

If you are self-employed please answer the questions like this.

*** Are you self-employed, or the owner, or operator of a business or farm?** ☒ Yes ☐ No

*** Are you filing for Unemployment Insurance benefits for reasons related to COVID - 19 (Coronavirus)?** ☒ Yes ☐ No

*** Are there any other employment history items that you would like to add?** ☒ Yes ☐ No

Type the name of their business or their name if they do not have a business name.

To help expedite your employment history process, we need to find the employer you were employed by in employer name and click the *Search* button below.

If the employer you are entering is not located in Tennessee, [click here](#).

Search

Cancel

Click I don't see it in this list. This is because during normal filing the system is searching for businesses that pay into UI which theirs may not have.

I don't see it in this list

Select

Then click OK on this screen

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Please validate the employer name you entered before you continue.

Sometimes an employer has a separate address on file and might be a different location than where you went to work at.

If you are sure you do not see your employer in this list, click the OK button and the system will attempt to expand the search and find additional employers otherwise click the Cancel button.

OK

Cancel

Then again click I don't see it in this next screen to put it into the work history

I don't see it in this list

Select

Then they free form in their information into the work history and answer the work history questions they best they can.

Employer

* Employer Name:

* Address:

Address 2:

* Zip Code:

* City:

* State / Province:

* Country:

* Phone Number: - - Ext: Type:

Once this is saved they will be on this screen

Company Name	Location	Job Title (Occupation)	Start/End Dates	Duration of Job	Gross Salary	Leave Reason	UI Claim	Last Employer	Action
Self employed	Po Box    	Writer/Editor (Editors)	01/01/2019 - 02/15/2020	1 year, 1 month	\$15.00 per Hour	Layoff / Lack of Work / RIF	Claim: 2362810 New Effective: 3/29/2020	<input checked="" type="radio"/>	Edit Delete

Additional Employment History

* Are there any other employment history items that you would like to add? ☐ Yes ☒ No

And then click next and select this

* Please select the appropriate option below to indicate whether the employers and wages above are shown correctly:

- ☒ I agree that these are all of the employers and wages I had between 10/1/2018 and 9/30/2019.
- ☐ I had other employment and/or wages between 10/1/2018 and 9/30/2019 that are not shown.
You do not need to select this option if the missing employment and/or wages include Self-Employment, Out-of-State, Military, or Federal Civil Service
- ☐ I did not work at one or more of the employers listed above.