

Downloading or Printing Your Work Search Activity Log

1. Log in to your Unemployment Portal:

Once logged in, navigate to your personal information section. Locate the **Benefit Details** section and click "**View More Benefit Details.**"



2. Access Weekly Work Search Activity Log:

In the benefit details page, you will see your **Week History**. Click on "**Additional Services.**"

A screenshot of a web page titled "Benefit details". It shows benefit information: "Benefit begin : 27-Jul-2025" and "Eligibility end : 25-Jul-2026". To the right is a list of links: "File an appeal", "Update payment method", and "Update withholding preference". Below this is a navigation bar with tabs: "Week history", "Benefit history", "Monetary", "Appeals", and "Additional services". The "Additional services" tab is highlighted with a blue box and a large blue arrow points to it from the left. Below the navigation bar is a section titled "Week history" with a table of benefit details.

Week ending	Weekly benefit
13-Sep-2025	\$1,001.00
Additional credits and deductions	
\$0.00	
Withholding and other reductions	
\$0.00	
Benefit payment	
\$1,001.00	

[View benefit history for week of 13-Sep-2025](#)

3. View Work Search Activity Log:

Under Additional Services, locate the **Work Search Activity** section and select "**View or Print Log**."

Benefit details

Benefit begin : 27-Jul-2025
Eligibility through : 25-Jul-2026

Week history Benefit history Monetary Appeals Additional services

Filter this page

Benefits

View details pertaining to my benefits.

> [View benefit claims](#)
> [View determinations](#)
> [Report lost or stolen payment](#)

Work search log

Report, view, and export work search activities.

> [Report a work search activity](#)
> [View or print log](#)

Wages

Take actions related to the wages on your claim.

> [Manage base period](#)
> [Upload wage documentation](#)
> [File a wage correction](#)



4. Download or Print your Work Search Activity Log:

You will be presented with your **Work Search Activity**. Click "**Print**" to generate a printable version.

View work search activities

From: 16-Aug-2025 To:

Search

Work search activities reported after 16-Aug-2025

Week ending	Date	Activity
13-Sep-2025	12-Sep-2025	Other job search activities
13-Sep-2025	11-Sep-2025	Interviewed for a job
13-Sep-2025	09-Sep-2025	Other job search activities
06-Sep-2025	04-Sep-2025	Other job search activities
06-Sep-2025	03-Sep-2025	Other job search activities
06-Sep-2025	02-Sep-2025	Applied for a job
30-Aug-2025	28-Aug-2025	Other job search activities
30-Aug-2025	26-Aug-2025	Interviewed for a job

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5. Download or Print your Work Search Activity Log:

Click the "**Submit**" button, then choose the **first option** provided. This will allow you to either **download** the work search logs to your computer or **print** them directly.

13-Sep-2025	12-Sep-2025	Other job search activities
13-Sep-2025	11-Sep-2025	Interviewed for a job
13-Sep-2025	09-Sep-2025	Other job search activities
06-Sep-2025	04-Sep-2025	Other job search activities
06-Sep-2025	03-Sep-2025	Other job search activities
06-Sep-2025	02-Sep-2025	Applied for a job
30-Aug-2025	28-Aug-2025	Other job search activities
30-Aug-2025	26-Aug-2025	Interviewed for a job
30-Aug-2025	25-Aug-2025	Other job search activities
23-Aug-2025	21-Aug-2025	Other job search activities

[Cancel](#)

Submit

