



# Employer

**Guide: Accessing CONNECT Inbox** 

## I. Access Employer Inbox

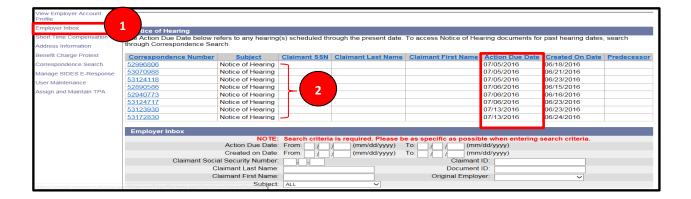
This guide describes the necessary actions to access your Employer Inbox in CONNECT, the steps necessary to locate and navigate your Employer Inbox.

The Employer Inbox may contain important items that require your notice or action.

#### To access your Employer Inbox, please follow the steps below:

- **1.** After logging-in to CONNECT, select **'Employer Inbox'** from the left-hand menu of the Employer Homepage in CONNECT.
- 2. The Employer Inbox will automatically populate with any *Notice of Hearings* at the top of the page.

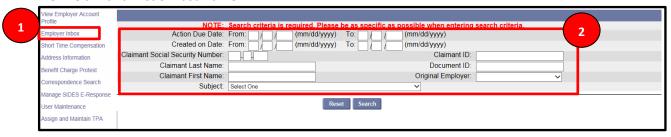
**NOTE:** The Notice of Hearings will display automatically until the **Action Due Date** has passed. All other correspondence requiring your attention will need to be searched.



# A. Search for Correspondence requiring attention in your inbox.

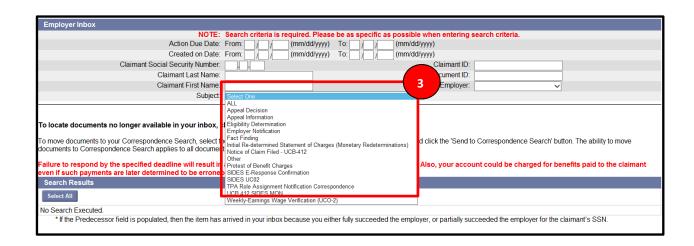
To search for specific correspondence in your Employer Inbox, please follow the steps below:

- **1.** Select 'Employer Inbox' from the left-hand menu on the Employer Homepage.
- 2. Enter information in one or all known data fields.
  - a. Action Due Date
  - b. Created On Date
  - c. Document ID
  - d. Claimant Social Security Number
  - e. Claimant First or Last Name

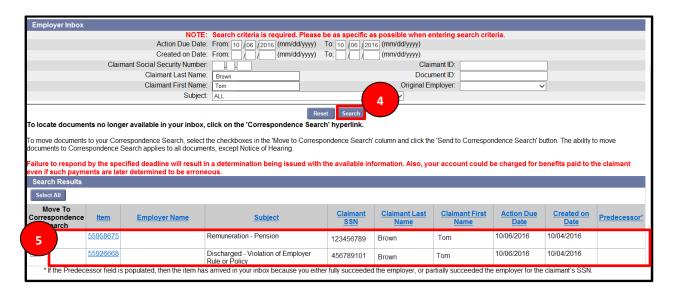


**3.** Select the correspondence subject you would like to review. This contains a list of specific types of correspondence you could receive in your inbox.

**NOTE:** If you select 'ALL' as the subject of correspondence, all items requiring action will populate within the search limits entered above.



- 4. Select 'Search.'
- **5.** All relevant correspondence will populate, based off the information provided, in the *'Search Results'* section.



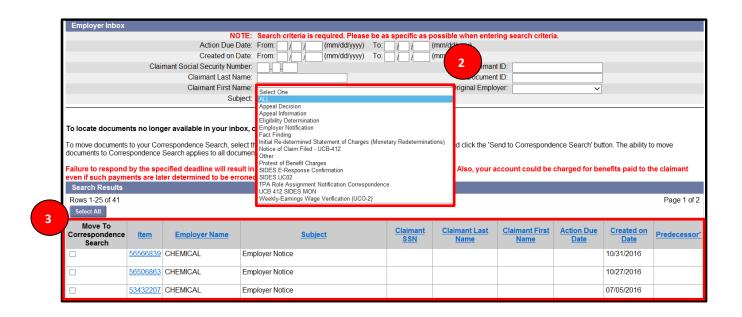
### B. View 'All' correspondence requiring your attention, follow the steps below.

1. To view 'ALL' correspondence, leave all data fields blank.



- 2. Select the down arrow on the 'Subject' line and select 'ALL'.
- 3. All information in your Employer Inbox will populate in the 'Search Results' field.

**NOTE:** Items will populate with the oldest item first. The order can be changed by clicking on the Action Due Date or Created on Date hyperlinks twice. Also, please note, that only 100 items will display in the search results at one time. To assure that all items appear in the search results field, add Created on Dates.



For additional information or assistance, please call **1-833-FL-APPLY** and select the "Employer" option to speak to a representative (1-833-352-7759, option 9). You may also visit <u>FloridaJobs.org</u> and select the employer homepage to review frequently asked questions and other resources available to employers.