Instruction Guide for Claimants

Weekly Claim Filing: Refusal of Work and Refusal of Referral





Refusal of Work Screens

Yes

Yes

O No

O No

3. Did you refuse any work during the week? (required)



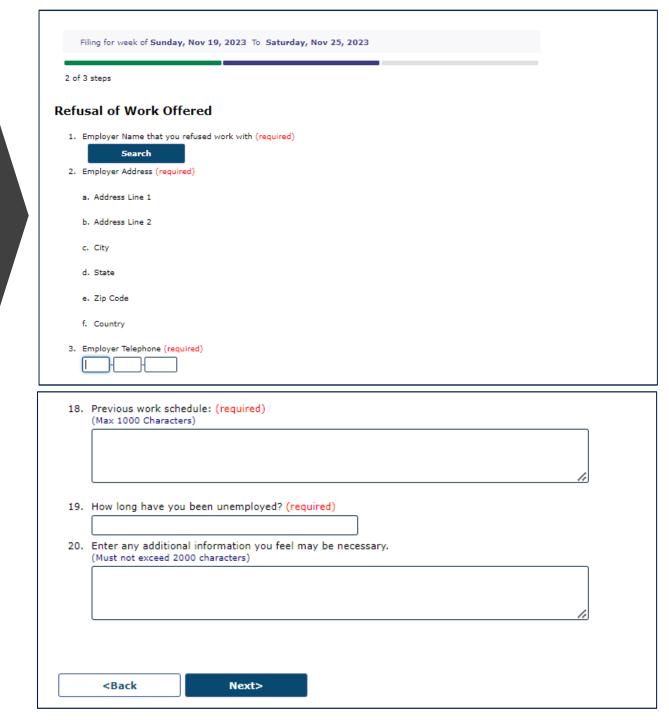
The following screens shown in this tutorial will show you what will be displayed for you to complete the **Refusal of Work** portion of your weekly claim.

What does this mean?

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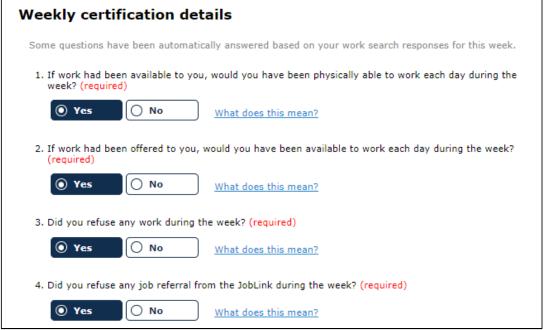
Refusal of Work <u>Screens</u>

- Search for the employer by selecting the "Search" button in question 1.
- Fill out all required fields, then select "Next".



Refusal of Referral Screens

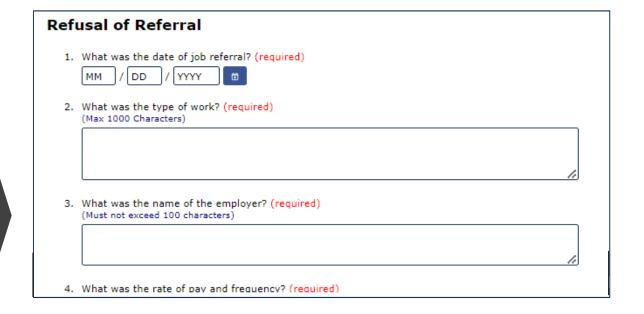
If you answer **Yes** to "Did you refuse any job referral from the JobLink during the week?"



The following screens shown in this tutorial will show you what will be displayed for you to complete the **Refusal of Referral** portion of your weekly claim.

<u>Refusal of</u> <u>Referral</u> <u>Screens</u>

 Fill out all required fields, then select "Next".





This concludes the Refusal of Work/Refusal of Referral Screens tutorial