

TO OPEN YOUR CLAIM FOR UNEMPLOYMENT BENEFITS

Call Toll Free 8:30 a.m. – 4:30 p.m. Monday through Friday

You may call from home or telephones are available at the local office. The number to call is

1-866-832-2363

You must call by Friday the first week you are partially or totally unemployed for your claim to be effective that week. A total claim cannot be backdated.

Before you call, have ready:

- Your Social Security Number
- Name, Address and Phone Number of Last Employer
- Dates of last employment
- Alien Certification Number & Expiration Date, if applicable

OR you may file via the Internet before midnight Saturday. The Virginia Employment Commission now uses one portal for **unemployment** and **job service**: www.VAWC.Virginia.gov. If this is your first time on this site, please click on “Not Registered” then register at “Option 3” as an “Individual”.

After you open/reopen your claim, you have five (5) days to complete an online resume. Again, returning to the left column you will see a section titled “Quick Menu”. Choose “Resume Builder,” then “Comprehensive” style of resume to ensure we have all the information required to make referrals to employers. You may post up to ten (10) resumes, which gives you the chance to target different careers.

After you have your resume online, find “Job Search” under “Quick Menu.” Click on “Execute a saved job search/Virtual Recruiter,” at the top left and then scroll down until you see “Create a New Job Alert.” Follow the instructions and the system will automatically notify you when a job posting comes in that matches what you are looking for. You may have up to ten (10) Job Alerts active at any time.

If you are still having trouble, please contact the local office at 540-722-3415 with the last four digits of your social security number and the name you would have been registered under.

Thank you for allowing us to assist in your search for employment.
Winchester VEC



Password1@

User Name _____ Temporary Password _____