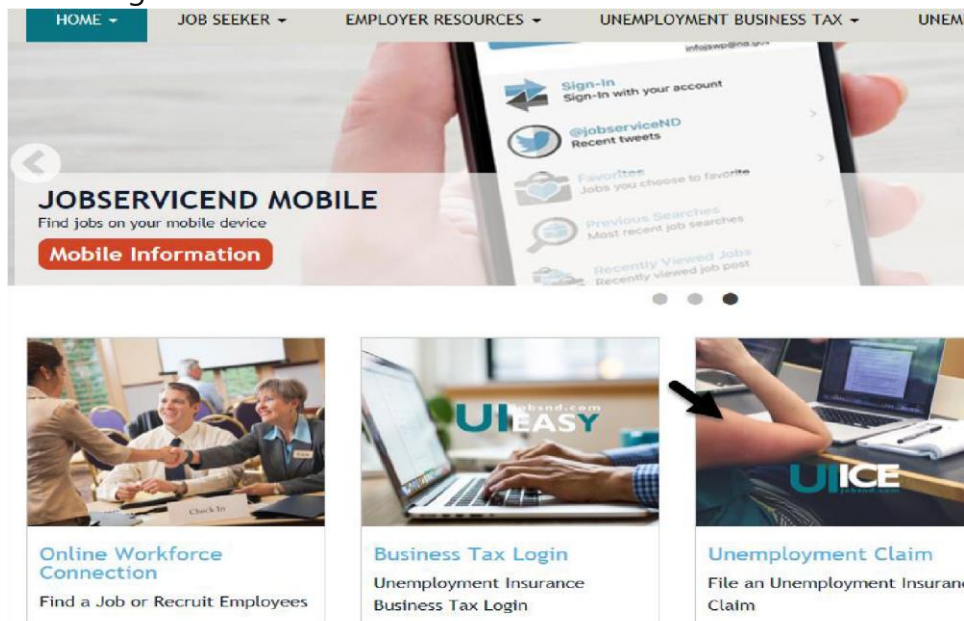


Unemployment Insurance UI ICE Reference Guide

You can file an unemployment insurance claim, complete weekly certifications, choose your payment option, complete reemployment activities, check your claim status and file an appeal online at UI ICE.

1. How do I complete online Unemployment Insurance activities on UI ICE? Go to jobsnd.com and click on the UI ICE logo.



2. If you have an existing North Dakota Login and Password from signing up for a hunting or fishing license or another online state activity, enter your "Login" and "Password" and click the "Login" button.

3. If you do not have an existing North Dakota Login ID, you will need to create one. You will need a valid e-mail address to set up your North Dakota Login ID and Password. If you do not have an email address, you can set one up on yahoo.com, hotmail.com or any other free e-mail account. To set up a Login ID, click the "Register Now" button and a dialog box will open. Fill in the necessary information and click on the "Create Account" button at the bottom of the page.

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota login

North Dakota Login

Steps: Profile Registration | Confirmation

Personal Account Details

Personal accounts should only be used for online services related to you personally such as North Dakota Game and Fish, Child Support Parent Access, etc.

Login Details

*User ID:
*Password:
*Confirm Password:

Personal Information

*Name: First MI Last Suffix
*Address 1:
Address 2:
Address 3:
*City, State, Zip (555554444)
*Country: United States of America
*Personal Phone: (2223334444)

Account Recovery Setup

Email
*Email:
An activation code will be sent to your email address. Use the activation code to complete setup for email recovery option.

Optional Cell Phone Recovery Option
Cell Phone Number:
An activation code will be sent to your cell phone. Use the activation code to complete setup for cell phone recovery option.

Message and data rates may apply.

Security Questions

*Question 1:
*Answer 1:
*Question 2:
*Answer 2:

Terms of Use:

Please read the [Terms of Use](#) carefully before creating your North Dakota Login. By registering for a North Dakota Login, you agree to be bound by and comply with the [Terms of Use](#) governing the use of your North Dakota Login.

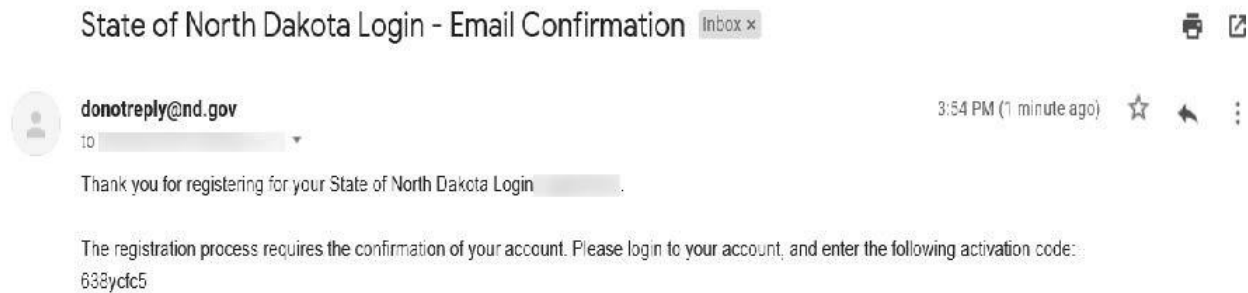
I Agree

Cancel Create Account

After you click the "Create Account" button, you will be transferred to a confirmation page. The confirmation page lets you know that your login was created successfully. You will also be notified that the Login ID and Password must be activated prior to use, and that an e-mail will be sent to your e-mail address explaining the activation process.



Go to your e-mail address to find the e-mail sent by the State of North Dakota Information Technology Department. To follow is an example of the e-mail you will receive.



When you click the "Activate Account" link within the confirmation e-mail, you will arrive at an "Account Activation Confirmation" page. Click the "Return to Login" button.



You will be automatically routed to the **UI ICE** login screen where you will enter your new North Dakota Login ID and Password.

North Dakota
login

Already Registered - Not sure?
 North Dakota Login:
[Forgot Login](#)
 Password:
[Forgot Password](#)

[Update your account](#)

New to North Dakota Online Services?

Benefits of North Dakota Login
 • One North Dakota Login and password to access multiple [ND Online Services](#)
 • Register once for secure access to State services
 Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

- Once you enter your Login ID and Password, enter your Social Security Number and date of birth on the "Verify Social Security Number and Date of Birth" page.

North Dakota nd.gov Official Portal for North Dakota State Government

JOB SERVICE North Dakota jobsnd.com Unemployment Insurance Internet Claims Entry UIICE jobsnd.com 02/28/2008

Verify Social Security Number and Date of Birth

Please enter your Social Security Number and Date of Birth.

Social Security Number:* (999999999)
 Date of Birth:* (mm/dd/yyyy)

In compliance with the Privacy Act of 1974, a Social Security Number is mandatory pursuant to 20 CFR 666.150 and/or North Dakota law, a Social Security Number is used by Job Service for identification, federal and state tax, program eligibility purposes, and program performance.

*Required

- The UI ICE Main Menu has several options available depending on the status of your claim.
- If you need to file a claim, click the "File a Claim" link. If you have filed a claim in the current benefit year but have not completed a certification for two weeks or more, you will need to reopen your claim using the "Reopen Claim" link.

North Dakota nd.gov Official Portal for North Dakota State Government

JOB SERVICE North Dakota jobsnd.com **Unemployment Insurance Internet Claims Entry** **UIICE** jobsnd.com

Main Menu My To Do List My Claim Info ▾ Jobs ▾ E-Alerts ▾ News Items 04/06/2011

Main Menu

 **System Downtime Scheduled for May 17, 2011 12:33 PM to May 18, 2011 05:00 PM.**






 **UIICE System is unavailable weekdays from 10:00 pm - midnight due to system maintenance.**

Manage My Claim

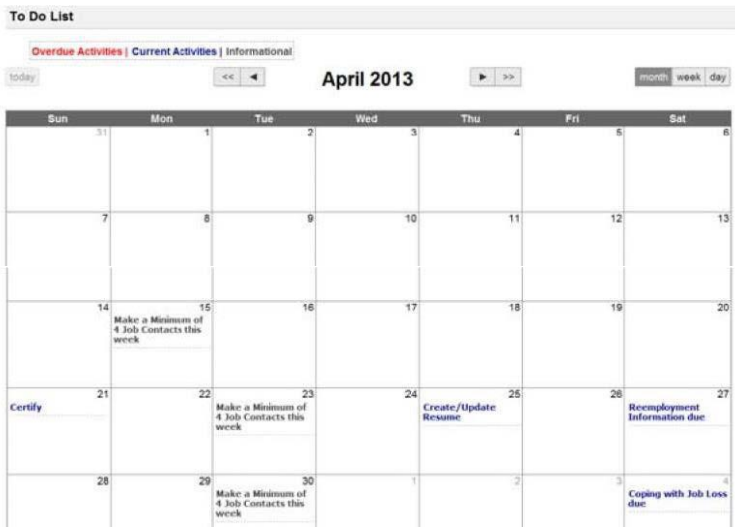
- [File a Claim](#)
- [My To Do List - Complete Weekly Certifications and Other Unemployment Insurance Tasks](#)
- [Correspondence - Recent Claim Related Information](#)
- [Determinations/Appeals - View determinations and File Appeals](#)

Job Openings

Results based on: Office and Administrative Support Occupations / within 50 miles of 58501 zip code.

Job Title	Employer	City	Details
Warehouse Associate	Acme Electric	Bismarck	View 
Accounting Clerk I	ADM - Benson Quinn	Center	View 
Administrative Assistance/Receptionist	Mac Inc	Bismarck	View 
Benefits and Payroll Specialist	St. Alexium Medical Center	Bismarck	View 
part time full time customer service representatives and dispatchers	CrossCountry Courier	Bismarck	View 

7. After you have filed or reopened your claim, complete the items listed under "My To Do List." These items displayed will be dependent on whether or not you are returning to your employer. In order to receive a benefit payment, you must click on "Certify" to complete weekly certifications. If you are not returning to your employer, you must link into items such as "Preparing For A Successful Job Search Due," "Interview Skills Video," "Create/Update Resume," or "Complete Fact Finding."
8. Click on the links provided to complete your requirement on the "My To Do List". If your required activities are overdue, they will show up in red on your "My To Do List" calendar.



9. Select the “My Claim Info” tab at the top of the page to find valuable information concerning your claim. Information varies depending on the status of your claim and includes:
 - **Current Claim Information/Filing Status** — View the amount remaining or information on your claim, the benefit year end date and the date you filed your claim.
 - **Most Recent Claim** — View information about your recent claim.
 - **Determinations/Appeals** — View information concerning decisions on issues that were established on your claim and file an appeal if you are within the appeal deadline date.
 - **Wage History** — View information concerning your wage history. Simply put in the start and end date and click on the “Search” button.
 - **Certification/Payment** — View information concerning your last certification such as your payment amount or the reason no payment was made.
 - **Payment History** — View payment information for a given time period. Simply put in the start and end date and click on the “Search” button.
 - **Change Earnings** — Update earnings for the previous certification.
 - **Change Demographics** — Change your phone number, address or other personal information.
 - **Change PIN** — Change your personal identification number if you know your previous PIN.
 - **Change Tax Withholdings** — Change your federal or state tax withholding status.
 - **Forms** — View and select a wide variety of unemployment insurance forms.
 - **Resources** — View resources such as the Unemployment Insurance Claimant

9. Job Openings are posted under the "Jobs" tab on the Main Menu.
10. Important information such as system downtimes that may impact your ability to access UI ICE or affect your claim can be found on the Main Menu.
11. Items of interest such as potential delays in payment and job fairs are displayed under the "News Items" tab on the Main Menu.
12. The majority of your correspondence is available on UI ICE. You can access letters and other information by selecting the "Correspondence" link on the Main Menu or under the "E-Alerts" tab.
13. You can choose electronic correspondence, reminders, and announcements on UI ICE. These electronic e-mails or text messages will inform you that you have information on UI ICE to complete or view. Select the "E-Alerts" tab and choose "Modify Consent Options." If you select to receive e-alerts by text message, you must confirm the text message. You can modify or remove your e-alert information at any time.

IMPORTANT: You will not receive unemployment insurance letters by mail if you choose the "Electronic Correspondence" option.

14. Once you file a new claim, you will have the opportunity to select direct deposit as your payment choice. You will be able to change your payment option (direct deposit or debit card) at any time during your claim. You can also change your checking or savings selection or your routing or account information. You can make these changes by going to the "Payment Option" tab as shown below.

North Dakota nd.gov Official Portal for North Dakota State Government



Unemployment Insurance Internet Claims Entry **UIICE**

Main Menu My To Do List My Claim Info Jobs E-Alerts News Items 04/06/2011

Main Menu

- Current Correspondence
- Modify Consent Options
- Remove Consent
- Confirm Text Message Phone Number

System Downtime Scheduled for May 17, 2011 12:33 PM

UIICE System is unavailable weekdays from 10:00 pm - midnight due to system maintenance.

Manage My Claim

- [File a Claim](#)
- [My To Do List](#) - Complete Weekly Certifications and Other Unemployment Insurance Tasks
- [Correspondence](#) - Recent Claim Related Information
- [Determinations/Appeals](#) - View determinations and File Appeals

15. You must enter the Personal Identification Number (PIN) you chose to view confidential information on the "Payment Option", "Certify", "Payment History", "Wage History", "Change Earnings", "Change Demographics", "Change PIN", and "Change Tax Withholdings" pages. when you filed your claim to view confidential information on the "Payment Option", "Certify", "Payment History", "Wage History", "Change Earnings", "Change Demographics", "Change PIN", and "Change Tax Withholdings" pages.

Unemployment Insurance Internet Claims Entry

UIICE

jobsnd.com

Main Menu | My To Do List | My Claim Info ▼ | Jobs ▼ | Payment Option ▼ | E-Alerts ▼ | News Items | 01/19/2011

Main Menu

UI ICE System is unavailable weekdays from 10:00 pm - midnight due to system maintenance.

Manage My Claim

[My To Do List](#) - Complete Weekly Certifications and Other Unemployment Insurance Tasks

[Correspondence](#) - Recent Claim Related Information

Job Openings

Results based on: Transportation and Material Moving Occupations / within 50 miles of 58640 zip code.

Job Title	Employer	City	Details
CDL Driver	Company Confidential	Dickinson	View
CDL Class A Drivers	USC, Inc.	Dickinson	View
JOB ANNOUNCEMENT-TAT-04-07. Truck Driver/Laborer	Mandan Hidatsa & Arikara Nation	New Town	View
Transportation Technician I (2 positions)	Department of Transportation	Watford City	View
Online Classified: Driver...	Not Available	Dickinson	View

Job Service North Dakota Offices

Bismarck

1601 E Century Ave
Bismarck, ND 58503
Ph: 701-328-5000
Fax: 701-328-5050

Fargo

1350 32nd St S
Fargo, ND 58103
Ph: 701-239-7300
Fax: 701-239-7350

Minot

3416 N Broadway
Minot, ND 58703
Ph: 701-857-7500
Fax: 701-857-7550

Devils Lake

301 College Dr S
Devils Lake, ND 58301
Ph: 701-662-9300
Fax: 701-662-9310

Grand Forks

1501 28th Ave S
Grand Forks, ND 58201
Ph: 701-795-3700
Fax: 701-795-3750

Wahpeton

524 2nd Ave N
Wahpeton, ND 58075
Ph: 701-671-1550
Fax: 701-671-1575

Dickinson

66 Osborn Dr
Dickinson, ND 58601
Ph: 701-227-3100
Fax: 701-227-3111

Jamestown

1307 12th Ave NE, Ste 3
Jamestown, ND 58401
Ph: 701-253-6200
Fax: 701-253-6222

Williston

422 1st Ave W
Williston, ND 58801
Ph: 701-774-7900
Fax: 701-774-7925

TTY Relay ND

800-366-6888
7-1-1

Job Service North Dakota is an equal opportunity employer/program provider.
Auxiliary aids and services are available upon request to individuals with disabilities.