insurance benefits.



[Form 1099-G Information](#) - View and print unemployment insurance benefit payment data reported to the IRS for income tax purposes for the most recent calendar year available.



[Federal Tax Deduction](#) - Review and update your selection on withholding federal tax from your unemployment insurance benefits.



[Provide Specific Documents](#) - Upload documents that are required to process your unemployment insurance claim.