

# Downloading or Printing Your Work Search Activity Log

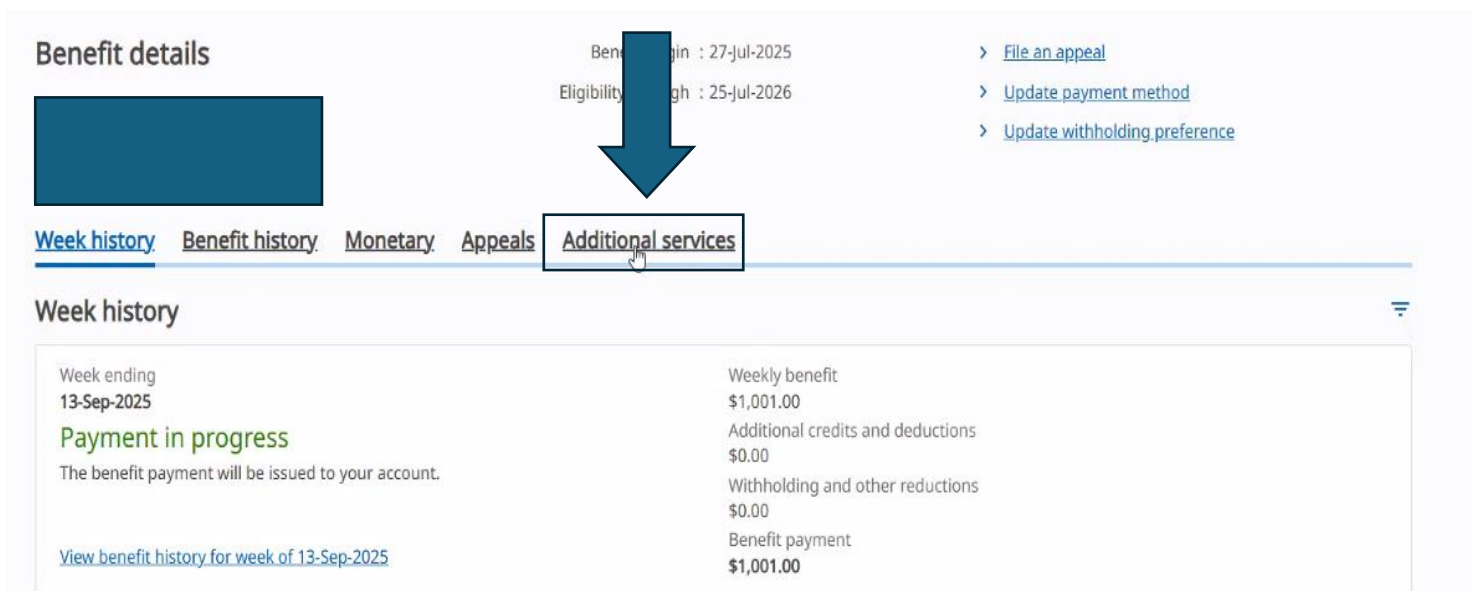
## 1. Log in to your Unemployment Portal:

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.**"



### 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

> [File an appeal](#)  
> [Update payment method](#)  
> [Update withholding preference](#)

[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

[Print](#) < Page 1 of 2 >

## 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

