



How to File a Continued Claim for Unemployment Benefits

1. Go to NHES Homepage at www.nh.gov/nhes
2. Click the blue **Filing for Unemployment BENEFITS** box located on the right side of the page.
3. If a Security warning box is presented, click Yes.
4. You will be brought to the main claims page. Click the blue **Weekly/Biweekly Payments** link at the top middle of the page.

NOTE: If you use the **HELP** button anywhere in the application, click the **BACK** button to return to your application. Do **NOT** use the browser's **BACK** button or the **X** (Close) at the top of the screen.

5. **Login** Screen.
Enter your social security number twice.
Enter your date of birth using the correct format. Please double-check that the date of birth is correct before proceeding.
PIN – Personal Identification Number. Pick 4 numbers as your PIN. Please click on **HELP** if you would like a detailed explanation of the PIN. Click **Proceed**.
6. The **Weekly/Biweekly Payments (Continued Claim)** page will be presented. Click the check box in front of the week ending date(s) you wish to file for. Answer all questions.
7. If you worked during the week you are claiming –
 - a. Answer Yes to Question 3.
 - b. Enter the number of employers you worked for in Question 4.
 - c. If known, enter the gross wages (before taxes or deductions) earned in Question 5. If unknown, you may leave both Question 5 and Question 6 blank.
 - d. If you have entered wages in Question 5, enter the number of employers these wages are for in Question 6.
8. Click **Proceed** button when you are finished answering all questions.

NOTE: If you miss any required information, a red warning message will be given when you click the Proceed button. Enter the missing information and click Proceed again. If you have answered any question that requires additional information, a **Secondary Information** page will be presented to allow you to type in an answer to the question presented.

9. The **Confirmation** page will be presented. **This is a very important page.** It is recommended that you print this page. To do so, click on **Print Claim Summary, Send to Printer,** and then **Print** or **OK**.

Instructions on the next week(s) to be claimed are on this page. Specific dates are given. If you do not file according to these dates, your benefits may be delayed or denied.

If you encounter problems using the WEB, you may file your weekly/biweekly payment request (continued claim) by phone at 1-800-266-2252. Choose Option 1 and the same questions as above will be asked.