



MISSISSIPPI DEPARTMENT *of* EMPLOYMENT SECURITY

Website Instructions

TO CREATE AN ACCOUNT FOR THE FIRST TIME (NEW USERS)

1. Go to **WWW.MDES.MS.GOV**
2. Place the mouse cursor on the “**UNEMPLOYMENT CLAIMS**” tab
3. Click on “**REGISTER NOW**”
4. Scroll down the page and click on “**CREATE NEW USER**”
5. Enter your **SOCIAL SECURITY NUMBER**, your **NAME**, and **DATE OF BIRTH**
6. Click inside of the box next to “**I’M NOT A ROBOT**” - read message, select the pictures, click verify, and then click “**NEXT**”
7. You will then create a user ID and password.
 - a. *USER ID* can be 6 to 20 characters and must start with a letter.
 - b. *PASSWORD* is 8 to 15 characters, must have at least 1 lower case letter, at least 1 upper case letter, at least 1 number and at least 1 symbol (! @ # \$)

TO FILE YOUR WEEKLY CERTIFICATION ONLINE

1. Go to **WWW.MDES.MS.GOV**
2. Place the mouse cursor on the “**UNEMPLOYMENT CLAIMS**” tab
3. In the drop-down box, click on: “**ONLINE UNEMPLOYMENT SERVICES**”
4. This will bring you to Claimant Services Page
5. Click on “**FILE WEEKLY CERTIFICATION**” to log in
6. Log in using your **USER ID** and **PASSWORD**
Click on “**FILE WEEKLY CERTIFICATION**” and answer the questions about the week you did not work.

WEEKLY CERTIFICATION QUESTIONS

1. Were you physically able to work? (*means physically able to do work*)
2. Were you available for work? (*means you were available to do work*)
3. Did you refuse any job offer or job referral?
4. Did you perform any work?
5. Did you return to work full time?
 - a. If yes, enter the date you returned to full time employment.

****Make sure you verify the weekly certification questions by using your last 4-digits of your SSN* ***

TO SEARCH FOR A JOB

1. Go to **WWW.MDES.MS.GOV**
2. Place the mouse cursor on the “**I NEED A JOB**” tab
3. Click on “**FIND A JOB NOW**”
4. To narrow the search, enter your desired Job Titles, desired *Distance to Job*, etc.
5. Click on the **JOB NUMBER** and follow the *Application Instructions*

IF YOU HAVE FORGOTTEN YOUR USER ID OR PASSWORD, CALL YOUR LOCAL WIN JOB CENTER. FOR PHONE NUMBERS, SEE NEXT PAGE



Phone Numbers

LOCATION	PHONE
Amory	662-256-2618 or 601-446-3544
Attala	662-289-2535
Batesville	662-563-7318 or 601-446-3537
Brookhaven	601-833-3511 or 601-446-3297
Calhoun	662-412-3170
Carthage	601-267-9282 or 601-446-3270
Clarksdale	662-624-9001 or 601-446-3543
Cleveland	662-843-2704 or 601-446-3542
Columbia	601-736-2628 or 601-446-3272
Corinth	662-696-2336
DeSoto County	662-280-6218
Forest	601-469-2851 or 601-446-3533
Greenville	662-332-8101 or 601-446-3540
Greenwood	662-459-4600 or 601-446-3290
Grenada	662-226-2911 or 601-446-3545
Gulfport	228-897-6900 or 601-446-3298 or 601-446-3299
Hancock	228-466-5425 or 601-446-3528
Hattiesburg	601-584-1202 or 601-446-3529
Houston	662-407-1219

LOCATION	PHONE
Indianola	662-887-2502 or 601-446-3539
Iuka	662-423-9231
Jackson	601-321-7931 or 601-446-3296
Laurel	601-399-4000 or 601-446-3522
Lexington	662-834-2426
Louisville	662-773-5051 or 601-446-3547
Madison County	601-859-7609
Marshall	662-838-3805
Mayhew	662-243-1751
McComb	601-684-4421 or 601-446-3294
Meridian	601-553-9511 or 601-446-3523
Natchez	601-442-0243 or 601-446-3293
New Albany	662-407-1226
Oxford	662-236-7201
Pascagoula	228-762-4713 or 601-446-3525
Pearl	601-321-5441 or 601-446-3292
Picayune	601-798-3472 or 601-446-3527
Pontotoc	662- 407-1226
Tate	662-562-3351
Tupelo	662-842-4371 or 601-446-3548
Vicksburg	601- 619 -2841
West Point	662-243-2647