

# Employ Florida

## Work Registration Instructions



**If you are a new Reemployment Assistance claimant, you must follow the steps below to receive your benefits.**

Florida law requires Reemployment Assistance claimants, unless otherwise exempt, to complete the work registration process in Employ Florida **prior** to requesting benefit payments. Employ Florida is a valuable resource that can assist you in securing employment and connect you with other resources.

**If you fail to complete all of the steps for the work registration process, you will be deemed ineligible to receive Reemployment Assistance benefits until your complete your work registration.**

**IMPORTANT:** The work registration process applies to all **NEW** claimants who apply for state or federal Reemployment Assistance benefit programs.

**To complete the full work registration process, you must:**

1. Complete the **Reemployment Assistance Benefits Registration**
2. Provide your valid **social security number**
3. Ensure you provide a valid **email address**
4. Complete the **Background Wizard**
5. Create (or update) a resumé through the **Résumé Builder**

### **Work Registration Exemptions:**

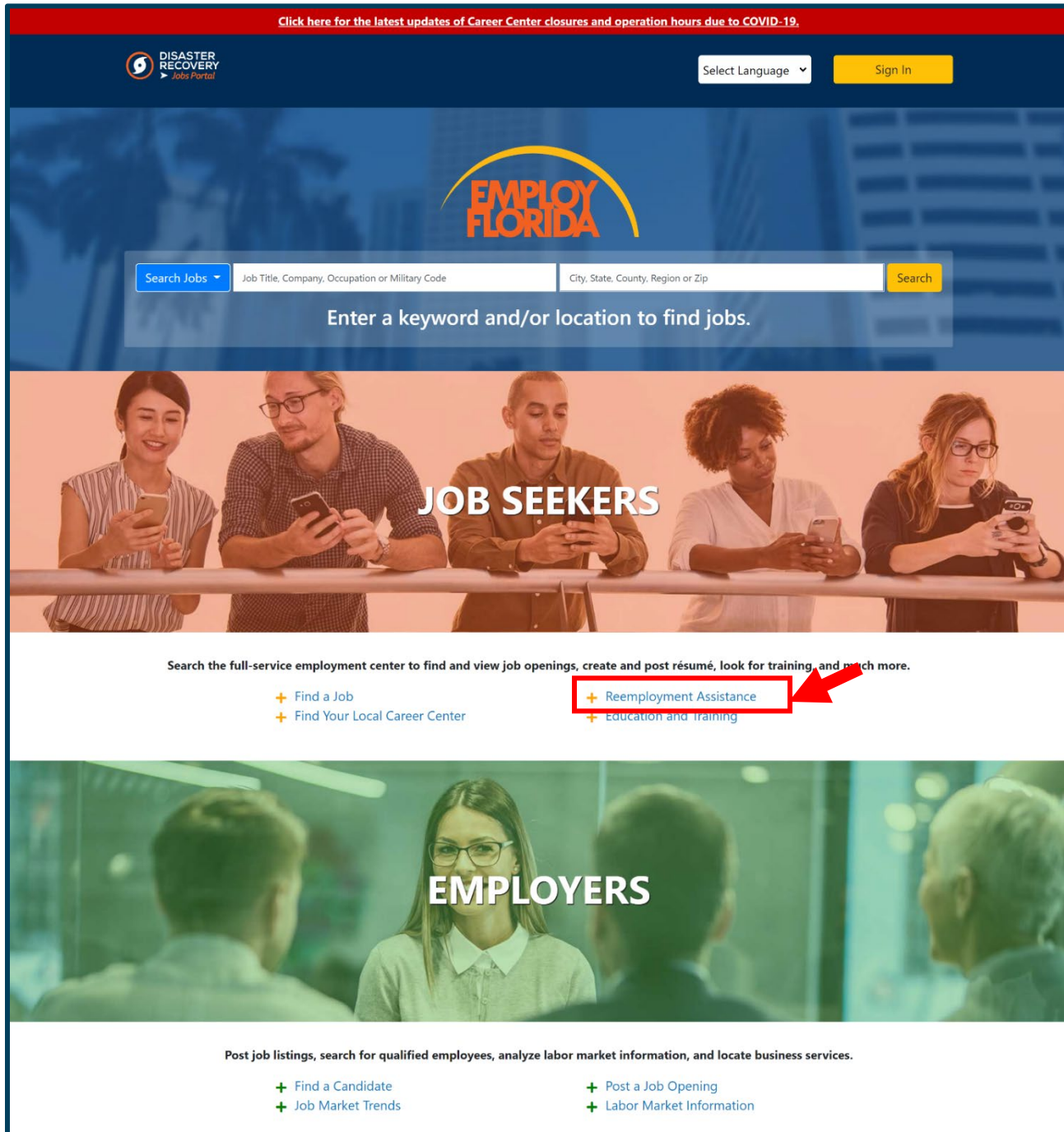
All claimants filing a new claim for Reemployment Assistance benefits are required by s. 443.091(1)(b), F.S., to register for work through Employ Florida before claiming benefits unless, as provided in s. 443.091(1)(b)1-5, F.S., the individual is:

- Unable to complete the online work registration due to illiteracy or a language impediment (for the purposes of this exemption, illiteracy includes the inability to effectively read, comprehend, and write in English or Spanish, or to effectively use a computer).
- Not residing in Florida.
- On an established temporary layoff of not more than 8 weeks from the date he or she last worked for employer. A union member who customarily obtains employment through a union hiring hall.
- Participating in an approved Short-Time Compensation (STC) plan.
- Physically, mentally, or visually impaired which makes the individual unable to use a computer.
- Legally prohibited from using a computer.

## Steps to complete the Employ Florida Work Registration process:

**Step 1.** Access Employ Florida at [EmployFlorida.com](https://www.employflorida.com) or follow the link provided in the CONNECT system.

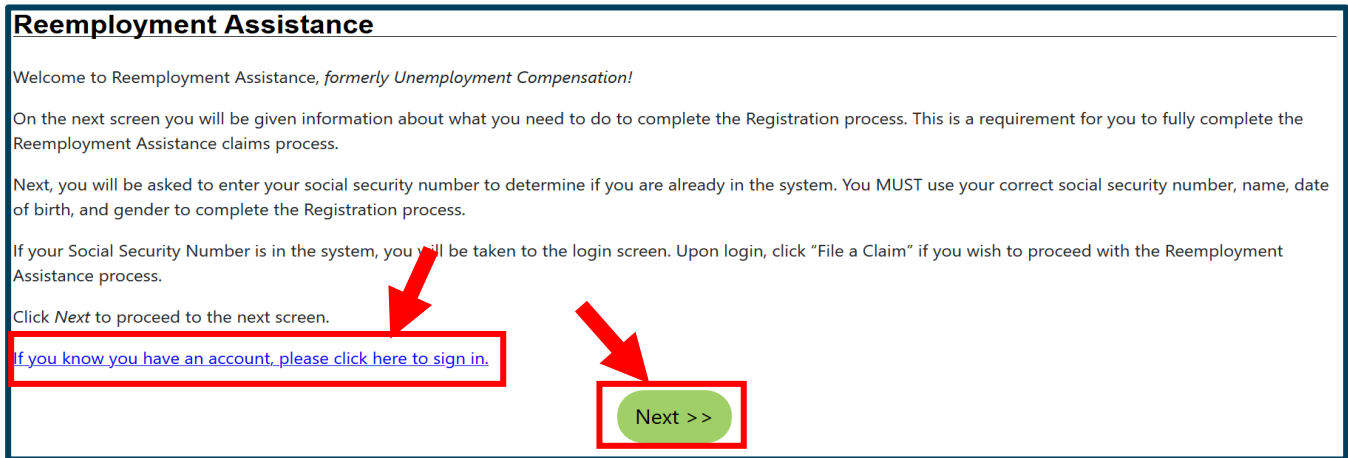
**Step 2.** Under the “**Job Seekers**” menu, select the “**Reemployment Assistance**” link.



The screenshot displays the Employ Florida website interface. At the top, a red banner contains the text: "Click here for the latest updates of Career Center closures and operation hours due to COVID-19." Below this, the "DISASTER RECOVERY Jobs Portal" logo is on the left, and "Select Language" and "Sign In" buttons are on the right. The main header features the "EMPLOY FLORIDA" logo. A search bar is present with a "Search Jobs" dropdown, input fields for "Job Title, Company, Occupation or Military Code" and "City, State, County, Region or Zip", and a "Search" button. Below the search bar, a blue box prompts users to "Enter a keyword and/or location to find jobs." The "JOB SEEKERS" section is highlighted with a large orange banner showing five diverse individuals using mobile devices. Below this banner, a white box contains the text: "Search the full-service employment center to find and view job openings, create and post résumé, look for training, and much more." Underneath, there are three links: "Find a Job", "Find Your Local Career Center", and "Reemployment Assistance". The "Reemployment Assistance" link is enclosed in a red rectangular box, and a red arrow points to it from the right. Below the "JOB SEEKERS" section is the "EMPLOYERS" section, which features a green banner with three people in an office setting. Below this banner, a white box contains the text: "Post job listings, search for qualified employees, analyze labor market information, and locate business services." Underneath, there are four links: "Find a Candidate", "Job Market Trends", "Post a Job Opening", and "Labor Market Information".

**Step 3.** Begin the **Reemployment Assistance Benefit Registration** process by determining if you have an Employ Florida account.

If you already have an account with Employ Florida, select the sentence highlighted below. If you are not sure if you have an account, select “**Next**”.



**Reemployment Assistance**

Welcome to Reemployment Assistance, *formerly Unemployment Compensation!*

On the next screen you will be given information about what you need to do to complete the Registration process. This is a requirement for you to fully complete the Reemployment Assistance claims process.

Next, you will be asked to enter your social security number to determine if you are already in the system. You MUST use your correct social security number, name, date of birth, and gender to complete the Registration process.

If your Social Security Number is in the system, you will be taken to the login screen. Upon login, click “File a Claim” if you wish to proceed with the Reemployment Assistance process.

Click *Next* to proceed to the next screen.

[If you know you have an account, please click here to sign in.](#)

Next >>

**If you already have an Employ Florida account**, you will be redirected to enter your information so that it can be verified in the database. If your information can be verified, you will be directed to reset your password. If your information cannot be verified, you will be given next steps for receiving verification assistance. Once a team member is able to verify your information, you will be given a temporary password. You may reset the temporary password once you are logged into the system. **Proceed to Step 4.**

**If you do not already have an Employ Florida account**, the system will walk you through the steps to create an account and complete your **Reemployment Assistance Benefits Registration**.

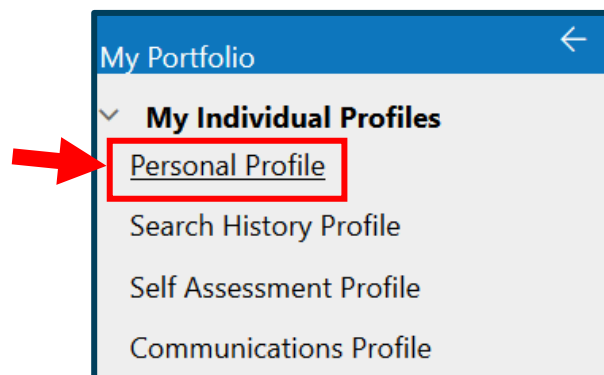
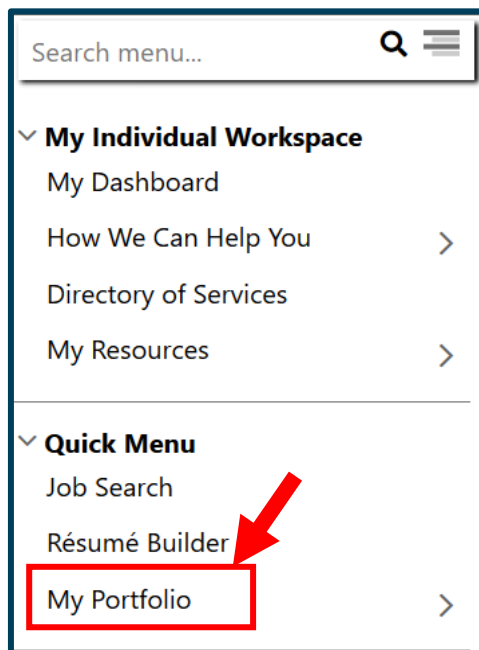
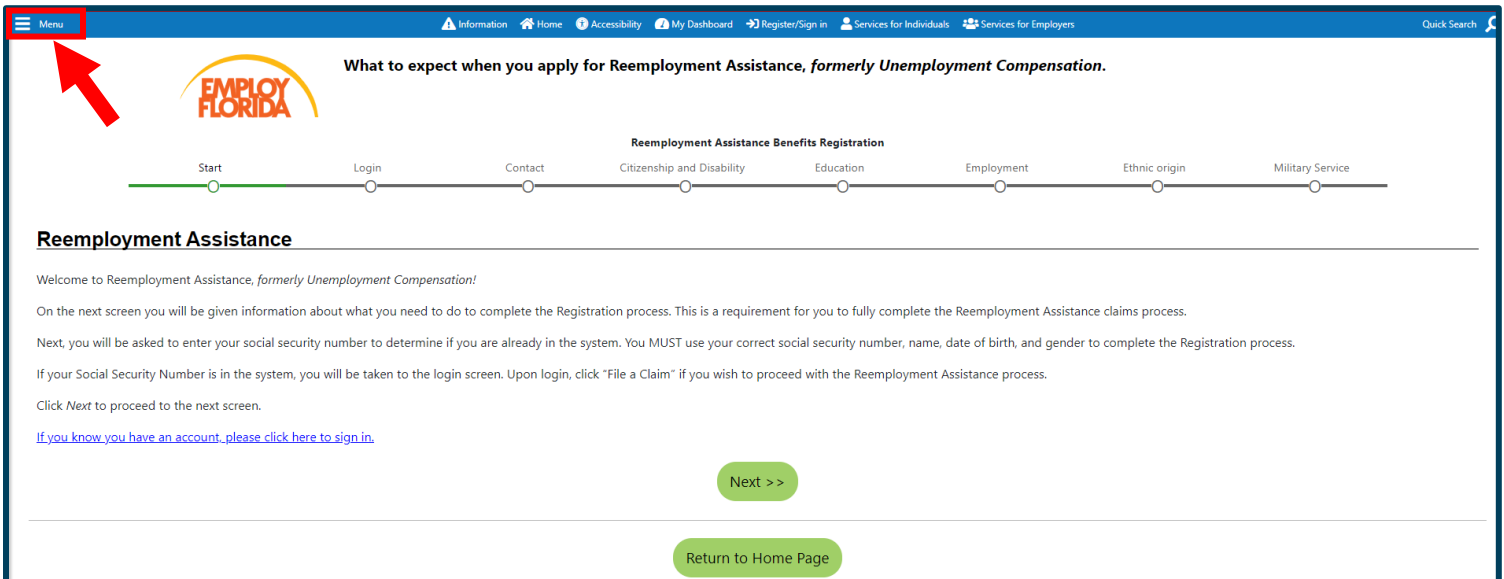
**The following personal information is required to complete the Reemployment Assistance Benefit Registration:**

- Social Security Number
- Date of birth
- Proof of citizenship
- If you are not a U.S. citizen, your alien registration number and work permit expiration date
- Highest education level achieved
- Current employment status
- Current work search status
- Desired job title and occupation
- Employment history as a farmworker (if applicable) for the past 12 months
- Information related to the current or prior U.S. military service of you or your spouse (i.e., Character of Discharge, Disabled Veteran status, service dates)
- Receipt of public assistance in the past 6 months (i.e. Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program assistance)

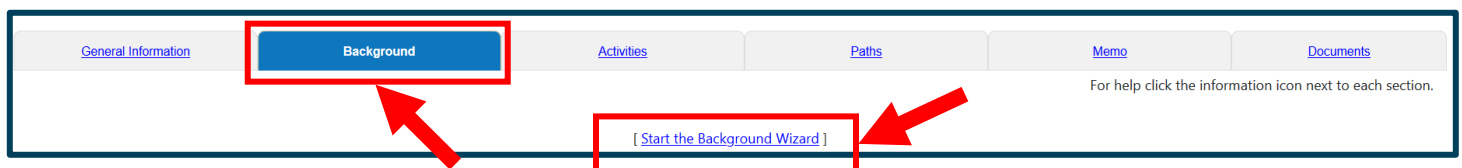
*If you have not worked in Florida during the last 24 months, you do not need to complete this registration. You can instead call the Reemployment Assistance customer service line at 1-833-352-7759 to determine what other options you may have. Please select “Cancel” to back out of this process or select “Next” to continue.*

#### Step 4. Complete the **Background Wizard**.

To access and complete the Background Wizard, select the “**Menu**” tab in the upper-left corner of the screen, then select “**My Portfolio**”. Under **My Individual Profiles**, select “**Personal Profile**”.



Next, select the “**Background**” tab, then select “**Start the Background Wizard.**”

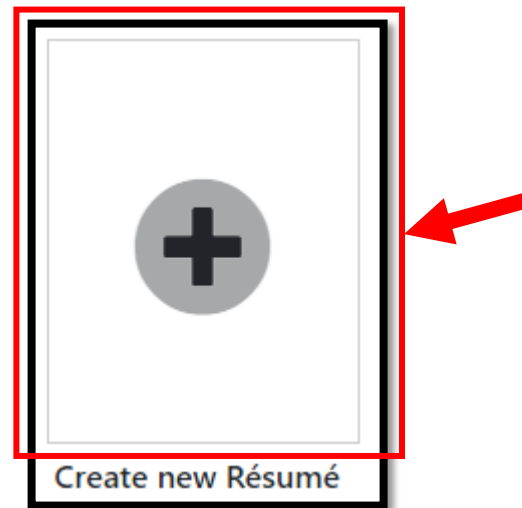
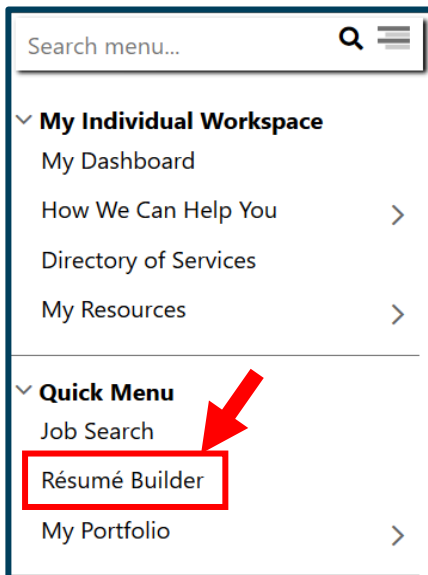
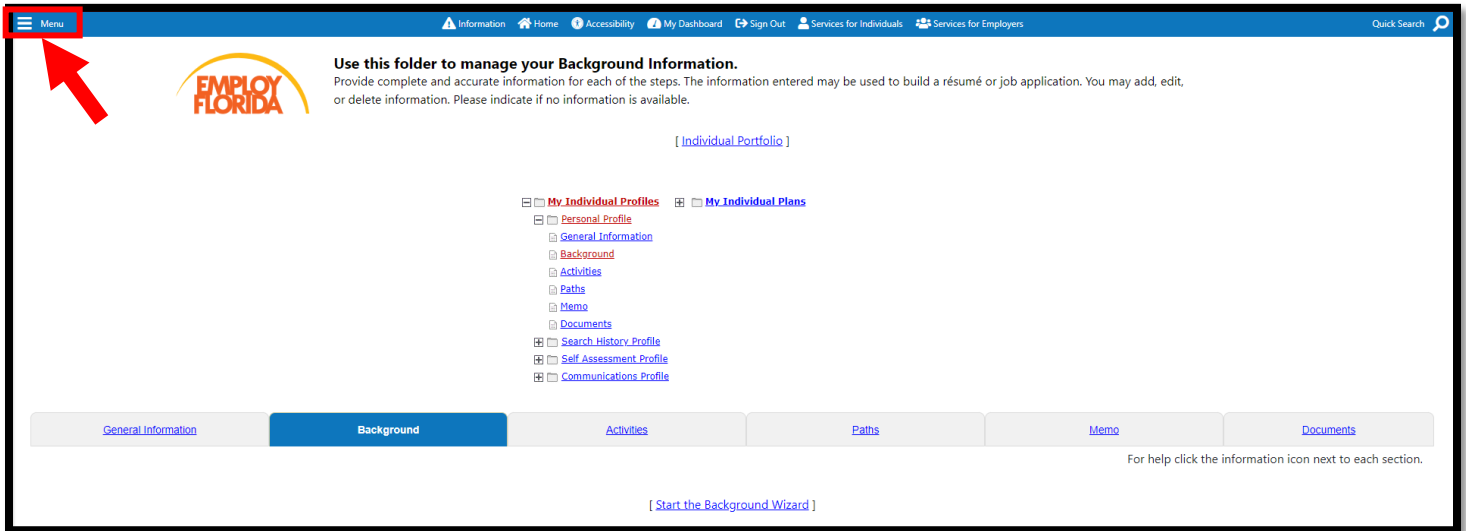


Follow the on-screen instructions to complete all items that are applicable to you.

When you have completed the Background Wizard, the “**Start the Background Wizard**” link appears again. **NOTE:** Do not click on this link again if you have already completed the wizard.

### Step 5. Complete the **Résumé Builder**.

After completing the Background Wizard, select the “**Menu**” tab in the upper-left corner of the screen. Under **Quick Menu**, select “**Résumé Builder**”, then select the plus (+) sign above “**Create new Résumé**” in the center of the page.



You will have the option to create your résumé step-by-step, upload an existing résumé or duplicate a résumé in the system (if you have previously created and saved a resume in Employ Florida).

Enter the “**Résumé Title**”, select the option “**Allow employers to view my résumé online**”, choose “**Comprehensive**”, “**Upload**” or “**Duplicate a résumé in our system**” (if available), then select “**Save**”.

If you select the “**Comprehensive**” résumé creation method, follow the prompts on the screen and complete all items that are applicable to you.

**NOTE:** If you have previously created a résumé in Employ Florida, **please update and activate your Résumé** through the Résumé Builder.

**Résumé Name**

\* Résumé Title:

Note: You may want to include words that highlight your skills, experience or specialty. This resume title is displayed to the public if you choose to have this resume accessible online.

As best practice you should not include any personal identifying information (e.g. name, DOB, phone number) as part of the resume title.

[Show Résumé Best Practices](#)

**Availability**

☒ Allow employers to view my résumé online.

☐ Hide my résumé from employers.

**Résumé Creation Method**

☒ **Comprehensive**  
  
**Build your résumé using a step-by-step process (create your résumé from scratch).**  
28.0 min(s) estimated

☐ **Upload**  
  
**Attach an existing Word or .PDF résumé (save time by using your existing résumé).**  
10 min(s) estimated

☐ **Duplicate a résumé in our system**  
  
**Build your résumé from a previously entered résumé (quickest).**  
2 min(s) estimated

### Additional Information and Resources:

When you have completed **all** of the steps mentioned above, you have completed the full work registration process as required to receive Reemployment Assistance benefits. It may take up to **24 to 48 hours** after completion for the information to transfer to your CONNECT account. If you need further assistance, please contact the [Reemployment Assistance Help Center](#).