

How Do I Get Started?

New Hampshire Employment Security Video Script

Hi, I'm Kristin, of New Hampshire Employment Security.

In order to file a claim with NHES, you'll need a few documents and pieces of information.

All unemployment claims in New Hampshire are filed online at www.nhes.nh.gov. This website is your one-stop shop for unemployment compensation information. I urge you to visit it right away, or come into your nearest NHWorks office for assistance.

Please have the following information available before you file:

- Your social security number
- Your home and mailing address
- All telephone numbers that you use (home & cell)
- If you aren't a US Citizen, you'll need your alien registration number
- The dollar amount of any separation, holiday, sick or retirement pay you have already received or expect to receive from your employer
- If you were in the military in the past year, you'll need Form DD-214, Member 4
- And if you worked for the federal government in the past year, you'll need form SF-8

In addition, you'll need the following information for each employer you've worked for in the past 18 months, in New Hampshire or any other state (TIP: You will find most of this information on a paystub or W2 from your employer):

- Complete name and address, including zip code. You'll also need the payroll address, if different.
- Each employer's telephone number, including the area code.

- The day, month and year that you began and ended employment with each employer.
- Lastly, you'll need the reason for leaving that employment.

Now that you have all your documents assembled, you're ready to apply.

Go to www.nhes.nh.gov, and choose the "File for Benefits" link located under the Claimant menu at the top of the page. You must register before you can file an application. Click the blue Create New Account link in the top left portion of the screen, and follow the prompts. It is important to remember your password, you will need it to file weekly continued claims or retrieve your correspondence.

If you're a returning user, go to nhuis.nh.gov/claimant. Click near the top left page titled Existing User Log In. Again, follow the prompts to complete the log in.

If you have forgotten your password, or are locked out, go to your local NHWorks office with identification or call 1-800-266-2252, during normal business hours: 8 a.m. to 4:30 p.m. Monday-Friday. You will be asked several questions to confirm your identity.

Even though most of your filing can easily be done online, please remember our staff members and NHWorks offices are here to help.