Step 1: Go to [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com)

- Click the **Individuals** button located on the left side of the screen.

Step 2: Click the **Unemployment Compensation Claimants** icon located on the left side of the screen.
Step 3: The OhioMeansJobs Unemployment Guide screen appears. Be sure to review the entire page.

- After you have reviewed all the information on this page, click the SIGN IN NOW button.

Step 4: Log in.

- If you already have an OhioMeansJobs account, click I already have an account.
- If you do not already have an OhioMeansJobs account, enter your Username and temporary Password. NOTE: If you are using the same email address as someone else, you will need to use your claimant ID as your Username. Your claimant ID is on all your unemployment compensation correspondence.
- Click the SIGN IN button.

DO NOT CLICK REGISTER if you do not have a Username and Password. WAIT until you receive your Username and temporary Password from the Office of Unemployment Insurance Operations, and log in as instructed above.
Step 5: Change your temporary Password.
- Your Password must:
  - Be at least 8 characters but no more than 20 characters.
  - Have at least one capital letter but not all capital letters.
  - Have at least one number and at least one symbol (such as !@#$%^&*).
- Enter your new Password and then re-enter it.
- Click the drop-down box to Choose a Secret Question and Answer.
- Click the SUBMIT button.

Step 6: Look for the Thanks! Your password has been set message.
- Enter your Username (or Email address) and your new Password.
- Click the SIGN IN button.
Step 7: Complete the **Create Account** information. If you were registered by the Office of Unemployment Insurance Operations, you will find that some of the information has already been completed for you.

- Fill in the required fields. Required fields have a red asterisk (*)
- Click **CREATE ACCOUNT** at the bottom of the screen.

Step 8: Complete the **Career Plans** screen.

- Answer questions to help determine your future career plans.
- Click **SAVE AND CONTINUE**.
Congratulations! You have successfully set up your account with OhioMeansJobs.com!

Would you like to continue in OhioMeansJobs.com and complete your 8th week reemployment activity? This requires you either to upload an existing resume or create a new resume using the “Resume Builder” feature. If so, click on “Manage Resumes” and refer to the desk aid titled “Creating or Uploading a Resume in OhioMeansJobs.”

If you are ready to leave OhioMeansJobs.com, simply click on your name (beside your Backpack), then the down arrow and then “Sign Out.”