#### Refiling due to 1 year anniversary

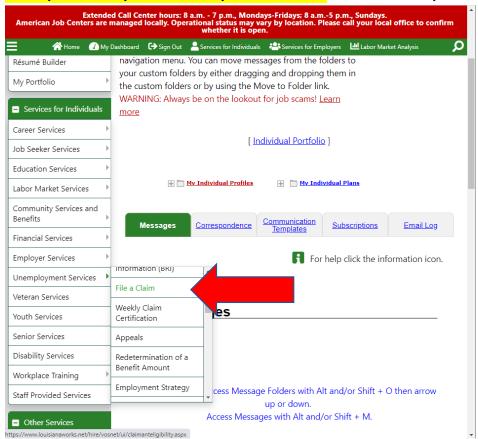
# ONLY REFILE IF HiRE tells you to do so when trying to file a weekly certification or when you complete the weekly certification.

Please follow the steps below. If you are not sure or have questions, please email <a href="mailto:sect@iatse478.org">sect@iatse478.org</a> with your username, password and phone number and Dawn will try to help you.

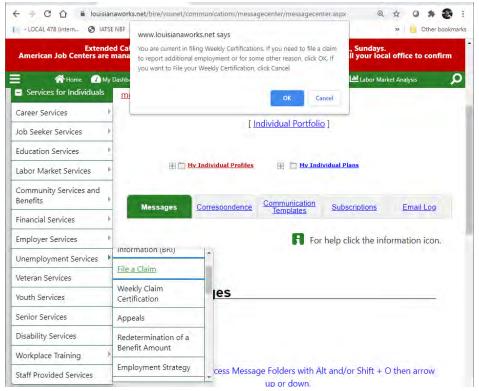
BEFORE YOU REFILE!!!!! Make sure your final payment has processed. AND TRY TO DO THIS IN THE SAME WEEK as that payment.

#	Week Ending	Certification Filing Date	Benefit Pay Date	Payment Number	Benefit Amount	
36	08/15/2020	8/17/2020 3:19:02 AM	8/18/2020	17475948	\$247.00	

From your Claim Summary Screen, SELECT ALL the text in summary. Copy it. Paste it into an email or document so you have the record. It will go away when you refile your claim. It also helps with info as you refile.

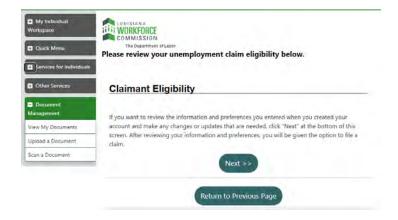


Under Services for Individuals / Unemployment Services / select File a Claim

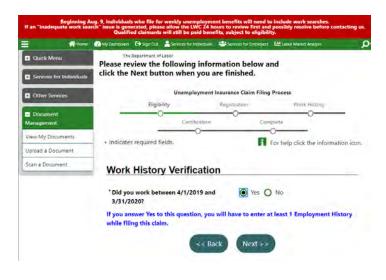


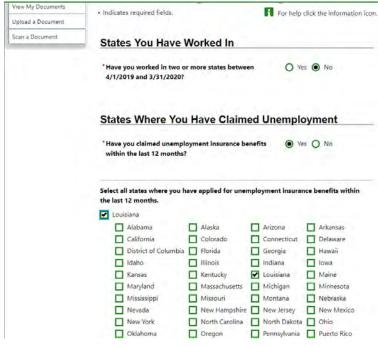
You will probably see this box pop up. Click OK

#### You will then see this screen. Click next



Click through the usual questions.

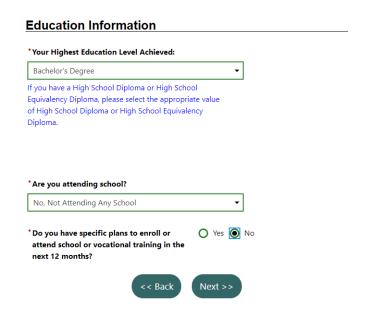




If you are reopening a claim, be sure to click yes and Louisiana

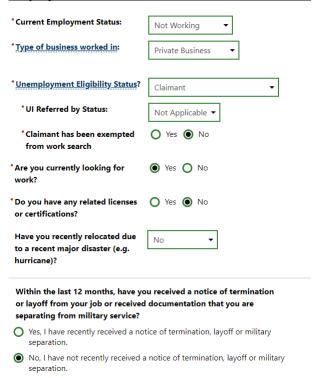
Watch the Citizenship question to make sure it is answered and the Child Support question. Sometimes it changes from your last entry.



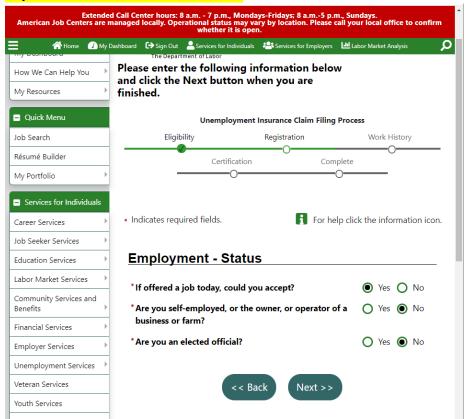


Make sure to click NO for school as this button is not usually populated

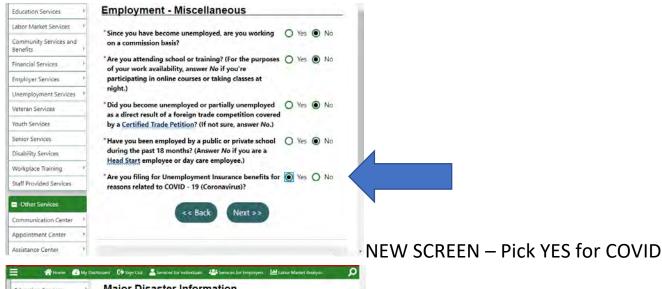
#### **Employment Information**



Say NO to to the termination notice here at the bottom The other answers are marked correctly above.



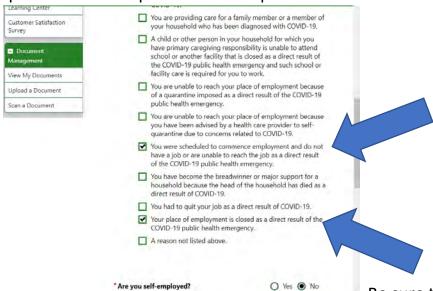
Pick yes for self employed if you file a separate business return or a Schedule C when you file your taxes and it is your primary source of income. This is only to help get you enough wages. If you work regularly for a payroll company, then you will not need to list self employment earnings. If the income is only for kit rental, then DO NOT list Self Employed.





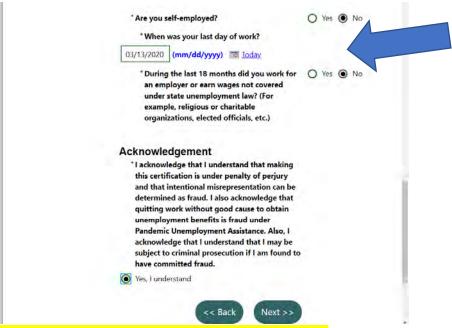
- Another new Screen. This starts out as one

question at the top. See the next photo for the continuation of answering the questions.



Be sure to click yes on these two for sure. If

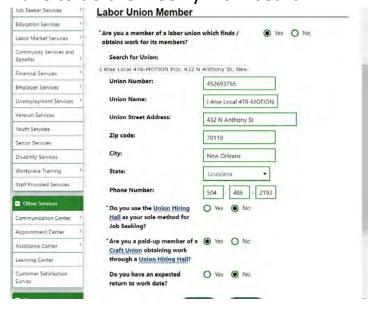
anything else applies to you, then click it off as well. One more screen below.



If you have a different last date, use it especially if you have worked since the shutdown. This is what most people would have based on the shutdown of the Film and Television Industry.

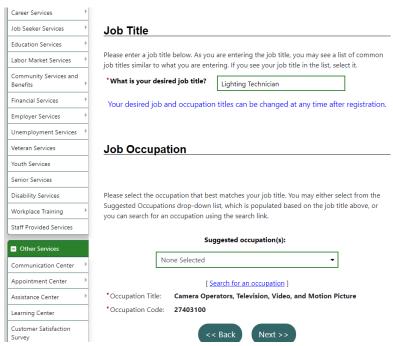
## **UNION PAGE**

MAKE SURE THIS SCREEN IS FILLED OUT LIKE THIS!!!!! This is how you DO NOT have to do the weekly work search.



In the search, start typing **I A** and it should pop up. The address is now correct in their system. The radio buttons are marked as they should be. If you are not a union member and reading this, then clearly, you say no to the union question at

the top. Or for other locals, you should choose your union. If you are IATSE and cannot easily find your union, use Local 478 and let me know that is what you did.

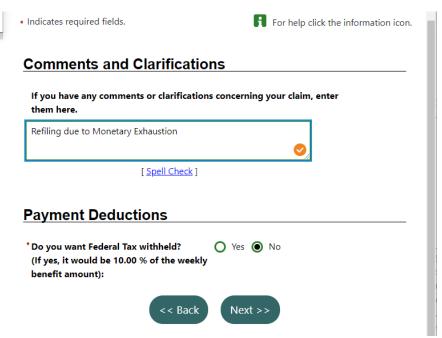


Job Title is whatever your primary craft is. Be sure to choose **Camera Operator** in Job Occupations when a Job Occupation is listed. It is the way we are grouping all film and television workers. If you didn't do it, it will be okay. Next are the following screens

**Ethic** 

Military Service

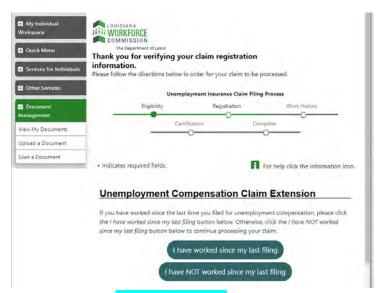
Driver's License



This is usually the Banking Page. As long as you have direct deposit set up, it will not ask you any questions about your banking preference

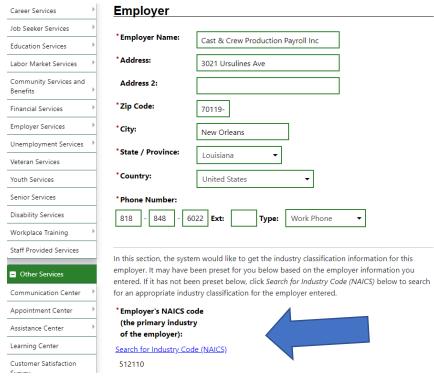
This is what I put in the box. - Refiling due to HiRE request

Be sure to make your own decision about if you want the taxes withheld on the account. This can be changed later if you wish.



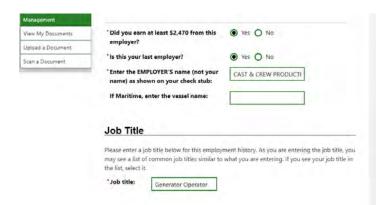
If you Have NOT worked since your last filing Click the bottom option. Skip to the top of Page 12

If you HAVE worked since your last filing press the top one "I Have Worked since my last filing". You will need to put in any employers you have worked since the last time you filed. You do not have to 2 years.



Don't worry about changing the address for the employer

The NAICS code to use is 512110 if you need to put it in. Search for it by the number

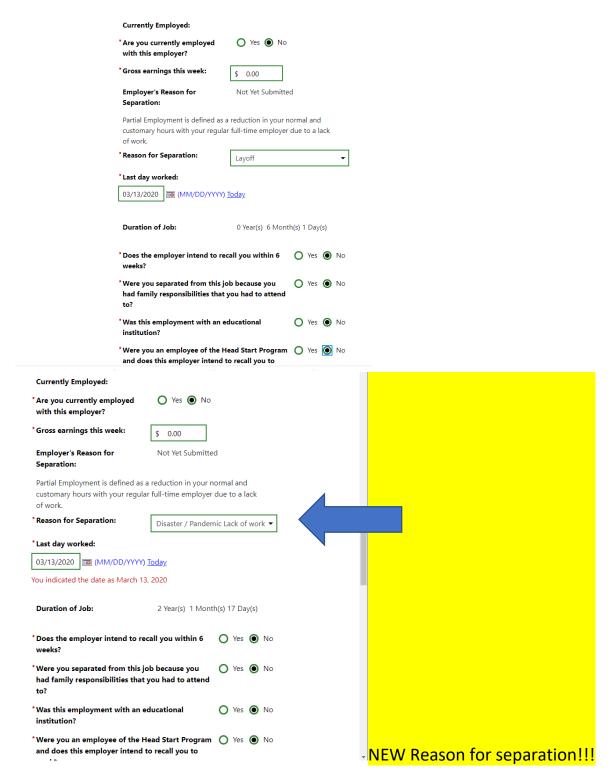


Answer the above questions appropriately. Job title is what you usually do.



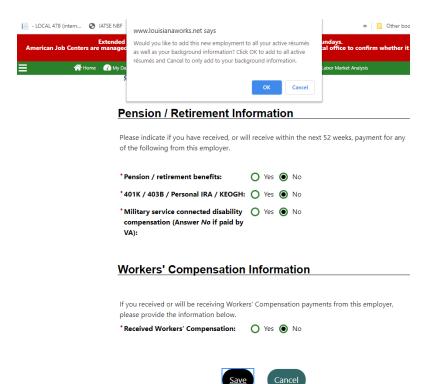
#### Make sure the occupation is Camera Operator

The position information auto filled from what was last listed. Make sure it is correct. The start date can go all the way back as far as you started working for that payroll company. They can lump together.



It also saved all the info from last time until the last radio buttons.

All the buttons to the end are NO. In the text box slightly describe what you do. Lighting technician for film and television. Or what you put before may already be there.

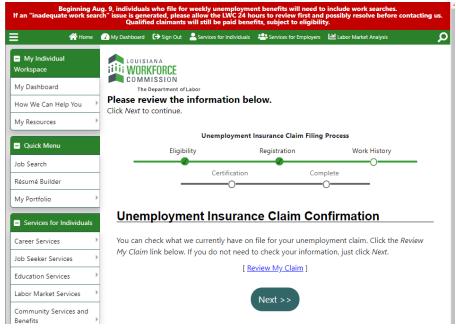


when you hit save at the end, you can click cancel on the 3 pop up boxes in blue. They just want you to save these things to a resume in their system.

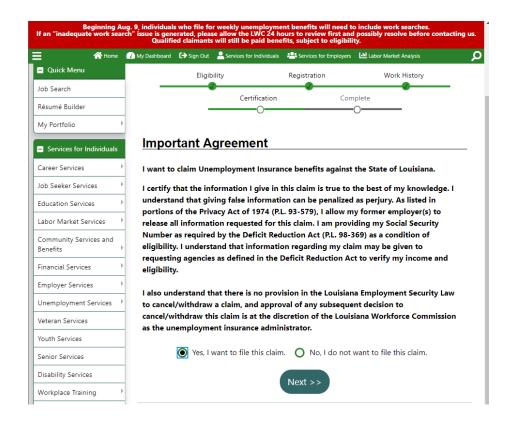
If you had errors, make sure to correct them.

Once you enter one employer in, you should be able to tell it No to additional work and it will take you through the summary screens where you double check the wages. (sorry didn't have some who worked to screenshot for this)

DID NOT WORK – use this from here forward. You are now at this screen because you did NOT work since your last filing, or you have entered the employer information.



Click Next. DO NOT REVIEW THE CLAIM

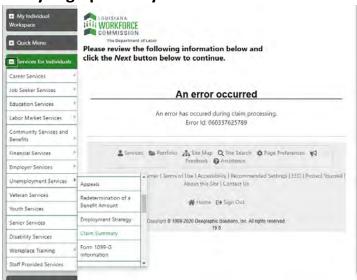


## Next is the Check the Box Screen - I promise to play by the rules!

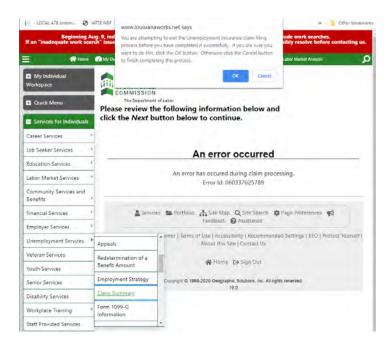
(Sorry didn't think you needed the screenshot of this)

Then the summary of the check the boxes screen. Click next at the end. Then go to your Claim Summary (skip page 13)

If you get this screen after the check the box screen, DON'T PANIC! It's a glitch but everythign probably worked.

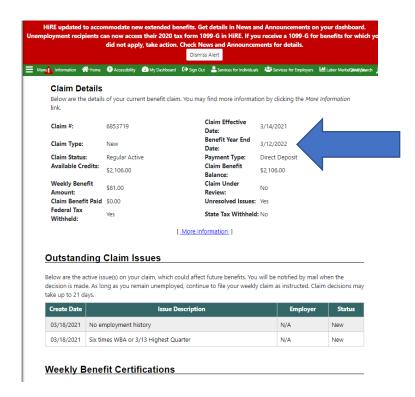


## Click to go back to your Claim Summary and this popup will show up



#### **Click OK**

Your new claim summary should look like this if you were at your one year mark. (Now you are glad you copied and pasted your summary before you refiled)



Start filing your weekly certifications the following week according to the schedule based on the last number of your Social Security Number. If you filed in the same week as you hit your exhaustion, then you should not miss a week.

It does sometimes take them a week or two to process these. Please be patient there will be many people doing this at the same time.

Watch your message center for an identity verification. You may be required to upload the following documents. If you are do so in the document section as well as the link in their email. The Document section does not like .heic photos, so try to keep them as .png or .jpg it also likes .pdf.

- 1. Front of driver's license or ID that you listed in your claim

  Make sure the address on this is the same as your claim as well
- 2. Back side of the driver's license or ID
- 3. Social Security Card a W2 will work if you can't put your hands on the SSC
- 4. Selfie of you holding the driver's license and Social Security Card.

Don't reduce the size of these images, just make sure they are nice and clear.