How To
Upload Documents to Your Profile

Kentucky Career Center
Unemployment Insurance

LOG IN TO YOUR ACCOUNT

- Go to: **KCC.KY.GOV**

- Click on the drop down box at the top of the website that says "**Unemployment Services**" and select "**File or Access your claim**"
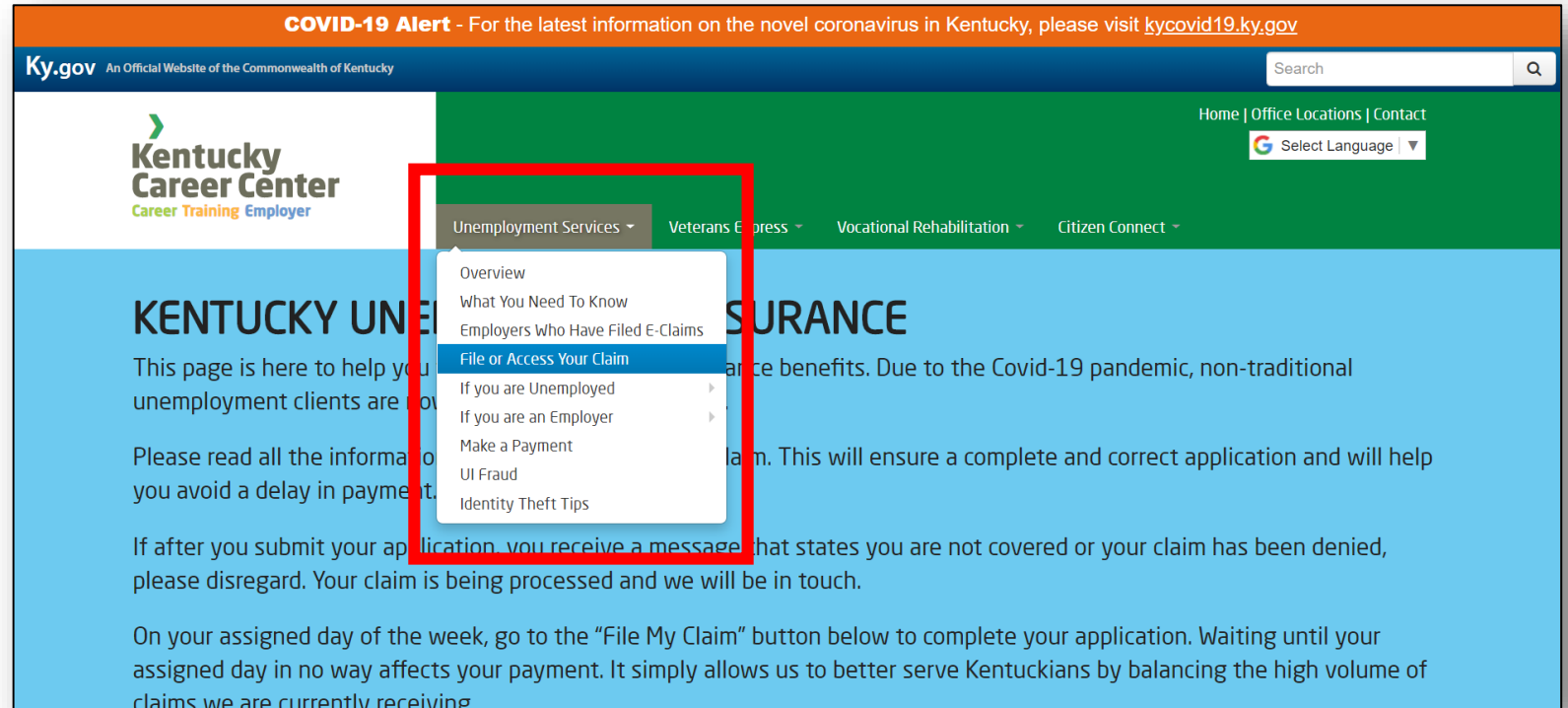
LOG IN TO YOUR ACCOUNT

- Click on "**I agree**" at the bottom of page

Note: This page will show you when this service is available, what services are provided and the internet browsers that are supported with our system. Unfortunately, Safari is not compatible at this time. The best browsers are: Chrome, Firefox and Internet Explorer.

Browser Support
Our system is compatible with the following browsers:

Operating System	Internet Explorer 8.0	Internet Explorer 9.0	Mozilla Firefox version 19 or higher	Google Chrome version 26 or higher
Windows XP (SP3)	Yes	No	Yes	Yes
Windows 7	Yes	Yes	Yes	Yes

Using a Public Computer? If you are using a computer in a public place, logoff or close the browser when you are finished entering information. This is for your protection and will prevent someone else from viewing your claim information.

New to the Internet? If you are not familiar with filling out applications or forms using the Internet, here are some basic instructions.

Privacy? The Kentucky Office of Unemployment Insurance (OUI) collects personal information entered into electronic forms on this Internet site. For more information on your rights to request, review and correct information submitted on this electronic form, please see OUI's Privacy and Security Information.

Security Alert
You are entering a secure site. Please allow a few moments for the security certificate to process.

I have read and understand all of the above information. I wish to continue with the Internet claim filing process. I understand I must complete the process and receive a confirmation number in order for my claim to be filed. Under penalty of fraud all information I provide is true and accurate to the best of my knowledge.

I Agree

LOG IN TO YOUR ACCOUNT

- Enter your **Social Security Number** (no dashes or spaces)

- Enter your **4-Digit Numeric PIN**
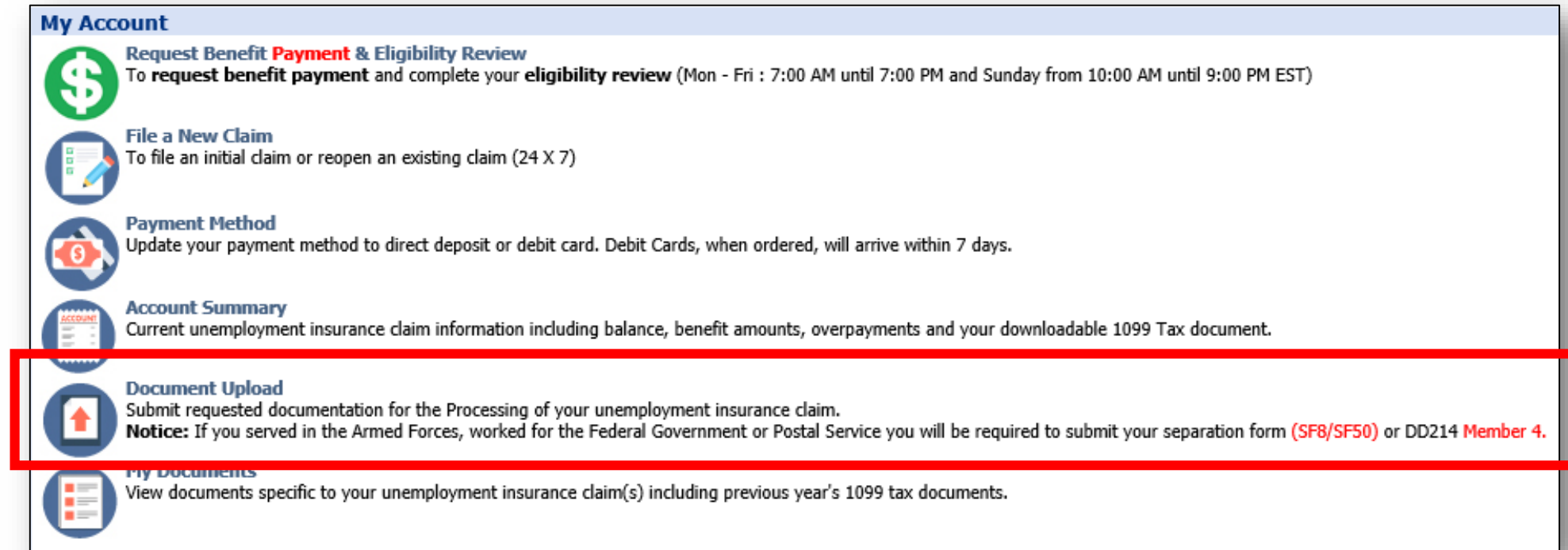
- Click "**Submit**"

GETTING STARTED

- Click on "**Document Upload**"

My Account

Request Benefit Payment & Eligibility Review
To **request benefit payment** and complete your **eligibility review** (Mon - Fri : 7:00 AM until 7:00 PM and Sunday from 10:00 AM until 9:00 PM EST)

File a New Claim
To file an initial claim or reopen an existing claim (24 X 7)

Payment Method
Update your payment method to direct deposit or debit card. Debit Cards, when ordered, will arrive within 7 days.

Account Summary
Current unemployment insurance claim information including balance, benefit amounts, overpayments and your downloadable 1099 Tax document.

Document Upload
Submit requested documentation for the Processing of your unemployment insurance claim.
Notice: If you served in the Armed Forces, worked for the Federal Government or Postal Service you will be required to submit your separation form (SF8/SF50) or DD214 Member 4.

My Documents
View documents specific to your unemployment insurance claim(s) including previous year's 1099 tax documents.

NOTE: Our office has received over 600 unreadable faxes. If the documents you have faxed in are not in your claim in two weeks under "My Documents" please use these steps to upload your documents to your claim.

UPLOADING YOUR DOCUMENTS

- Click on "**Add Document**"

Uploading Documents

If documentation has been requested for the processing of your unemployment insurance claim you can upload those doc

If you served in the Armed Forces or worked as a Federal or Postal employee. Separation forms were provided to you by y

A DD214 Member 4 is required from Armed Service members and National Guard members who served 180 days or more

National Guard members not meeting the required Active Duty service time and Federal/Postal employees are required to

In order to process your claim for unemployment insurance benefits the separation form(s) must be submitted.

Documents can be in .jpg, .pdf, .tif, .eps or .pict format and must not exceed 5Mb in size.
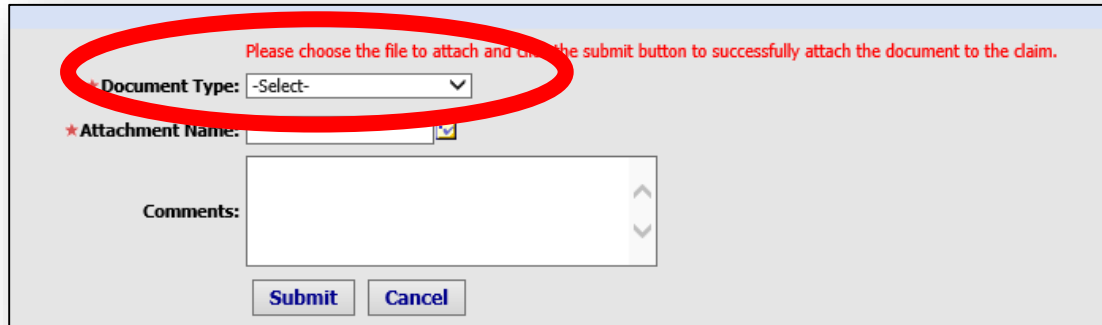
Attach Documents

Add Document

Document Type	Attachment Name	File Type

Please attach at least one document to proceed !

UPLOADING YOUR DOCUMENTS

- Select "**Document Type**" (DD214, SF-8, SF-50, Miscellaneous or Identification Documents)

- Click on the **Yellow Check Mark Box**.

UPLOADING YOUR DOCUMENTS

- Click "**Browse**" to select file type **(DD214, SF-8, SF-50, Miscellaneous or Identification Documents)**
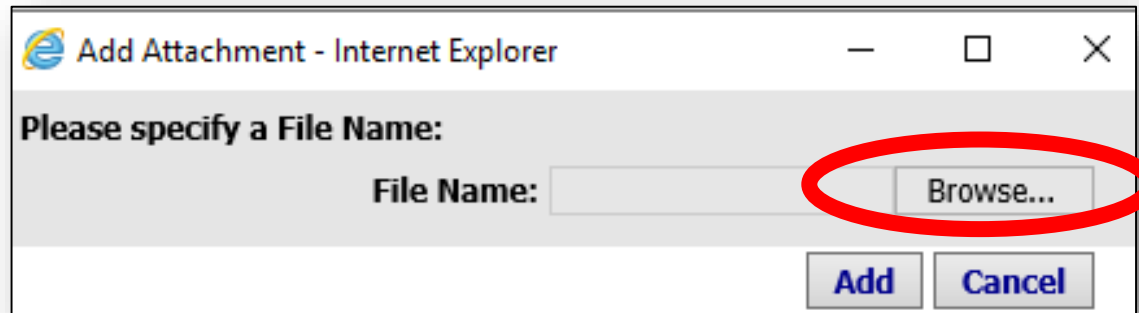
- Find your document(s) and click "**Add**"
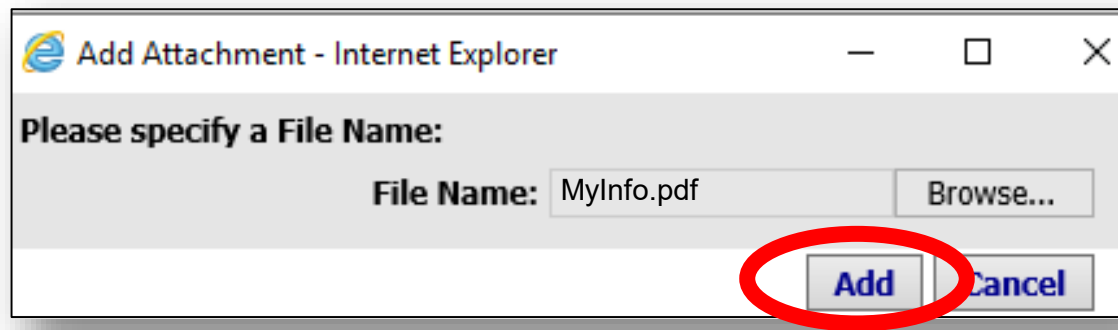
Note: Documents can in .JPEG, .PDF, .TIF, EPS or .PICT
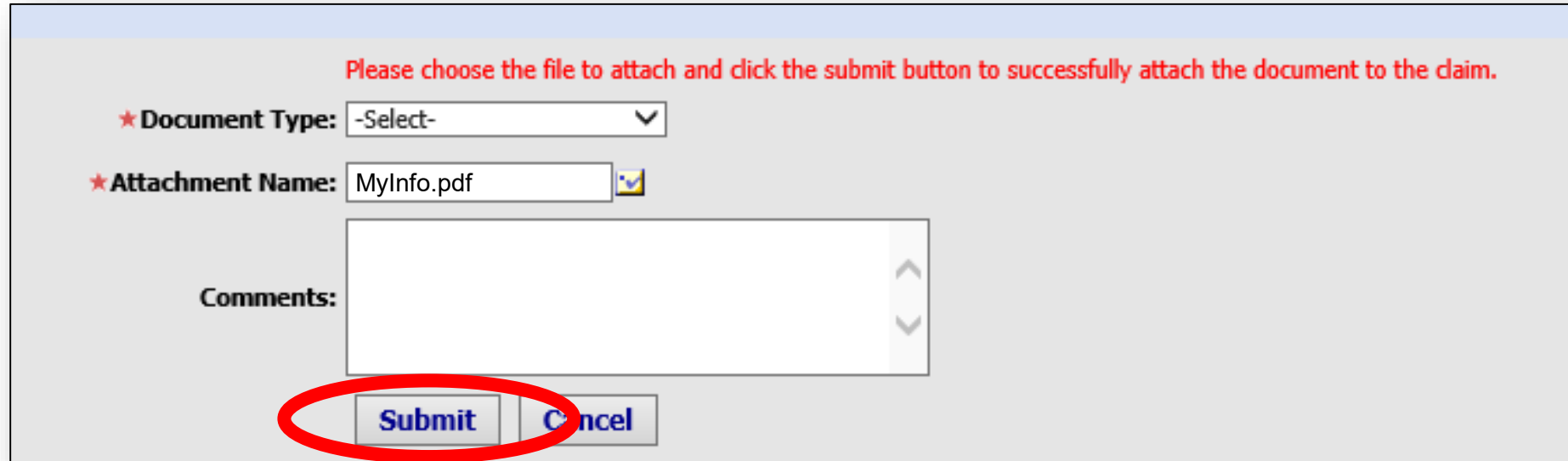
UPLOADING YOUR DOCUMENTS

- Add comments (optional) and the click "**Submit**"

DOCUMENT(S) ADDED

- Your document will be located here. Please make sure to review any pictures that you have uploaded. Please ensure there is enough light before you take a photo.

- Click on the "**Attachment Name**" to review your document(s)
- Click "**Delete**" to remove any unwanted document(s)
- Click "**Next**" to submit your document(s)

Note: Any pictures that are unreadable will be rejected

YOU'RE FINISHED!

Document Uploaded Successfully

Your document has been successfully uploaded. Please allow 2-3 business days for processing and check your account summary status before contacting the UI Assistance Line.

Due to the high volume of document uploads please allow us time to process your upload, up to two weeks possibly. Uploading your documents onto your claim will make our office more efficient with processing your claim.

If you have any questions regarding your KY Unemployment Claim, please call our office at **502-564-2900** - **Option 5** and then **Option 6**.

We are doing our best to assist you during this difficult time and we're working overtime to make sure everyone who is eligible on their claim receives their benefits.