

How to Obtain Work Search Log Submitted via UI Online

Commonwealth of Massachusetts Wednesday, October 22, 2014
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Change Password | Logoff * Indicates Required Field

My Home Page [Change Claim](#) [Change Claimant](#)

My Inbox [Leave Claimant](#)

View and Maintain Account Information
Estimate Future Benefits
View And Request 1099G

View UI Records

Benefit Charges

Claimant Information

Effective Date: **8/24/2014** Benefit Year End: **8/22/2015** Claim Status: **Active**

UI Record Search

Record Type: New and Reopened Claims* **Continued Claims**

2. Select: Continued Claims

3. Click: Next

1. Click: View UI Records

UI Record Search: Select Sub Types

Record Type: **Continued Claims**

Sub Type(s): **Weekly Certification**

4. Check box: Weekly Certification

5. Click: Search

UI Record Search Results

Record	SSN	Claimant ID	Claim ID	Name	Date	Record Type	RecordSubType
View	9407		2014-01		10/19/2014	Continued Claims	Weekly Certification
View	9407		2014-01		10/12/2014	Continued Claims	Weekly Certification
View	9407		2014-01		10/5/2014	Continued Claims	Weekly Certification
View	9407		2014-01		9/28/2014	Continued Claims	Weekly Certification

6. Click: View

Date	Type	Name	Person Contacted	Contract Type	Contract Info	Type of Work	Results
9/15/2014 12:00:00	Employer	ABC Company	Web site email	Website	Abc.com	development	No response
9/16/2014 12:00:00	Employer	Metro Hospital	HR	Phone Number	781-111-2139	development	Follow-up requested
9/17/2014 12:00:00	Employer	Union University	Administrator	In person	Front Desk	development	Follow-up requested

7. View as PDF

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Step	Action
1	Click on <i>View UI Records</i> .
2	Select <i>Continued Claims</i> .
3	Click Next button.
4	From the Sub Types(s), Check <i>Weekly Certification</i> box.
5	Click Search button.
6	From the UI Record Search Results box, Click View for week you want to print.
7	An image of the selected weeks <i>Work Search Log</i> appears. View as a PDF document.