

Notice Date: 00/00/0000

Claimant's Name
Claimant's Address
City, CA ZIP Code

NOTICE OF REQUIREMENT TO REGISTER FOR WORK

Now that you have filed an Unemployment Insurance (UI) claim, the Employment Development Department (EDD) requires you to register for work by using CalJOBSSM, California's online labor exchange system. When you filed your UI claim, the EDD started a pre-registration record for you.

You have **21 days from the date of this notice** to access CalJOBSSM to complete your registration information and add a résumé. If you have used CalJOBSSM in the past, you will need to update your registration information and add your most recent work history.

If you have not previously used CalJOBSSM, please log in at **www.caljobs.ca.gov** using the following username method: your full last name, first initial of your first name, and last four digits of your Social Security number (SSN) as your username. Use the last four digits of your Social Security number for your password.

EXAMPLE ONLY for John Smith with a SSN of XXX-XX-1234 (you will use your name and SSN):

Username: Smithj1234

Password: 1234

You will be prompted to change your temporary password when you log in for the first time. If you are unable to log in or need assistance, please contact your local America's Job Center of CaliforniaSM (AJCC) listed below.

FAILURE TO REGISTER IN CALJOBSSM MAY AFFECT YOUR ELIGIBILITY TO RECEIVE UNEMPLOYMENT INSURANCE BENEFITS

In CalJOBSSM, you can create a quality résumé that can be viewed by registered employers. You can view and apply for a wide variety of job openings within your city or anywhere in California. You can set a "Virtual Recruiter" in the Job Seeker Services section to automatically notify you by email or fax of new job openings that meet your skills and objectives.

- You may access CalJOBSSM online at: **www.caljobs.ca.gov** or visit a local America's Job Center of CaliforniaSM (AJCC) to log on and get started. If you do not have access to the Internet or need assistance accessing CalJOBSSM, visit your nearest job center. Job centers offer a resource area with computers for your online job search and staff to help you every step of the way.

The address and telephone number of your local AJCC is:

Your local America's Job Center of California
0000 Main St.
City, CA ZIP Code
000-00-0000

California law requires all employment services applicants to provide documentary proof of legal status or authorization to work prior to receiving services. To complete your registration at a local job center, you must bring the required documents. Enclosed is a brochure that lists acceptable documents.

The EDD, an equal opportunity employer/program, is a partner in this publication. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling the above number (voice) or TTY 800-815-9387.