

Notice Date: 00/00/0000

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

### NOTICE OF REQUIREMENT TO REGISTER FOR WORK

Now that you have filed an Unemployment Insurance (UI) claim, the Employment Development Department (EDD) requires you to register for work by using CalJOBS<sup>SM</sup>, California's online labor exchange system.

You have **21 days from the date of this notice** to access CalJOBS to complete your registration information and add a résumé. If you have used CalJOBS in the past, you will need to update your registration information and add your most recent work history.

If you have not previously used CalJOBS, the EDD has started a pre-registration record for you. To complete the process, log in at **www.caljobs.ca.gov**. Your username 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<sup>th</sup>, and the last four of the SSN is 1234. Remember to use your own information when you log in to CalJOBS.

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

You will be prompted to change your temporary password when you log in for the first time. If you are unable to log in or need assistance, please contact your local America's Job Center of California<sup>SM</sup> (AJCC) listed below.

#### **Failure to register and update your résumé in CalJOBS<sup>SM</sup> may affect your eligibility to receive UI benefits**

In CalJOBS, you can create a quality résumé that can be viewed by registered employers. You can 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 openings that meet your skills and objectives.

To get started, you may access CalJOBS online at **www.caljobs.ca.gov** or by visiting a local AJCC. If you do not have access to the Internet or need assistance accessing CalJOBS, visit your nearest job center where you can use a computer for your online job search and there are staff to help you every step of the way.

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**

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.