Rick Scott
GOVERNOR

FLORIDA DEPARTMENT of
ECONOMIC OPPORTUNITY

Cissy Proctor
EXECUTIVE DIRECTOR

Employ Florida
Work Registration Instructions

Attention: If you are a Reemployment Assistance (RA) claimant, you must follow the steps below to receive your benefits.

Florida law governing the Reemployment Assistance (RA) program (formerly Unemployment Compensation) requires RA 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.

Failure to complete all of the following items will result in a delay or loss of your benefits!

To complete the full work registration process, you must:

- ➢ Complete the **Reemployment Assistance Benefits Registration**
- ➢ Provide your valid **social security number**
- ➢ Ensure you provide a valid **email address**
- ➢ Create (or update) a Resumé through the **Resumé Builder**
- ➢ Complete the **Background Wizard**

Step 1. Access Employ Florida at http://www.employflorida.com or follow the link provided in the CONNECT system.

Step 2. Under the *Job Seekers* menu, click the "Reemployment Assistance" link and then click "Work Register for Reemployment Assistance Benefits".
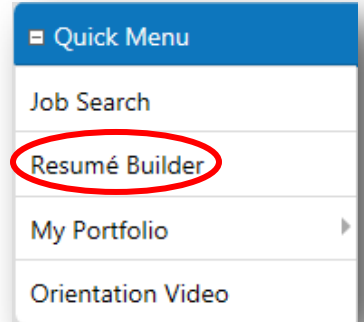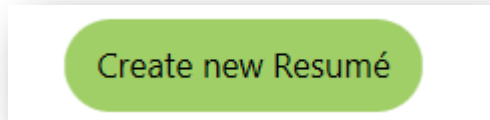
Step 3. Begin the **Reemployment Assistance Benefit Registration** wizard by acknowledging the requirements and entering required personal information. Enter your social security number to determine if you already have an Employ Florida account.

> **Job Seekers**
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> 🔍 Find a Job
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> 📄 Create a Resumé
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> ⊙ Reemployment Assistance ▾
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> Work Register for Reemployment Assistance Benefits
>
> Instructions for RA Full Work Registration

a. **If you already have an Employ Florida account**, you will be re-directed to enter your information so that it can be verified in the database. If your information can be verified, you will directed to reset your password. If your information cannot be verified, you will be given the option to contact the DEO Customer Information Center at 1-800-438-4128 or CustomerInfoCenter@deo.myflorida.com for verification. Once the DEO Customer Information Center staff are able to verify your information, you will be given a temporary password. You will be required to reset the temporary password once you are logged into the system.

Once you have reset your password, you will be redirected to review your general contact information. If your contact information does not include your email address, please be sure to add a **valid email address**. Once you have verified and/or made changes to your information, click "Save" at the bottom of the page.

After saving your changes, access the **Resumé Builder** from the *Quick Menu* on the left side of the page and then click "Create New Resumé" in the center of the page.

b. **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**.
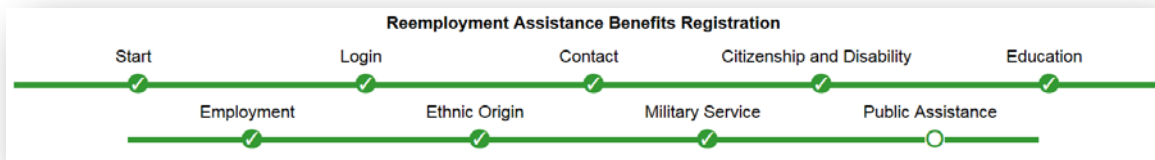
Once you have completed the registration, you will be automatically redirected to complete the **Resumé Builder.** Follow the on-screen instructions to complete each required section.
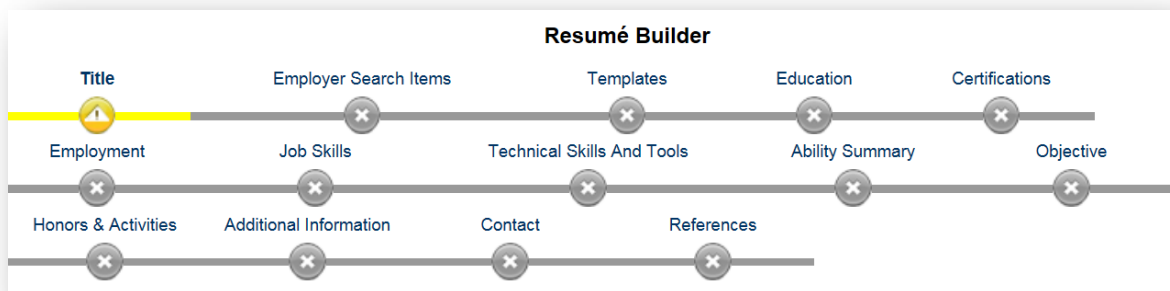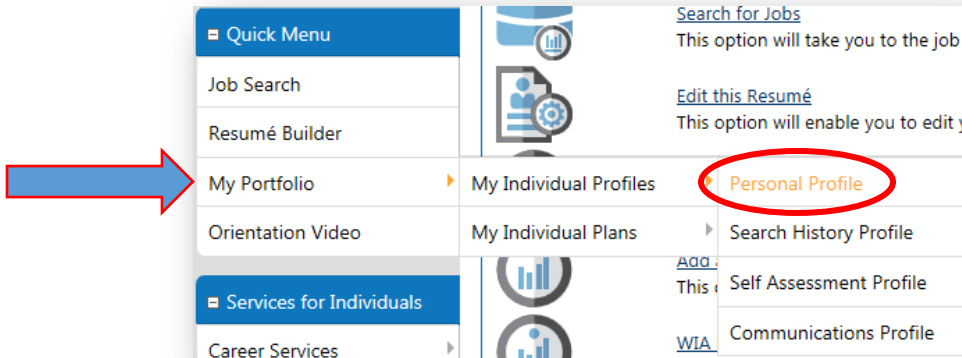

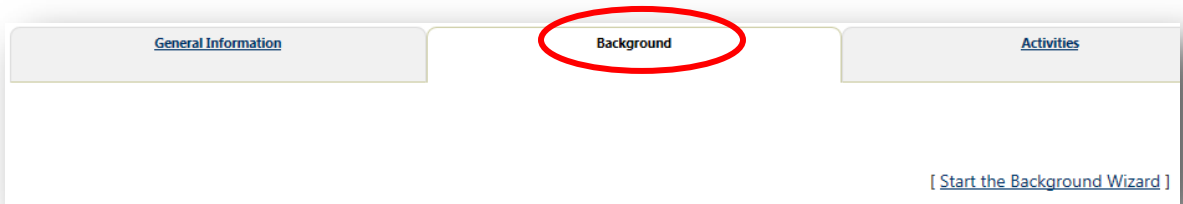When you are finished, click the button "Save Resumé & Return".

NOTE: If you have already created a Resumé, **please update and activate your Resumé** through the Resumé Builder.
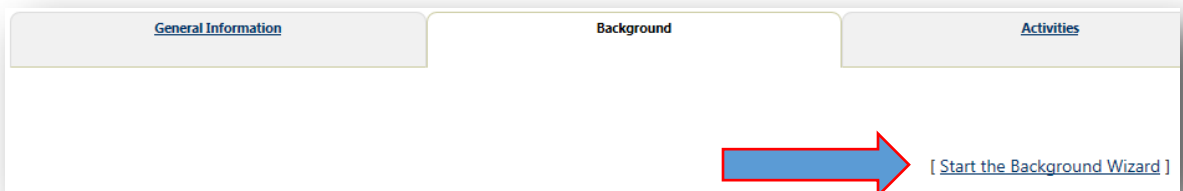
Step 4. Complete the **Background Wizard**:

a. Select *My Portfolio -> My Individual Profiles -> Personal Profile*

b. After opening the *Personal Profile*, click on the "Background" tab.

c. Click on "Start the Background Wizard".

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

e. You will know that you have completed the Background Wizard when "Start the Background Wizard" appears again. *(**NOTE**: Do not click on this link again if you have already completed the Wizard.)*

When you have completed ***all*** of the steps mentioned above, you have completed the full work registration process as required to receive RA benefits. It may take up to **24 hours** after completion for your work registration information to transfer to RA's CONNECT system. If you have further concerns regarding your RA benefits or need for further assistance, please call **1-800-204-2418**.