

How to get on the out of work list online

1. Go to laborerslocal265.com and click “Login Here” to get to the member portal.



2. Enter your full social security number, then the last four digits of your social security number.
3. Click “Request Work”



4. If needed, update your name, address, contact information, and/or skills.
5. **IF** there is an Open Jobs section, you must fill out the completion date and status.

If this is not on your screen, please ignore this step and move to the next

A screenshot of the "Open Jobs" section. It includes a heading "Open Jobs" and a note: "To request new work, you must be currently unemployed. Please provide the completion date and status for all the jobs listed below." Below this is a form for a job listing: "COVINGTON D.A.D.S. BOBCAT SERVICE, LLC" with a completion date of "12/8/2021". The form has fields for "Completion Date" (with a calendar icon) and "Status" (with a dropdown menu labeled "[Select a status]").

6. Scroll to the bottom, read the terms and conditions, and **check the box** next to “I accept the above terms and conditions.” Then click “Submit”

A screenshot of the "Terms and Conditions" section. It contains a paragraph of text explaining the terms of use and a note: "NOTE: ONCE SUCCESSFULLY SUBMITTING THIS FORM WE WILL FAX A VERIFICATION LETTER TO OHIO UNEMPLOYMENT. AFTER THE LETTER HAS BEEN FAXED WE WILL UPLOAD A COPY INTO THE MY DOCUMENTS TAB ON THIS WEBSITE." Below the text is a checkbox labeled "I accept the above terms and conditions." which is highlighted. A "Submit" button is also visible below the checkbox.

7. If it went through you will come to a screen that says Your request was accepted. (See below)
If it didn't go through it will tell you at the top of the page in red what needs to be done



Request Work
Your request was accepted. Click [here](#) to return to your information.

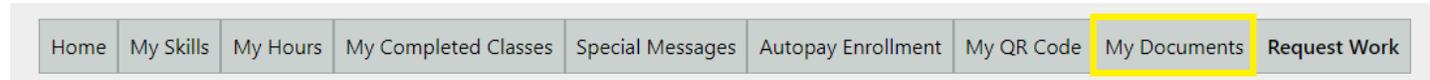
8. You are now on the out of work list and we will automatically fax a Verification Letter to Unemployment for you.

Additional Unemployment Information

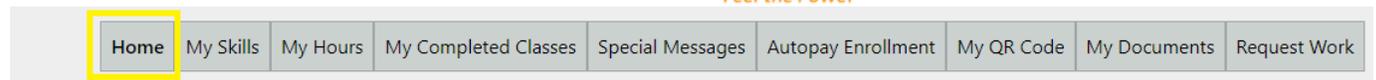
- Make sure you have read and understand the Referral Rules. You can view them on the “Special Messages” tab in the membership portal or by going to www.laborerslocal265.com/referral-rules/



- You will have access to the verification letter we fax to Unemployment office under the “My Documents” tab.



- Call the local office at (513) 221-5260 when you get called back to work or take yourself off in the member portal on the “Home” tab. (See below, **Removed from the referral lists**)



My Information

Name: EXAMPLE ACCOUNT
Birth Date: 1/1/2000
Card: 0000000001

Click [here](#) to check in the referral list.
Click [here](#) to be removed from the referral list(s).

- **QUARTERLY RENEWALS** are the first five business days of January, April, July, and October. You can renew by coming into the office or in the member portal on the “Home” tab. (See above, **Check in the referral list(s)**)
- We DO NOT send a verification letter to unemployment when you do your quarterly renewal.
- If you open a new claim for unemployment call our office at (513) 221-5260 and let us know so that we can send a new verification letter to unemployment.
- **ALWAYS** get on the out of work list as soon as you get laid off.
- When applying for unemployment answer Yes when asked if you are required to look for work through a hiring hall.
- If you are asked to name two companies you are looking for work through you will answer **Laborers’ Local 265 Hiring Hall** for both.