

UPLINK TUTORIAL ON ADDING AN EMPLOYER

If you are self-employed, you will need to add Indiana Employment at the Employment History timeline. Here are the steps you take:

Click the Yes button when asked “Have you had any other employment in the state of Indiana at any time since 10/01/2018?”

Claim Introduction 2 Employment History 3 Income 4 Ability to Work 5 Miscellaneous 6 Verify/Submit Claim

Employment History

Show 5 entries Filter:

Employer Name	Employer Business Activity	Start Date	End Date
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Showing 1 to 1 of 1 entries Previous 1 Next

+ Indiana Employment + Military Employment + Federal Employment + Out of State Employment

Have you had any other employment in the state of Indiana at any time since 10/01/2018? Yes No

Type in the name of your company in the Employer Name field and click the “Search My Employer” button:

Search Help:

The Employer Name field requires at least 3 letters and/or number characters.

For best results, type in a key word of your employer's name.

For example, if you work at Tim's Custom Tool & Die, Inc., search by typing in "Tim". Then click "Search My Employer."

From the search results that are provided below, you can then narrow down your search results by typing in additional key words in the "Filter" field.

Employer Name

OR

Employer FEIN

Search My Employer

You will likely see results like this. Click on the button that says “I am unable to find my employer in the search results.”

Employer Search Results

Show entriesFilter:

▲ Employer Name	Employer Address	Employer City/State	Zipcode
No Records Matching that Search Criteria. Reduce Your Search Specificity			

Showing 0 to 0 of 0 entriesPrevious Next

[I am unable to find my employer in the search results.](#)

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You will then be able to enter the information about your self-employment:

Add Your Indiana Employer Details

Enter the name and address of the physical location where you worked. If the employer you are reporting is an Indiana employer, but you worked for that employer in a different state, you must report that employer as an Out of State employer.

*Field(s) marked with an asterisk * are required.*

Employer Name *

Address *

City *

State *

Zip Code * -

Contact Name/Attention: *

Contact Phone Number *

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You will then be able to select the employer you entered and proceed with your Unemployment Insurance application.