



**Notice Date:** 00/00/0000

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

## **NOTICE OF REQUIREMENT TO REGISTER FOR WORK**

You have successfully filed an Unemployment Insurance (UI) claim. In order to ensure your eligibility to receive UI benefits, you must register for work using CalJOBS<sup>SM</sup>, California's online labor exchange system.

**Important: Failure to register and update your resume in CalJOBS may affect your eligibility to receive UI benefits.**

To fulfill this requirement, simply complete your CalJOBS registration and add a resume to your profile no later than 21 days from the date of this notice. If you already have a CalJOBS account, you will need to update your registration information and work history. Timely registration and resume creation in CalJOBS will ensure your eligibility to receive UI benefits.

If you have not previously used CalJOBS, the EDD has started a pre-registration record for you. To complete the process, log in at [CalJOBS](http://caljobs.ca.gov) (caljobs.ca.gov). Your pre-registration is your full last name, first initial of your first name, and last four digits of your Social Security number (SSN). Your password is the two-digit day you were born, the two-digit month you were born, and the last four digits of your SSN.

**EXAMPLE:** For someone with the name Jane Smith, born on July 4, and the last four of the SSN is 1234:

**Username:** Smithj1234  
**Password:** 04071234

Please remember to use your own information when you log in to CalJOBS. Once you have logged in for the first time using the pre-registration information, you will be prompted to change your temporary password. If you are unable to log in, need assistance, or do not have access to the internet, please contact your local America's Job Center of California<sup>SM</sup> (AJCC). Each AJCC has staff available to assist you with your job search and training needs.

The address and phone number of your local AJCC is:

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

In CalJOBS, you can create a quality resume that can be viewed by registered employers. You can also view and apply for a wide variety of job openings throughout California. You can set a "Virtual Recruiter" in the Job Seeker Services section to automatically notify you by email of new job postings that meet your skills and objectives.

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 1-800-815-9387.