

# HOW TO FILE A WEEKLY CERTIFICATION

1. Create an ID.me account
2. Open [dcnetworks.org](https://dcnetworks.org)
3. Click Sign In/Register and select Individual from the drop down
4. Go to Option 1 - Already Registered
5. Enter User Name and Password
6. Click Sign In
7. Close your message box if it appears to view your Dashboard
8. Click File for Weekly Benefits or File Certification on your Dashboard
9. A sequence of screens will appear
10. Review the screens and enter the requested information for the filing

**\*\*Reminder: You must first set up your ID.me account.\*\***

**My Dashboard Assistant**

**What do you want to do today?**

- File for Weekly Benefits**  
File your weekly certification of eligibility to continue claiming unemployment insurance benefits.
- Find a Job**  
View available job openings in your area.
- Resume Builder**  
This easy-to-use tool will help you create, store, update, and post your resume online.
- Training and Education Programs**  
Locate a training or educational program that is related to your occupation or field of interest.

**Unemployment Status**

**Benefits Week 10**  
Feb 3rd, 2024  
You have filed 0 weekly certification on this claim.

**Claim Information:**  
 Effective Date: 11/26/2023  
 Benefit Yr End: 11/23/2024  
 Claim Status: Regular Active  
 Claim Type: Additional  
 Balance: \$7,992

**Claim Status**  
 4 Results Issue found  
 3 In Review  
 2 Waiting for Review  
 1 Claim Filed  
[View Claim Details](#)

**Work Search**  
 You have completed 0 job contacts of 2 required.  
[Enter Job Contact](#)

**File Certification**  
 You did not certify week ending 02/03. You must certify this week before the end of Saturday 02/24/24.  
[File Weekly Benefits](#)

**Payment**  
 The payment for week ending Feb 3rd, 2024 does not have a certification filed. A certification of weekly benefits must be submitted before a payment will be processed.  
[View Payment History](#)

**Form 1099-G**  
 You had no payment activity last year. A 2023 IRS form 1099-G will not be created for your account.  
[View Payment History](#)