

How to get Unemployment Documents to the Illinois Department of Employment Security

Fax number is 217-557-4913

There are 2 ways to get documents to IDES:

NEW!

1. **(Preferred Method)** Upload the documents, as long as the job seeker has a claimant ID. This can take up to 72 hours to process. Here is the upload link:

<https://www2.illinois.gov/ides/pages/submit-filing-documents.aspx>

2. Fax documents.

To process faxed documents quicker:

Use a document with the BARCODE on the front.

Place the barcoded page 1st. Behind it all other documents. On a blank 2nd page, you can write what the attached documents are for, then on the next pages put the documents.

For example: First page would be barcoded document; 2nd page would be what document is for (ex: Employment Authorization Documents), 3rd page would be the documents (ex: Social Security Card, Government Issued ID's, etc.)

The system will read the barcode first and know which file the documents go to. This can take up to 6 hours to get into a person's file.