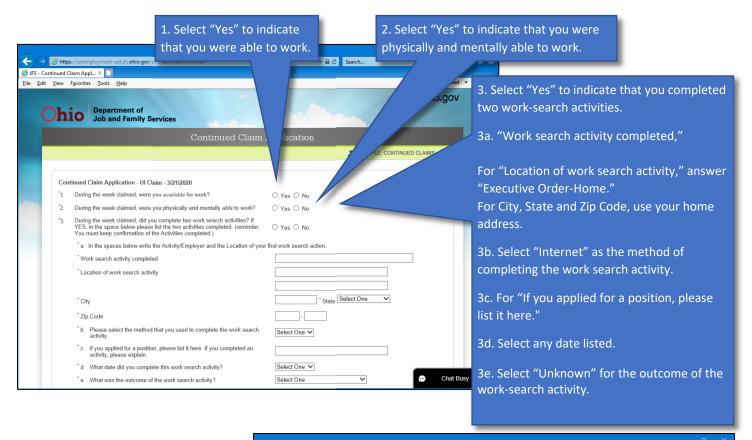
## **Instructions for Filing Weekly Claims**

If you were laid off or had your hours reduced please take the following steps when filing your weekly claim for benefits. \*\*Please do not state you are going to school. The TEJATC is on-the-job training.\*\*

(Note: The screens below may look different if you are on a mobile device.)



For entries 3f through 3j, duplicate your answers from 3a through 3e.

For the remainder of the form (Questions 4 – 7), answer the questions appropriately and honestly, remembering to report any earnings.

Click the Next button to submit.

