



Things to Remember When Using



Initial Application

1. When creating your account, ensure that your Social Security Number and Date of Birth are correct.
2. Remember your Username, Password, and Security Answer. These will be used each time you login to Uplink.
3. In order for your application to be processed, you must complete all *Additional Information Needed* links.
4. When your application is complete, you will be directed to *IndianaCareerConnect.com* where you will register for employment. You may also visit *IndianaCareerConnect.com* by clicking the *Go to Job Match* link at the bottom of the confirmation page. Failure to register for employment using *IndianaCareerConnect.com* may affect your eligibility for benefits.

Weekly Claim Vouchers

1. To file your weekly voucher, click the *File Weekly / Reactivate Claim* link. Vouchers are available on or after the Sunday of the week(s) you wish to file.
2. The question **“Were you separated from an employer during this week?”** will be asked on each voucher. If you answer **“Yes”**, you will be asked to provide additional information.
3. Make sure you read and answer all questions carefully.
4. If you have worked, make sure you report the gross (before taxes and deductions) amount of wages earned during the week for which you are filing a voucher.
5. Make sure you click on the *Additional Information Needed* link to answer all additional questions about your claim. There are three separate screens on which to enter each of your work searches.