

Employ Florida

Work Registration Instructions



If you are a new Reemployment Assistance claimant, you must follow the steps below to receive your benefits.

Florida law requires Reemployment Assistance claimants, unless otherwise exempt, to complete the work registration process in Employ Florida *prior* to requesting benefit payments. Employ Florida is a valuable resource that can assist you in securing employment and connect you with other resources.

If you fail to complete all of the steps for the work registration process, you will be deemed ineligible to receive Reemployment Assistance benefits until you complete your work registration.

IMPORTANT: The work registration process applies to all NEW claimants who apply for state or federal Reemployment Assistance benefit programs.

To complete the full work registration process, you must:

1. Complete the **Reemployment Assistance Benefits Registration**
2. Provide your valid **social security number**
3. Ensure you provide a valid **email address**
4. Complete the **Background Wizard**
5. Create (or update) a resumé through the **Résumé Builder**

Work Registration Exemptions:

All claimants filing a new claim for Reemployment Assistance benefits are required by s. 443.091(1)(b), F.S., to register for work through Employ Florida before claiming benefits unless, as provided in s. 443.091(1)(b)1-5, F.S., the individual is:

- Unable to complete the online work registration due to illiteracy or a language impediment (for the purposes of this exemption, illiteracy includes the inability to effectively read, comprehend, and write in English or Spanish, or to effectively use a computer).
- Not residing in Florida.
- On an established temporary layoff of not more than 8 weeks from the date he or she last worked for employer. A union member who customarily obtains employment through a union hiring hall.
- Participating in an approved Short-Time Compensation (STC) plan.
- Physically, mentally, or visually impaired which makes the individual unable to use a computer.
- Legally prohibited from using a computer.

Steps to complete the Employ Florida Work Registration process:

Step 1. Access Employ Florida at [EmployFlorida.com](https://www.employflorida.com) or follow the link provided in the CONNECT system.

Step 2. Under the “**Job Seekers**” menu, select the “**Reemployment Assistance**” link.

The screenshot displays the Employ Florida website interface. At the top, there is a red banner with the text "Click here for the latest updates of Career Center closures and operation hours due to COVID-19." Below this is the "DISASTER RECOVERY Jobs Portal" logo on the left, a "Select Language" dropdown menu, and a yellow "Sign In" button. The main header features the "EMPLOY FLORIDA" logo. A search bar is present with a "Search Jobs" dropdown, a text input field for "Job Title, Company, Occupation or Military Code", another text input field for "City, State, County, Region or Zip", and a yellow "Search" button. Below the search bar, a blue box contains the text "Enter a keyword and/or location to find jobs." The main content area is divided into two sections. The first section, titled "JOB SEEKERS", shows a group of five diverse people looking at their smartphones. Below this image, the text reads "Search the full-service employment center to find and view job openings, create and post résumé, look for training, and much more." Underneath are four menu items: "+ Find a Job", "+ Find Your Local Career Center", "+ Reemployment Assistance" (which is highlighted with a red box and a red arrow), and "+ Education and Training". The second section, titled "EMPLOYERS", shows a woman in a white shirt talking to several men in a professional setting. Below this image, the text reads "Post job listings, search for qualified employees, analyze labor market information, and locate business services." Underneath are four menu items: "+ Find a Candidate", "+ Job Market Trends", "+ Post a Job Opening", and "+ Labor Market Information".

Step 3. Begin the **Reemployment Assistance Benefit Registration** process by determining if you have an Employ Florida account.

If you already have an account with Employ Florida, select the sentence highlighted below. If you are not sure if you have an account, select **“Next”**.

Reemployment Assistance

Welcome to Reemployment Assistance, *formerly Unemployment Compensation!*

On the next screen you will be given information about what you need to do to complete the Registration process. This is a requirement for you to fully complete the Reemployment Assistance claims process.

Next, you will be asked to enter your social security number to determine if you are already in the system. You MUST use your correct social security number, name, date of birth, and gender to complete the Registration process.

If your Social Security Number is in the system, you will be taken to the login screen. Upon login, click "File a Claim" if you wish to proceed with the Reemployment Assistance process.

Click *Next* to proceed to the next screen.

[If you know you have an account, please click here to sign in.](#)

Next >>

If you already have an Employ Florida account, you will be redirected to enter your information so that it can be verified in the database. If your information can be verified, you will be directed to reset your password. If your information cannot be verified, you will be given next steps for receiving verification assistance. Once a team member is able to verify your information, you will be given a temporary password. You may reset the temporary password once you are logged into the system. **Proceed to Step 4.**

If you do not already have an Employ Florida account, the system will walk you through the steps to create an account and complete your **Reemployment Assistance Benefits Registration**.

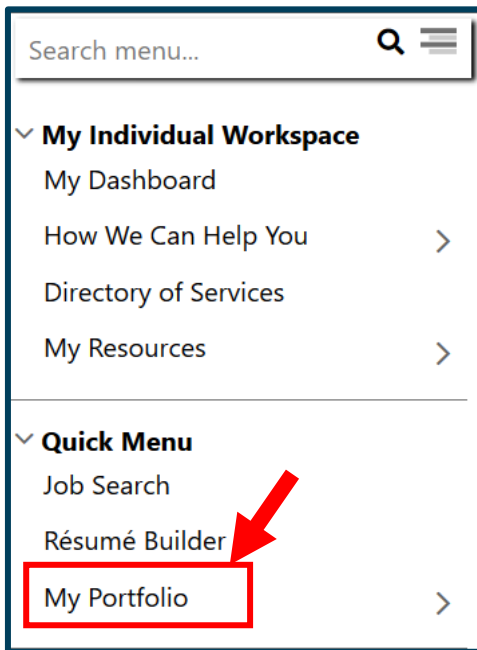
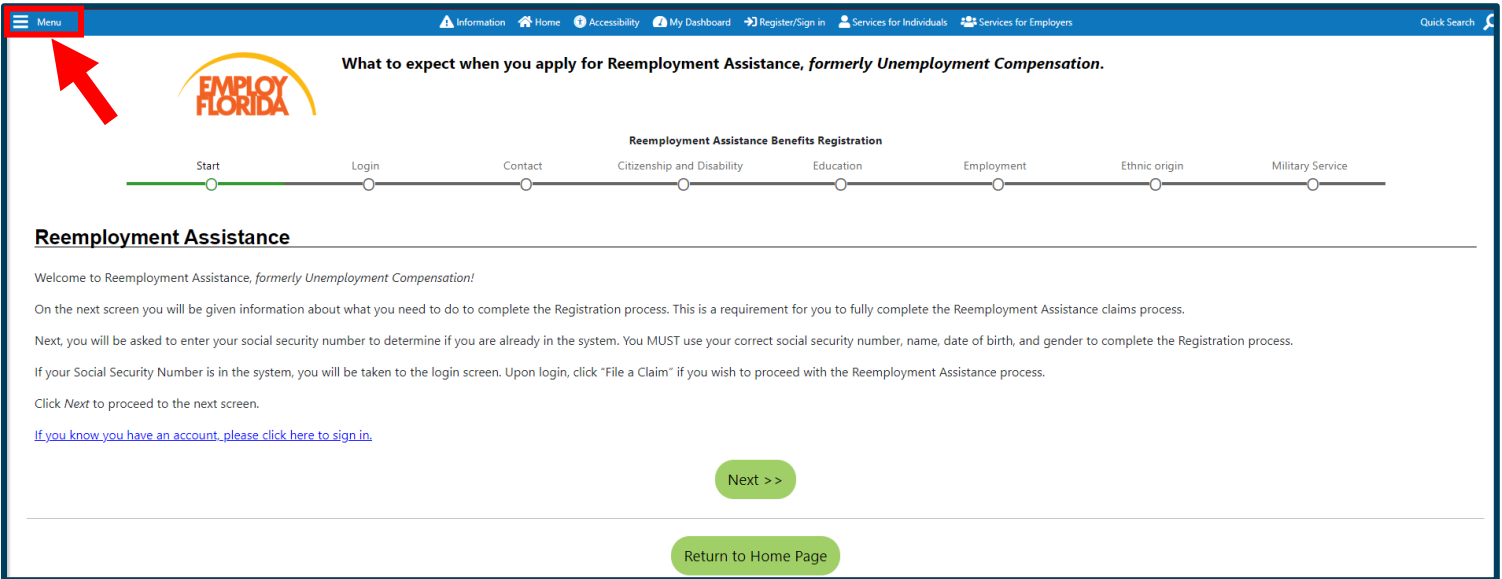
The following personal information is required to complete the Reemployment Assistance Benefit Registration:

- Social Security Number
- Date of birth
- Proof of citizenship
- If you are not a U.S. citizen, your alien registration number and work permit expiration date
- Highest education level achieved
- Current employment status
- Current work search status
- Desired job title and occupation
- Employment history as a farmworker (if applicable) for the past 12 months
- Information related to the current or prior U.S. military service of you or your spouse (i.e., Character of Discharge, Disabled Veteran status, service dates)
- Receipt of public assistance in the past 6 months (i.e. Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program assistance)

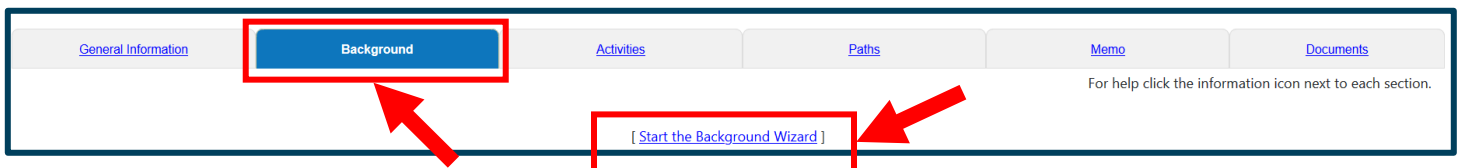
If you have not worked in Florida during the last 24 months, you do not need to complete this registration. You can instead call the Reemployment Assistance customer service line at 1-833-352-7759 to determine what other options you may have. Please select "Cancel" to back out of this process or select "Next" to continue.

Step 4. Complete the **Background Wizard**.

To access and complete the Background Wizard, select the **“Menu”** tab in the upper-left corner of the screen, then select **“My Portfolio”**. Under **My Individual Profiles**, select **“Personal Profile”**.



Next, select the **“Background”** tab, then select **“Start the Background Wizard.”**

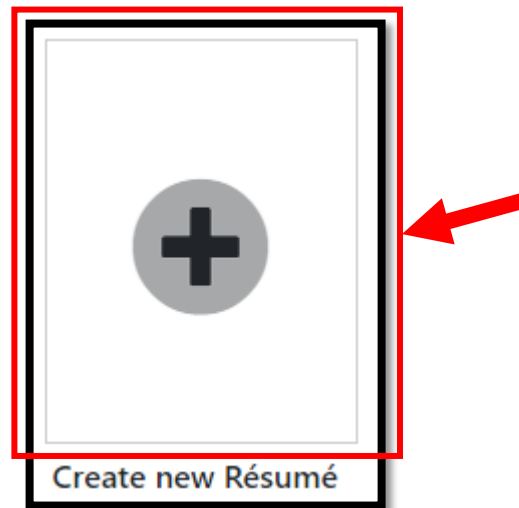
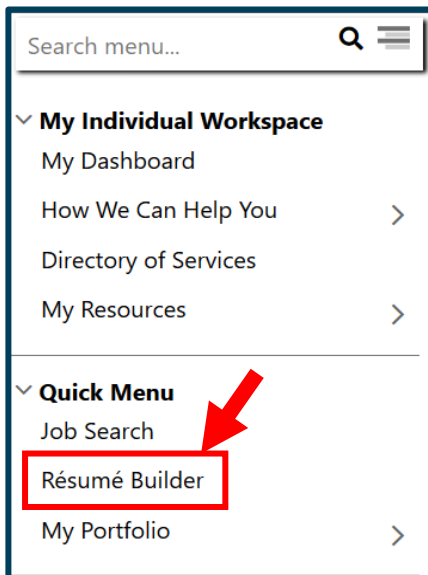
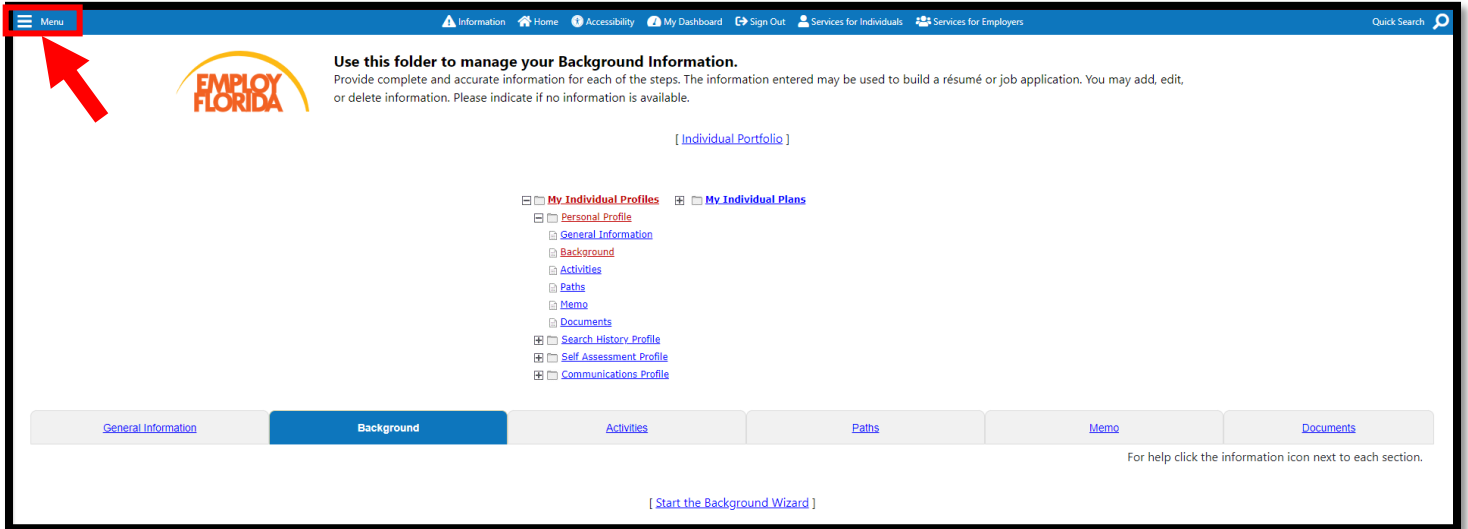


Follow the on-screen instructions to complete all items that are applicable to you.

When you have completed the Background Wizard, the “**Start the Background Wizard**” link appears again. **NOTE:** Do not click on this link again if you have already completed the wizard.

Step 5. Complete the **Résumé Builder**.

After completing the Background Wizard, select the “**Menu**” tab in the upper-left corner of the screen. Under **Quick Menu**, select “**Résumé Builder**”, then select the plus (+) sign above “**Create new Résumé**” in the center of the page.



You will have the option to create your résumé step-by-step, upload an existing résumé or duplicate a résumé in the system (if you have previously created and saved a resume in Employ Florida).

Enter the “**Résumé Title**”, select the option “**Allow employers to view my résumé online**”, choose “**Comprehensive**”, “**Upload**” or “**Duplicate a résumé in our system**” (if available), then select “**Save**”.

If you select the “**Comprehensive**” résumé creation method, follow the prompts on the screen and complete all items that are applicable to you.

NOTE: If you have previously created a résumé in Employ Florida, **please update and activate your Résumé** through the Résumé Builder.

The screenshot shows the 'Résumé Name' section with a text input field for the 'Résumé Title'. A red box and arrow point to this field. Below it is a note and a link to 'Show Résumé Best Practices'. The 'Availability' section has two radio button options: 'Allow employers to view my résumé online.' (selected) and 'Hide my résumé from employers.', with a red box and arrow pointing to the first option. The 'Résumé Creation Method' section has three options: 'Comprehensive' (selected), 'Upload', and 'Duplicate a résumé in our system', each with a red box and arrow. At the bottom right, there are 'Save' and 'Cancel' buttons, with a red box and arrow pointing to the 'Save' button.

Additional Information and Resources:

When you have completed **all** of the steps mentioned above, you have completed the full work registration process as required to receive Reemployment Assistance benefits. It may take up to **24 to 48 hours** after completion for the information to transfer to your CONNECT account. If you need further assistance, please contact the [Reemployment Assistance Help Center](#).