Instructions for eService

1. Login

• Login to Open Unemployment Fund's eService at

> **https://a-kassa.futunio.fi**
> or via our website
> www.a-kassa.fi → eService

• When logging in you will be redirected to the **Suomi.fi service.** Use your personal online banking codes.
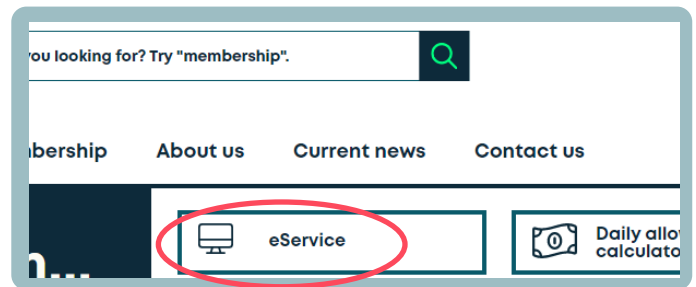
2. Apply for daily allowance

• The **Apply** buttons will take you to the form that you must fill in to receive earnings-related allowance. Fill in the period you are applying for and follow the instructions on which information you need to provide.

• eService is the quickest way to submit your application. You can **fill in the quick application** if your situation and information have remained unchanged. When filling in the quick form in **temporary lay-off situations**, instead of filling in the list of days you can simply indicate the days you have been laid off.
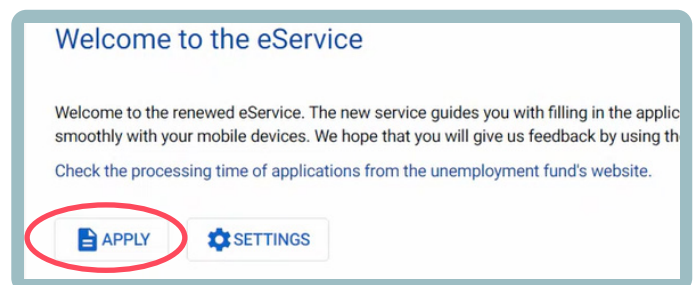
• On the application you can see the **salary information** and **employment relationships** that are in effect, uploaded from the Incomes Register. You can fill in the missing information according to the instructions. Filling in this information will speed up the processing of your application.

3. Send attachments

• After submitting the application, you will be taken to the "**Attachments**" tab. You can use this function at any time to send, for example, payslips or other attachments to Open Unemployment Fund.

• The service will request attachments based on the information you provided in the application.

• The permitted file formats for the attachment are **jpg**, **pdf** and **tiff**. The file size can be up to 10 MB, and you can send up to **five attachments at a time**.

• You can **scan** the document with your printer or for example, **take a photo of the necessary attachment** on your smartphone. We can only accept attachments that are clearly readable.
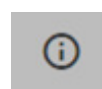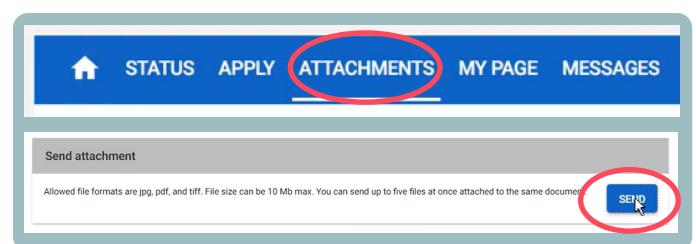
Note!
You can also find more instructions on how to use eService by clicking the Info buttons.

Instructions for eService

Send a message

- From the **Messages** tab, you can send a message to the Open Unemployment Fund via a secure connection.

- Here you can also see any requests from Open Unemployment Fund for further information as well as all the previous messages you have sent to Open Unemployment Fund.

- You will be notified by e-mail of a received message.
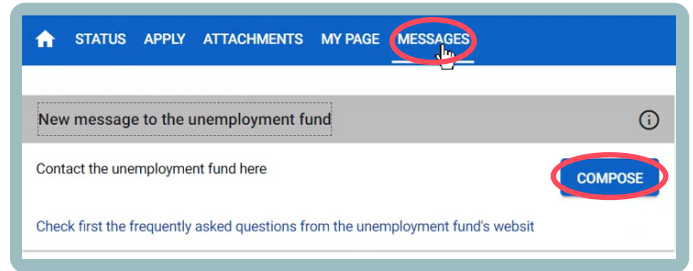
Your information

- You can update your contact information and bank account number on the **My Page** tab.

- Remember to keep your information up to date.
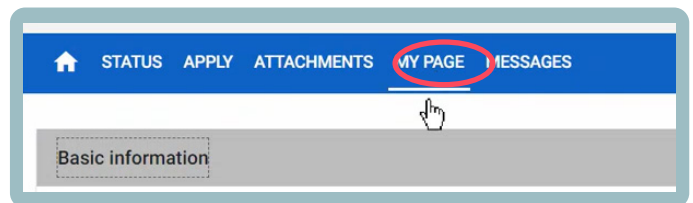
Settings

- In the settings, you can choose whether the decision on the earnings-related allowance is delivered to you **electronically** or by post.

- In addition, you can subscribe to a **Text message payment notification** of future benefits. You will receive information on your phone about the date of payment and the amount to be paid into your bank account.
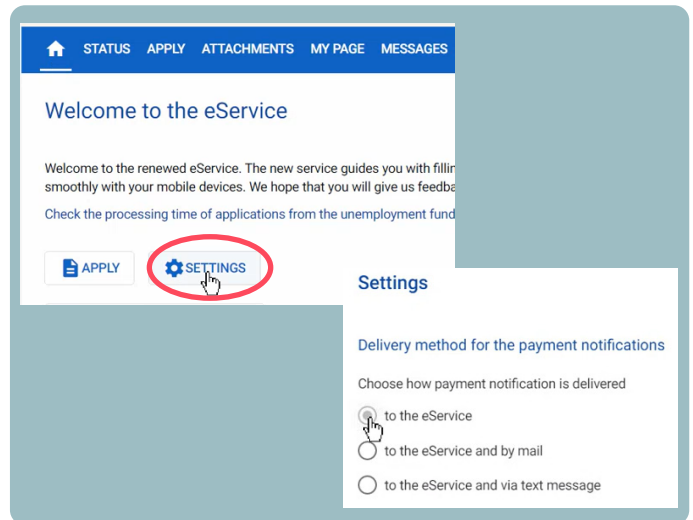
Check Status

- Under the **Status** you can track the progress of your application. You can also check the accumulation of the maximum allowance period and the decisions you have received.

- You can check for which period you have submitted your previous applications in eService.

- **The payment notification** will be sent to eService no later than the day before the payment date.