

How to apply for benefits

1. Register with the Public Employment Service (Arbetsförmedlingen)

On your first day of unemployment, you must register at Arbetsförmedlingen. You can do this by logging in to [Arbetsförmedlingen](#) with Swedish electronic ID (Bank ID).

2. Log in to My pages (Mina sidor)

Log in to [My pages](#) with your e-identification or BankID. Here you report your unemployment to us by filling in the Application for benefits. In My pages, you can also request a notice of unemployment from your employer and upload your documents.

3. Certificates we need when you apply for benefits

We need to know what you did at least 12 months before you became unemployed.

If you have worked, we need a notice of unemployment for your time worked. It is your former employers who fill in the notice via the e-service [arbetsgivarintyg.nu](#). You can request the notice from your employer via My Pages.

If you have studied, we need a Study Certificate, which you fill in on My Pages. We also need a course certificate from the school about the time of your studies.

If you have received compensation from the Swedish Social Insurance Agency (Försäkringskassan), we need a certificate of which dates apply. You can get this from My pages. If you have or had your own business, certain rules apply. Read more in [Entrepreneurs](#).

If you have worked abroad, we need to know more. Read more in [Working abroad](#) for more information.

4. Time report every week

Fill in your first time report on [My pages](#) as soon as your first unemployed week has passed, from the time you registered with the Public Employment Service (Arbetsförmedlingen).

It is with the time report that you apply for benefits (We do not automatically send out any paper cards, if you cannot use the e-service, [please contact us](#)).

5. You will receive a decision from us

Once we have received all the documents and your first time report, we will investigate whether you are entitled to compensation. You will then receive a decision in which we will inform you whether you are entitled to benefits and, if so, how much.

If you are not satisfied with the decision, you can request a reconsideration. This means that you can ask us to check again if the answer you received from us is correct. You must submit a request within two months. The letter tells you how to do it.

Contact us if you have any questions

[My pages \(Mina sidor\)](#)

Phone number: 010-19 89 000

More information www.ifmetall.se/akassan/

[Unemployment benefits \(sverigesakassor.se\)](http://sverigesakassor.se)