Illinois Department of Employment Security

Illinois Benefit Information System (IBIS)
External Agency User Manual

Version 1.1

Revision History

Date	Version	Description	Author
08/25/2010	1.0	Initial Release	K. Paquette
08/30/2010	1.5	a) Elaborated on HFS Screen Functions b) Added print screen discussion c) Added User ID discussion	K. Paquette

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Before you begin…

Like a lot of software that you may run on your computer, IBIS has some minimum system requirements that need to be met in order for IBIS to function properly. These requirements are discussed in the following paragraphs.

IBIS Recommended System Requirements

The IBIS application has been tested under the recommended system configurations shown below. Other system configuration may impede the correct operation of IBIS.

> **Peripherals**
> Modem **or** Internet connection; Mouse or compatible pointing device, Keyboard
> **Additional Software**
> Adobe Reader (v7.0 or greater) software is required to view many reports or documents in IBIS.

IBIS Recommended Web Browsers

- Internet Explorer Version 6.0 with Service Pack 2 (IE6 SP2) or
- Internet Explorer Version 7.0 (IE7)

These are currently the only IBIS recommend web browsers. Using any other web browser (Google Chrome, Mozilla Firefox, Opera or Safari) is not recommended and may prevent the IBIS system from functioning properly.

IBIS Recommended Web Browsers Settings and Plug-Ins

- **Java** Runtime Environment (JRE) v5.0 or V6.0 needs to be installed and configured in your browser
- IBIS does not use ActiveX, however, leaving it enabled (the default value) in Internet Explorer is recommended
- Flash components are not currently used in the IBIS application, so no Flash plug-ins are required for IBIS
- **Cookies** – the IBIS application uses cookies, so any cookie blocking software will need to be adjusted to accept IBIS cookies – see the **Appendix** section of this document for details on adjusting your Cookie blocking software
- **Pop-Ups** – the IBIS application uses pop up windows, so any pop up blocking software will need to be adjusted to allow for IBIS pop ups – see the **Appendix** section of this document for details on adjusting your Pop-Up blocking software

If you have specific questions about if your PC is capable of running the IBIS application contact:

- **State of Illinois Agencies** – CMS Customer Service Center (CSC) at (800) 366-8768 for assistance with PC questions
- **Other External Agencies** – Users should contact their local IT Support staff for assistance with PC questions.

If you have specific IBIS application related questions contact:

- **All External Agencies** – CMS Customer Service Center (CSC) at (800) 366-8768 for assistance with IBIS Application Questions.

Getting to IBIS

Unlike the mainframe based BIS system, the IBIS system is a web based system, meaning you will use your web browser (Internet Explorer) to access it. The first step to get to IBIS is to launch Internet Explorer on your PC by double clicking on the Internet Explorer (IE) icon on your desktop or by launching it from your Start menu programs list.

or
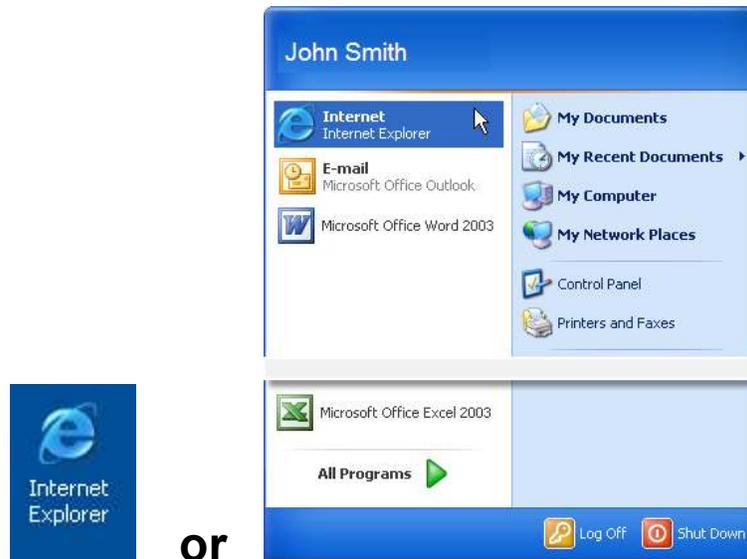
Once Internet Explorer opens, you will most likely be looking at your specific Home Page, based on what you, or your agency, have set it to be. To get to IBIS, you will need to type the following IBIS URL into the Internet Explorer Address bar:

https://ibis.ides.illinois.gov/IBIS

and press the ENTER key.

The IBIS Login Screen should display in your browser.
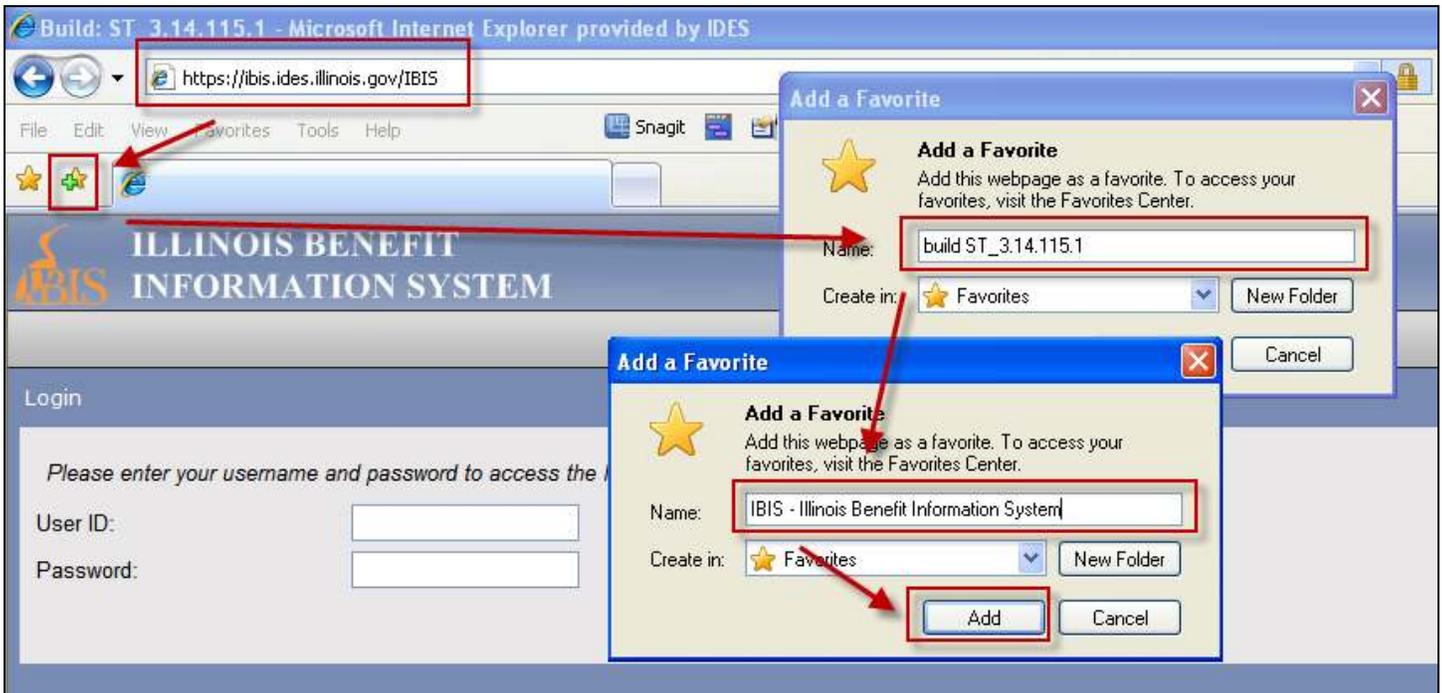
Before you log in to the system, you should set IBIS up as a favorite in your browser. This will allow you to get back to IBIS quickly without having to type the URL every time you want to return. To save IBIS as a favorite, click the Favorites button in your web browser, and the Add a Favorite dialogue box should open. This may be the only opportunity to set this as a favorite using the web browser's menu buttons.

Type a meaningful name in the Name field – perhaps "IBIS – Illinois Benefit Information System" and click the Add button to save it as a favorite.

The next time you wish to access the IBIS system, launch your browser and click the Favorites menu item, the favorite's selection box should open allowing you to select the IBIS application without having to retype the URL into the Address box.
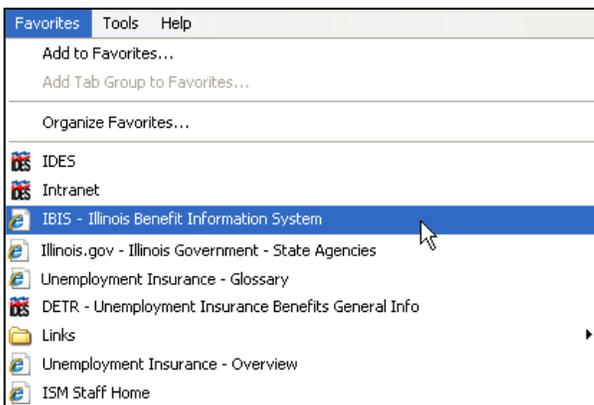
Once you have successfully saved the IBIS URL as a favorite, you are now ready to log in to IBIS.

Login

Please enter your username and password to access the Illinois Benefits Information System (IBIS).

User ID:
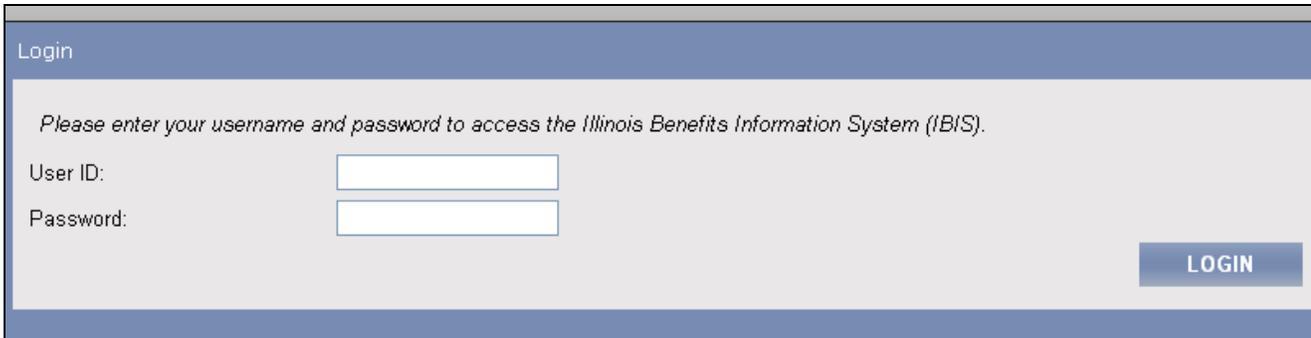
Password:

LOGIN

On the Login screen, enter your User ID and Password, these are the same User ID and Password that you entered to Login to BIS – they may be referred to as your RACF ID and Password – and click the Login button. If you are having problems logging into IBIS, please contact the CMS Customer Service Center (CSC) at (800) 366-8768 for assistance.

After clicking the Login button, a new browser window will open and you will see the following dialog box:

Windows Internet Explorer

The webpage you are viewing is trying to close the window.

Do you want to close this window?

Yes   No

Click the Yes button and then you will be logged into IBIS.

Once you successfully login to IBIS, the IBIS Dashboard Screen should load into your browser window and you will notice that the familiar Internet Explorer Menu does not display. This menu has been removed because everything that you will need to do in IBIS is contained in IBIS and should be done within an IBIS screen. For example, IBIS does not support the Back (or Forward) buttons to navigate between screens. All IBIS navigation is done via the on screen menu system and via buttons or links within the IBIS application. See the IBIS Screen Tour section for more details.

A few things to keep in mind regarding your IBIS User ID and accessing the IBIS application:

- Your IBIS User ID is the same RACF ID that you use to access other State of Illinois mainframe based systems
- There is not a way to change or reset your password within the IBIS application, this can be done via the mainframe (sessions) as you previously would have performed this task. We have provided a Job Aid at the end of this document to walk you through this process (See Appendix E. for additional information)
- IDES doesn't own your RACF ID, consequently if you disable your RACF ID (5 invalid login attempts), you will need to follow up with CMS or your Agency's RACF coordinator to reset your User ID. Once this is reset, you will then be able to sign into IBIS (and any other mainframe application that you might need to use).

- The RACF password will still expire. You will need to sign on to the mainframe (using sessions or other emulator) every 35 days and change your password there. Again, see the Job Aid in Appendix E of this document for additional details on this process.
- If your agency uses Citrix to get to the IBIS application, remember the Citrix accounts are owned by CMS. These IDs expire every 90 days. You will need to work with the CMS help desk to reset them if required. Your specific agency will need to work with their branch of the CMS help desk to determine the procedure they require for resetting these IDs.
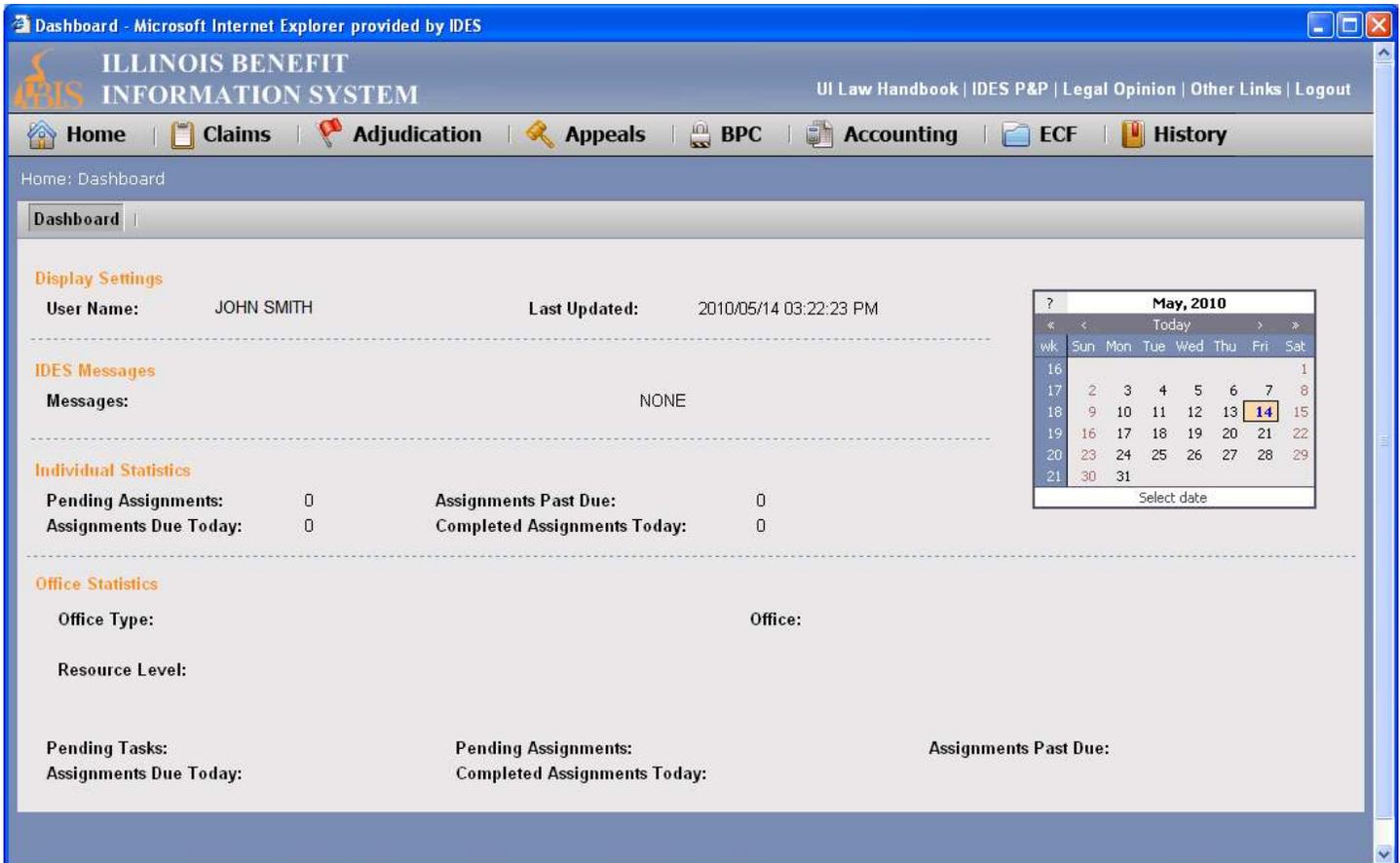
Figure 1. IBIS Dashboard Screen - Note there are no browser buttons or address bar
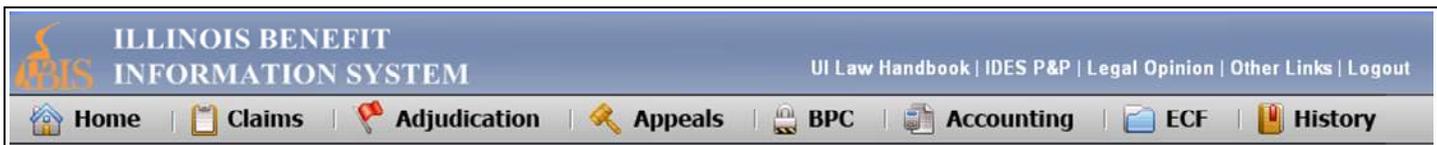
Figure 2. IBIS Cascading Menu bar

New Concepts in IBIS

The IBIS system has some new concepts that you may not be familiar with. Several of these are explained below.

- **Claimant ID**
    - o Claimant ID is used to provide added security for the claimant. For example, if the claimant calls the office and does not wish to provide his or her Social Security number over the phone, we can use the Claimant ID number to look up his or her information in IBIS.
    - o For additional security and privacy, Social Security numbers will not be printed on correspondence sent out to claimants. Instead, any IBIS generated correspondence to be sent to that claimant will identify the claimant by his or her unique Claimant ID.

- **Claimant in Context**
    - o Once you have searched for and selected a claimant, that claimant is "In Context". This means you can navigate to other screens in IBIS and the claimant's information will automatically fill or populate the fields of each screen.

- **Masked Social Security Numbers**
    - o On most IBIS screens, to protect claimant's Social Security numbers, only the last four digits of the number will display. The other digits in the Social Security number will display as "#". To view the entire Social Security number, simply move your mouse over the "#" symbols and the other digits will display. When the mouse moves off of the numbers they will return to "#".

- **Searching for Claimants**
    - o The Claimant Search screen allows you to search for claimants in the IBIS database using various search criteria. A full overview of this screen is provided later in this user manual.
    - o The Claimant Lookup icon triggers the Claimant Lookup pop-up, which allows you to search for a claimant. When you select a claimant from the search results, the claimant is brought into context and their information populates data fields on the screen. An full overview of this process is provided later.

- **Session Timeout**
    - o Like many web based systems, IBIS has a session timeout set. This means if you keep your IBIS browser window open and don't do anything in that browser (i.e. click a button, type something, etc.) for a period of time greater than 60 minutes, you will automatically be logged out of IBIS. After 60 minutes when you do go to do something on the screen, the IBIS Login Page will display alerting you to the fact that you timed out and will prompt you to log in once again.

- **User Passwords**
    - o Unlike other computer systems, you are not able to change your IBIS password within the IBIS system, once you change your password (RACF) in another state system, the change will be made in IBIS as well. If you have questions about changing your password, refer to the job aid in the **Appendix** section of this document, or contact the CMS Customer Service Center (CSC) at (800) 366-8768 for assistance.

- **Printing**
    - o Printer friendly versions of the IBIS application screens were not developed. Copying information to MS Word using the Print Screen function is the recommended approach if you must print IBIS information.

IBIS also has the following enhanced features that weren't present in BIS:

- Expanded claimant address fields with validation against postal records
- Expanded field lengths, which prevents truncated values
- Additional information may now be captured – i.e. Claimant Email Addresses
- Expanded screens display all information in one place – reduces need for additional screens (i.e. "Comments Screens", etc.)

IBIS Screen Tour

	Screen Item	Description
1.	Main Menu Bar	• The IBIS Main Menu Bar is the highest level of IBIS menus (ex. Claims, Adjudication, etc.).
		• This menu is visible on every major page in IBIS.
2.	Cascading Menu	• The Main Menu Bar is also a cascading menu, if submenus exist you will see them by moving your mouse over the Main Menu item and clicking over if an arrow shows that there are submenus available.
		• Every IBIS screen is not accessible via the cascade menu. Instead the cascade menu provides navigation to main IBIS screens and/or the first page in a process.
		• You may not be authorized to see every IBIS screen, so some Main Menu Bar items may not display any submenus.
3.	Screen Name	• The Screen Name appears at the top of the screen, below the Cascading Menu. Screen names are in the following format: Functional Area: Name of Screen

	Screen Item	Description
4.	Tabs	• Many IBIS screens have more information to display that can fit on a single page. To ease in the viewing of this information, the tab concept is being used.
		• Tabs do not appear on every screen in IBIS.
		• There can be a single tab or multiple tabs depending on the page.
		• The current tab appears depressed / shaded.
5.	Detail Link	• Detail Links are used to show or hide information.
		• All links will be underlined.
		• The mouse pointer will turn into a hand icon when you mouse over a hyperlink.
6.	Required Fields Search Criteria Last Name: * **6.** Smith	• Required fields are defined as fields necessary to be completed in order to complete a transaction and are marked with a red asterisk.
		• The asterisk appears immediately to the left of the text entry field.
7.	Sortable Table Column Headings	• Columns can be sorted. A sort icon (white arrow head) appears to the right of the column heading and the column heading is underlined.
		• The default sort order is alphabetically (or numerically) ascending. (Arrow head pointing upward)
		• You may click the Arrow head to reverse the sort order. (Arrow head will point the opposite of what it displays when clicked)
8.	Highlighted Table Row to Select	• When you select a row with a single left mouse click, the entire row shades to indicate that it has been selected.
9.	Tables	• IBIS visually separates table entries by alternating row colors between a lighter and darker shade.
		• Values in table rows do not wrap and, instead, will use an ellipse (…) to indicate the field contains more data than can be displayed. When you mouse over the ellipse, the full data will display.
		• IBIS tables will only display ten records at a time. Each table will contain a table footer that allows you to page to others sets of ten records and displays the total number of records.
10.	Buttons	• IBIS displays buttons in button "clusters". A cluster of buttons is a grouping of buttons located on the screen. These clusters will have the same relative positioning across all IBIS screens. Pages that allow you to perform similar actions (for example, Cancel, Delete, Save) will use the same buttons, with the same names, in the same order.
		• Buttons are tied to your user security and only display if you are authorized to the function tied to that button.
11.	Date / Time Value Displays	• Date values for the US are displayed in the mm/dd/yyyy format. Date fields may omit the day from the field format if necessary. In that case, the format would be mm/yyyy.
		• Single digit months and days are displayed with a leading zero.
		• Time values are displayed in the hh:mm:ss format (seconds may not always show).

	Screen Item	Description
12.	Date Widget	• Whenever you need to input a date, IBIS will provide you with the ability to select a date from a popup calendar. This calendar allows you to select the date you want graphically, making it easier and faster for you to pick dates such as "next Wednesday" or a week from tomorrow. • The calendar is keyboard accessible, allowing you to navigate between days, weeks, months and years without having to take your hands off the keyboard. • IBIS presents the date widget as a normal input field, where you can enter a date in a variety of formats, immediately followed by a clickable icon representing the date widget. If you have not typed a date into the field before you click on the date widget, the date widget will default to the current date.
13.	Numerical Value Displays	• All Numerical data contains appropriate formatting (e.g.: commas, decimals, etc.). The data format will be nn,nnn.nn. Decimals should only be shown if there is decimal value. • Negative numbers are displayed in parentheses • In tables, percentages will display with the number left-aligned and the percent sign right-aligned. • ID numbers (Claimant ID, Payment ID, etc.) display as is, no additional formatting is applied.
14.	Currency Value Displays	• Currency vales are displayed (e.g.: commas, currency sign, decimals, etc.) based on the data format: \$##,###.##. • . For negative currency amounts, the dollar sign remains outside the parentheses. • In tables, the currency amount will be right-aligned and the dollar sign will be left-aligned.

15.	Logout out of IBIS link and other links	• Clicking **Logout** link logs you out of the IBIS application and returns you to the IBIS sign in screen.
		
		• Clicking the **UI Law Handbook** link, opens a public access copy of the Illinois Unemployment Insurance Law Handbook for your reference.
		
		• Clicking the **IDES P&P** link, will open a page that can't be loaded.
		Note: This link is for IDES Internal Staff use only.
		
		• Clicking the **Legal Opinion** link, will open a page that can't be loaded.
		Note: This link is for IDES Internal Staff use only.
		
		• Clicking the **Other Links** link, opens a page of tools that may be useful to IBIS users:
		    o Calendar - pop-up monthly calendar view
		    o Calculator - pop-up calculator with standard functions
		    o lmi.ides.state.il.us - link to IDES Labor Market Information site
		    o illinoisskillsmatch.com - link to Illinois Skills Match site
		    o 411.com - link to address, listings, people, numbers, and Zip Code search site, 411.com

ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY
Illinois Benefit Information System (IBIS)   **External Agency IBIS User Guide**

BIS to IBIS Lookup

Old BIS System Screen (Code)	New IBIS System Screen(s)
Wage Information (AWVS)	• Basic Inquiry (Claimant Search) • Pseudo Monetary Determination (Claimant Lookup) • Payment Detail (Claimant Search)
Basic Claim Inquiry (BSBASIC)	• Basic Inquiry (Claimant Search)
Claimant Comments INQ/DEL (BSCOMENT)	Not Available This screen has been replaced by HFS Deduction Information.
Claim Eligibility/Mondet (BSMONDET)	• Pseudo Monetary Determination (Claimant Lookup)
Claimant Name-Identification No. (BSNAMEX)	• Claimant Search **OR** • Claimant Lookup
Disqualifying Income Add/Delete Inquiry (BSDISCG)	• HFS Deduction Information (Claimant Search)
Payment Detail Inquiry (BSPAYMENT)	• Payment Detail (Claimant Search)
TRA Training/Waiver INQ-MOD-DEL (BSTRWAVM)	• TRA Training/Waiver Status (Claimant Lookup)

TRA Basic Claim Inquiry (BSTRAINQ)	• Claimant (Claimant Search)
	  o Claimant Information
	  o Address Information
	  o Personal Information
	  o Dependent Information
	• Maintain Claim (Claimant Search)
	  o Claims Details
	  o Petitions
	    ▪ FQS Date
	    ▪ LQS Date
	  o Monetary Determination
	  o Separation Details
	  o LEU/BCE
	  o CWC Wages
	  o IB4 Requests
	  o EUC08/EB Monetary Determination
	• TAA Petition and Outreach (Petition Search)
	  o Petition Information
	  o Affected Workers
	• Determination Inquiry (Claimant Search)

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Login Screen

Screen Name	Login
Navigation	When accessing the IBIS application, you need to start at the Login screen.
Purpose	The Login screen allows authorized users to enter their login information to enter the IBIS application.
Functions	To login, authorized users enter their User ID (provided by your agency IT security staff or Central Management Services (CMS)) and password and click the Login button. For existing BIS system users, this information should be the same as you used to access BIS.

If you are having problems logging into IBIS, please contact the CMS Customer Service Center (CSC) at (800) 366-8768 for assistance.

Once you enter your Login information, the following dialogue box will display:

In order to get to the IBIS Dashboard (main screen); click the Yes button on this dialogue box. This will close your current web browser and launch the IBIS system in a new web browser window.

Dashboard Screen

IBIS Screen Name	Dashboard
BIS Screen Name	No Comparable BIS Screen.
Navigation	Users can navigate to this screen at anytime by selecting **Home → Dashboard** from the cascade menu.
Purpose	After login, users will land on the Home: Dashboard screen which is the landing page for all users. The Dashboard screen displays basic information such as User Name and any IDES messages. It also features a calendar set to the current date. The cascade menu across the top of the screen allows users to navigate throughout the IBIS application.

Function	Currently there are not any External Agency functions on this screen. This screen functions as the Home page for the IBIS application. IDES Messages will display any important system related messages to users. IDES employees use this screen to access any tasks or assignments that have been assigned to them, view completed tasks and assignments and to access their calendar items. However, these functions are not enabled for External Agency staff. **Note:** The sections titled **Individual Statistics** and **Office Statistics** are not applicable to External Agency IBIS Users.

Navigation Available From Dashboard

Based on your security level, you may be able to navigate to the following IBIS screens from the cascading menu on the Dashboard (or elsewhere throughout the IBIS system):

- **Home**
  - Dashboard — All External Agencies have access
  - Basic Inquiry (Claimant Search) — Limited Access

- **Claims**
  - Claimant → Claimant Information (Claimant Search) — Limited Access
  - Claimant → Address Information (Claimant Search) — Limited Access
  - Claimant → Personal Information (Claimant Search) — Limited Access
  - Claimant → Dependent Information (Claimant Search) — Limited Access
  - Maintain Claim (Claimant Search) — Limited Access
  - Claimant Payments → Payment Detail (Claimant Search) — Limited Access
  - TAA Petition and Outreach → Petition Information (Petition Search) — Limited Access
  - TAA Petition and Outreach → Affected Workers (Petition Search) — Limited Access
  - TRA Training / Waiver Status (Claimant Lookup) — Limited Access
  - Pseudo Monetary Determination (Claimant Lookup) — Limited Access
  - Determination Inquiry (Claimant Search) — Limited Access

- **Accounting**
  - HFS → HFS Deduction Information (Claimant Search) — Limited Access
  - Claimant Payments → Payment Detail (Claimant Search) — Limited Access

Sample Cascading Menus
(**Note**: Not all menus will appear, you will only be able to see those menus that you have access to)**:**
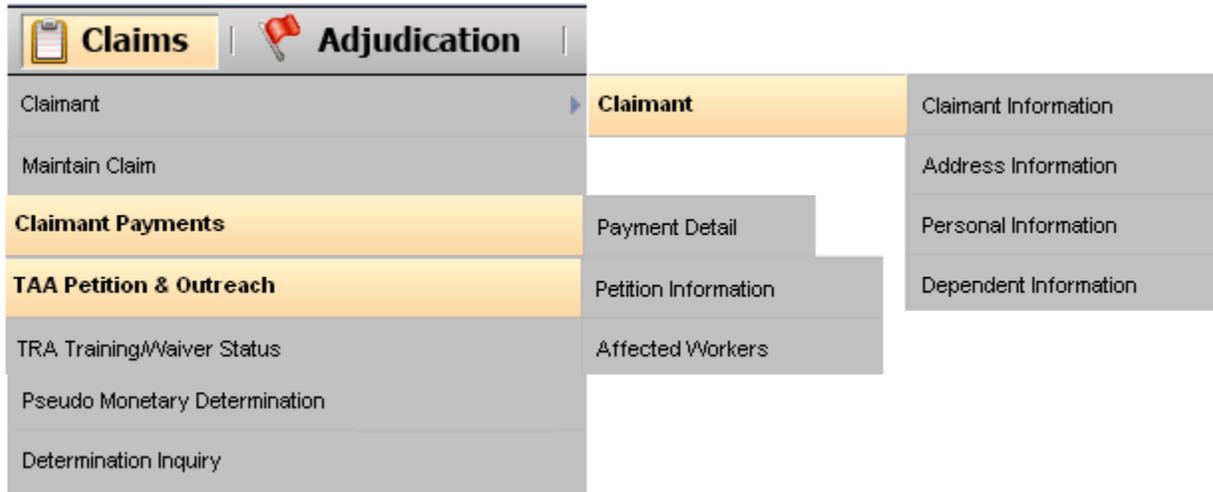
Note: The following IBIS Menu items are not currently available to External Agency employees:

- Adjudication
- Appeals
- BPC
- ECF
- History

Note: Nothing happens if the buttons are clicked and there are no cascading menu items to display for these menu items.

Claimant Search Screen

ILLINOIS BENEFIT INFORMATION SYSTEM		UI Law Handbook | IDES P&P | Legal Opinion | Other Links | Logout

🏠 Home	📋 Claims	🚩 Adjudication	🔨 Appeals	🔒 BPC	📰 Accounting	📨 ECF	📙 History

Claimant Search

Claimant Search | Claimant Summary

Claimant Search Criteria

Search Information

Search By: Claimant ID or Claimant SSN ▾

Search Criteria

Claimant ID: [   ]   **Claimant SSN:** [   ]

RESET   SEARCH

Claimant Search Results

Claimant ID ▲	SSN	Name	Address	Telephone	Local Office	Pending Tasks ?
Nothing found to display.						

SELECT

IBIS Screen Name	Claimant Search
BIS Screen Name	IDES/Claimant Name / ID Cross Reference Inquiry – BSNAMEX
Navigation	Users can navigate to the Claimant Search screen by selecting the Claimant Search tab (on those screens that utilize it to get to claimant data) throughout the IBIS system. Users will also be taken to the Claimant Search screen automatically anytime they try to access a screen requiring a claimant in context if they do not already have a claimant in context.
Purpose	The Claimant Search screen allows users to find a specific claimant.
Functions	• To search by Claimant ID or SSN, enter either value and click the Search button. • To search by other criteria, update the search criteria in the Search By field, enter the search values, and click the Search button. • To select a claimant, select claimant record in results table and click the Select button.

To use this screen, you can either enter the Claimant ID or Social Security Number of the person that you are searching for, or you can change the search criteria based on the options listed in the Search By: list box shown below:

Claimant ID or Claimant SSN

Claimant ID or Claimant SSN
*Last Name, First Name, MI, Local Office
*Telephone Number
*Last Name, Address (Address Line 1, *City, State or Province)
*Last Name, Address (Address Line 1, *ZIP or Postal Code)
*Date of Birth, *Last Name, First Name
Address (*Address Line 1, *City, *State or Province)
Address (*Address Line 1, *ZIP or Postal Code)

Based on what search criteria option you select from the list, the search entry portion of the screen will change to allow you to enter that specific information. Note that the items marked with an asterisk (*) are required for that type of search.

Search Criteria

Last Name: *   smith

First Name: john

MI:

Local Office: 31 - Lombard

After you enter the specified search fields, click the Search button to begin the search process. Alternately you can click the Reset button to clear the data that you have entered if you wish to enter new data.

RESET   SEARCH

If successful, the search will display the claimant records that matched your search criteria in the Search Results table on the lower portion of the screen. If the search was not successful, the system will display an error message noting the problem below the screen name, and also highlight the search field that is in error.

Claimant Search

[!] **Please correct the information you entered in the fields below indicated with an error message.**

Last Name is required.

Search Criteria

Last Name: *   [!]

If the person that you are searching is displayed in the Claimant Search Results table, click the desired row and it will turn orange to indicate that it is highlighted.

Once the row is highlighted, click the Select button to view this person on the IBIS screen that you were originally navigating to (i.e. Payment Detail, HFS Deduction Information).

The Claimant Search screen is available on both the Payment Detail and the HFS Deduction Information screens.

Claimant Lookup Pop Up

IBIS Screen Name	Claimant Lookup
BIS Screen Name	IDES/Claimant Name / ID Cross Reference Inquiry – BSNAMEX
Navigation	Users can view the claimant lookup by clicking on the magnifying glass icon where displayed throughout the system.
Purpose	The Claimant lookup allow users to find a specific claimant. When you select a claimant from the search results, the claimant is brought into context and the information populates the data fields on the screen
Functions	• To search by Claimant ID or SSN, enter either value and click the Search button.
	• To search by Last Name, First Name, and MI, update the search criteria in the Search By field, enter the search values, and click the Search button.
	• To select a claimant, click claimant record in the results table and click the Select button.

To get to this screen you need to click the Claimant Lookup icon (magnifying glass), this opens the Claimant Lookup pop up screen in a new browser window.

To use this screen, you can either enter the Claimant ID or Social Security Number of the person that you are searching for, or you can change the search criteria based on the options listed in the Search By: list box shown below:

Claimant ID or Claimant SSN ▾
Claimant ID or Claimant SSN
*Last Name, First Name, MI

Based on what search criteria option you select from the list, the search entry portion of the screen will change to allow you to enter that specific information. Note that the items marked with an asterisk (*) are required for that type of search.

Search Criteria

Last Name: *   Smith

First Name: John

MI:

After you enter the specified search fields, click the Search button to begin the search process. Alternately you can click the Reset button to clear the data that you have entered if you wish to enter new data.

RESET   SEARCH

If successful, the search will display the claimant records that matched your search criteria in the Search Results table on the lower portion of the screen. If the search was not successful, the system will display an error message noting the problem below in the top of the popup window, and also highlight the search field that is in error.

⚠ Please correct the information you entered in the fields below indicated with an error message.

Last Name is required.

Search Criteria

Last Name: *

If you already know the individual's SSN (or Claimant ID number), you don't need to go to the Claimant Lookup Popup screen, you may just enter the SSN in the SSN field (or Claimant ID in the Claimant ID field) and click the Display button to get the specified screen.

| SSN: 626-58-6868 | Claimant ID: 3115311 | 🔍 | **DISPLAY** |

The Claimant Lookup screen is available on both the TRA Training/Waiver Status and the Pseudo Monetary Determination screens.

Claims: TRA Training/Waiver Status

Training/Waiver Status

Worker Information

Claimant ID: [   ] 🔍   **SSN:** [   ]   **Petition Number:** [   ]   GO

Claims: Pseudo Monetary Determination

Pseudo Monetary Information

SSN: [   ]   Claimant ID: [   ] 🔍 | **DISPLAY**

Search Tips:

Occasionally you may see this error when searching (say if you enter Last Name: Smith):

⚠ **Your search returned more than 250 records. Please narrow your search criteria.**

To get around this, enter more information about the individual that you are looking for (i.e. John Smith, not just Smith).

However, there is a danger of getting too specific. If you are too specific you might see this error:

⚠ **There are no results that match the selected criteria.**

Entering an asterisk (*) after some portion of characters (i.e. Ron*, will return, Ron, Ronald, Ronnie, etc.) may help you zero in on the person you are looking for as well.

Basic Inquiry Screen

**ILLINOIS BENEFIT
INFORMATION SYSTEM**

UI Law Handbook | IDES P&P | Legal Opinion | Other Links | Logout

🏠 **Home** | 📄 **Claims** | 🚩 **Adjudication** | 🔍 **Appeals** | 🔒 **BPC** | 📑 **Accounting** | 📁 **ECF** | 📙 **History**

Home: Basic Inquiry

Claimant Search | **Claimant Summary**

SSN: [ ]   Claimant ID: [ ]   RESET   DISPLAY

Claimant

SSN:	Name:	Claimant ID:
Address of Record:	Primary Phone:	DOB:
U.S. Citizen?	Stops?	Deductions?
Approved Training?	Dependent Type:	Federal Tax Election?
State Tax Election?	Deceased?	
LEP:	Local Office:	IB Indicator?
Commuter?	Purged Date:	Comments:
Payment Method:		

Last Claim

Date of Claim:	Filing Date:	Finding Date:
Program Type:	Claim Type:	607B:
WBA:	Dependent Allowance:	Total Eligible Amount:
MBA Balance:	BYB:	Base Period Type:
Waiting Week Served:	Return to Work:	Entering Office:
Updated By:	Last Updated:	Transaction Type:

Last Employer and BCE

LDW:	LEU DBA:	LEU Account Number:
LEU Date of Notice:	LEU Separation Reason:	

Last Payment

Payment Date:	Amount:	Weeks Paid:

Last Certification

Week End Date:	Status:
Date Entered:	

Last Adjudication History

Date:	Issue:	Status:
Multiple Pending Issues?	Adjudicator Name:	

Overpayment

Balance:	Penalty Weeks Balance:	Last Updated:

IBIS Screen Name	Basic Inquiry
BIS Screen Name	Basic Claim Inquiry BSBASIC
Navigation	To navigate to the Basic Inquiry screen from anywhere in the system, users select **Home →** **Basic Inquiry** from the cascade menu.
Purpose	The Basic Inquiry screen provides basic personal and claim information for every claimant. Some of the fields displayed here include: personal information, the claimant address, most recent claim, Last Employing Unit (LEU), Benefit Chargeable Employer (BCE), most recent payment, most recent certification, most recent adjudication history, and overpayment information.
Functions	• To view the screen for a particular claimant, enter the claimant's SSN and click the Display button. • To search on other claimant attributes, click on the Claimant Search tab at the top left of the screen which will take you to the Claimant Search screen.

The image below shows a sample version of this screen.

ILLINOIS BENEFIT INFORMATION SYSTEM   UAT2:LT100 - ST_3.14.125

UI Law Handbook | IDES P&P | Legal Opinion | Other Links | Logout

| Home | Claims | Adjudication | Appeals | BPC | Accounting | ECF | History |

Home: Basic Inquiry

Claimant Search   Claimant Summary

SSN: [ ]   Claimant ID: 3640258   RESET   DISPLAY

Claimant

SSN:	### ##-9797	Name:	JOHN A. SMITH	Claimant ID:	3640258
Address of Record:	5588 MAPLE DR MCHENRY, IL 60656	Primary Phone:	(555) 555-3226	DOB:	09/16/1963
U.S. Citizen?	Yes	Stops?	No	Deductions?	No
Approved Training?	No	Dependent Type:	Dependent Under 18	Federal Tax Election?	Yes
State Tax Election?	Yes	Deceased?	No		
LEP:	English	Local Office:	40 - Mattoon	IB Indicator?	Yes
Commuter?	No	Purged Date:	11/14/2009	Comments:	No
Payment Method:	Direct Deposit	Bank Name:		Account Number:	3708

Last Claim

Date of Claim:	04/25/2010	Filing Date:	05/06/2010	Finding Date:	05/06/2010
Program Type:	Regular	Claim Type:	Transitional	607B:	Eligible
WBA:	$ 385.00	Dependent Allowance:	$ 146.00	Total Eligible Amount:	$ 531.00
MBA Balance:	$ 9,031.00	BYB:	04/26/2010	Base Period Type:	Regular
Waiting Week Served:	Yes	Return to Work:		Entering Office:	40 - Mattoon
Updated By:	BATCHUSER BATCH	Last Updated:	06/15/2010	Transaction Type:	Updated MBA Balance

Last Employer and BCE

LDW:	12/18/2009	LEU/BCE DBA:	SELECT PERSONNEL SERVICES	LEU/BCE Account Number:	4325066
LEU/BCE Date of Notice:		LEU/BCE Separation Reason:	Laid-Off (Lack of Work)		

Last Payment

Payment Date:	05/10/2010	Amount:	153.00	Weeks Paid:	1

Last Certification

Week End Date:	05/22/2010	Status:	Paid	Reason:	No Election Made
Date Entered:	06/10/2010				

Last Adjudication History

Date:	06/15/2010	Issue:	900	Status:	Completed
Multiple Pending Issues?	No	Adjudicator Name:	BATCHUSER BATCH		

Overpayment

Balance:	$ 744.00	Penalty Weeks Balance:	0	Last Updated:	06/15/2010

Claimant Information Screen

IBIS Screen Name	Claimant Information
BIS Screen Name	TRA Basic Claim Inquiry (BSTRAINQ)
Navigation	To navigate to the Claimant Information screen from anywhere in the system, users select **Claims → Claimant → Claimant Information** from the cascade menu. If you haven't already sought a claimant, you will be prompted to do so via the Claimant Lookup Popup.
Purpose	The Claimant Information screen is used to view basic claimant information.

Claimant Address Information Screen

ILLINOIS BENEFIT INFORMATION SYSTEM

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Home | Claims | Adjudication | Appeals | BPC | Accounting | ECF | History

Claims: Address Information

Claimant Search | Claimant

Claimant Information

Name:	JOHN A. SMITH	Claimant ID:	2222222		Hide Detail
SSN:	### ##-9797	Date of Birth:	09/16/1963	BYB:	04/26/2009
Address:	5588 MAPLE DR MCHENRY, IL 60656	Primary Telephone:	(555) 555-3226	LEP:	English
Local Office:	40 - Mattoon	Claim Status:	Filed	Payment Method:	Direct Deposit
Last Week Certified:	08/07/2010	Last Week Paid:	08/07/2010	WBA:	$ 385.00
LEU:		BCE:		MBA Balance:	$ 1,716.00
				Dep Allow:	$ 149.00

Address Detail

Address of Record

Country: * ⦿ United States (includes US Territories) ○ Canada ○ Other

In Care Of: [ ]

Address Line 1: * [5588 MAPLE DR]   Address Line 2: [ ]

City: * [MCHENRY,]

State: * [Illinois]   ZIP: * [60656] + [ ]   County: * [Edgar]

Primary Telephone: [(217) 385-2442]   Secondary Telephone: [ ]

P.O. Box? * ○ Yes ⦿ No

Different Residential Address? * ○ Yes ⦿ No

Validated Address? No   Address Effective Date * [09/15/1963] 📅

IBIS Screen Name	Address Information
BIS Screen Name	TRA Basic Claim Inquiry (BSTRAINQ)

Navigation	To navigate to the Claimant Address Information screen from anywhere in the system, users select **Claims → Claimant → Address Information** from the cascade menu. If you haven't already sought a claimant, you will be prompted to do so via the Claimant Lookup Popup.
Purpose	• The Address Information screen is used for viewing a claimant's address and telephone information. If applicable, information from this screen will be used to determine if the claimant is a commuter or IB claimant. • This screen has a Show/Hide Details link which when clicked will provide/or hide additional information about the claimant.

Claimant Personal Information Screen

ILLINOIS BENEFIT INFORMATION SYSTEM

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Home | Claims | Adjudication | Appeals | BPC | Accounting | ECF | History

Claims: Personal Information

Claimant Search | Claimant

Claimant Information

Name:	JOHN A. SMITH	**Claimant ID:**	2222222		Hide Detail
SSN:	### ##-9797	**Date of Birth:**	09/16/1963	**BYB:**	04/26/2009
Address:	5588 MAPLE DR	**Primary Telephone:**	(555) 555-3226	**LEP:**	English
	MCHENRY, IL 60656 USA				
Local Office:	40 - Mattoon	**Claim Status:**	Filed	**Payment Method:**	Direct Deposit
Last Week Certified:	08/07/2010	**Last Week Paid:**	08/07/2010	**WBA:**	$ 385.00
LEU:		**BCE:**		**MBA Balance:**	$ 1,716.00
				Dep Allow:	$ 149.00

Personal Information

Interstate Benefits

Commuter? * ○ Yes ● No   **IB Indicator?** * ● Yes ○ No   **Local Office:** * [40 - Mattoon ▼]

Tax Information

Federal Income Tax Withholding? * ● Yes ○ No   **State Income Tax Withholding?** * ● Yes ○ No

Citizenship

U.S. Citizen? * ● Yes ○ No

General Information

Language Preference: * [English ▼]   **Other:** [ ]

Disability: * [No ▼]   **Gender:** * [Male ▼]

Ethnicity: * [Not Hispanic or Latino ▼]

Race: * [Select One or More / White / Black/African American / American Indian or Alaskan Native ▲▼]

Education: * [--Select-- ▼]

Deceased? * ○ Yes ● No

Payment Method Information

Payment Method: * [Direct Deposit ▼]   **Print Direct Deposit Form?** ○ Centrally ○ Locally ● No

Bank Name: FIRST BANK AND TRUST S.B.   **Account Number:** 3708

PIN Information

PIN Status: Valid   **PIN Reset:** * ○ Yes ● No

IBIS Screen Name	Personal Information
BIS Screen Name	TRA Basic Claim Inquiry (BSTRAINQ)
Navigation	To navigate to the Claimant Personal Information screen from anywhere in the system, users select **Claims → Claimant → Personal Information** from the cascade menu. If you haven't already sought a claimant, you will be prompted to do so via the Claimant Lookup Popup.
Purpose	• The Personal Information screen is used to view a variety of general information about a claimant. This screen shows citizenship, veteran status and language proficiency, tax withholding elections and local office assignments. • This screen has a Show/Hide Details link which when clicked will provide/or hide additional information about the claimant.

Claimant Dependent Information Screen

ILLINOIS BENEFIT INFORMATION SYSTEM

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Home | Claims | Adjudication | Appeals | BPC | Accounting | ECF | History

Claims: Dependent Information

Claimant Search | Claimant

Claimant Information

Name:	JOHN A. SMITH	Claimant ID:	2222222		Hide Detail
SSN:	### ##-9797	Date of Birth:	09/16/1963	BYB:	04/26/2009
Address:	5588 MAPLE DR	Primary Telephone:	(555) 555-3226	LEP:	English
	MCHENRY, IL 60656 USA				
Local Office:	40 - Mattoon	Claim Status:	Filed	Payment Method:	Direct Deposit
Last Week Certified:	08/07/2010	Last Week Paid:	08/07/2010	WBA:	$ 385.00
LEU:		BCE:		MBA Balance:	$ 1,716.00
				Dep Allow:	$ 149.00

Dependent Information

Effective Date ▼	End Date	Notification Date	Dependent Type	Dependent Name	Date of Birth	SSN	Eligible?
04/26/2009	04/23/2011	04/29/2009	Dependent Under 18				Yes

Record: 1 of 1

SELECT

Dependent Detail

Dependent Type * ○ Spouse   ◉ Dependent Under 18   ○ Dependent 18 and Over

First Name: * [____]	MI: [__]	Last Name: * [____]
SSN: [____]	Date of Birth: * [____]	

Parents live in same household? * ◉ Yes ○ No

Parents supplied 50% claimant supplied 25%? * ◉ Yes ○ No

Number of children: * [1]

Claimed as dependent by another claimant in the last 12 months? * ○ Yes ◉ No

Effective Date: * 04/26/2009	End Date: 04/23/2011	Notification Date: * 04/29/2009

IBIS Screen Name	Dependent Information
BIS Screen Name	TRA Basic Claim Inquiry (BSTRAINQ)

Navigation	To navigate to the Claimant Dependent Information screen from anywhere in the system, users select **Claims → Claimant → Dependent Information** from the cascade menu. If you haven't already sought a claimant, you will be prompted to do so via the Claimant Lookup Popup.
Purpose	• The Dependent Information screen is used to view any dependent information for the claimant as well as eligibility status.
	• This screen has a Show/Hide Details link which when clicked will provide/or hide additional information about the claimant.
	NOTE: This screen is a <u>**read** **only**</u> screen. The field data on this screen may be modified, however any changes will **NOT** be saved into IBIS. In future releases of the IBIS system, this data will display as read only.

Determination Inquiry

IBIS Screen Name	Determination Inquiry
BIS Screen Name	TRA Basic Claim Inquiry (BSTRAINQ)
Navigation	To navigate to the Determination Inquiry Information screen from anywhere in the system, users select **Claims → Determination Inquiry** from the cascade menu. If you haven't already sought a claimant, you will be prompted to do so via the Claimant Lookup Popup.
Purpose	• View monetary determinations for a benefit year. • This screen has a Show/Hide Details link which when clicked will provide/or hide additional information about the claimant.

This screen displays different Determination tabs on the lower portion of the screen, based on the type of Claim selected. Some samples are shown below.

Determination Inquiry – "Regular" Selected with Determination Detail

Date of Claim	BYB	Claim ID	Program Type	Claim Type	Claim Status	LDW	LEU	Eligible Claim?
04/25/2010	04/26/2009	3993151	TRA	Reopen	Filed	04/23/2009		
04/25/2010	04/26/2010	3993153	Regular	Transitional	Filed	12/18/2009	REAL TIME STAFFING SERV...	Yes
03/07/2010	04/26/2009	3993152	EUC08	New	Filed	12/18/2009	REAL TIME STAFFING SERV...	

Determinations

Effective Begin Date	Effective End Date	Begin Date	End Date	TRA Type	WBA	Dep Allow	MBA
04/26/2010	12/31/9999	04/25/2010	04/23/2011		$ 385.00	$ 146.00	$ 10,010.00

Record: 1 of 1

MBA Balance

UI MBA Balance:	$ 10,010.00
Base Period Wages Balance:	$ 41,966.81

Determination Inquiry – "TRA" Selected with Determination Detail

Date of Claim	BYB	Claim ID	Program Type	Claim Type	Claim Status	LDW	LEU	Eligible Claim?
04/25/2010	04/26/2009	3993151	TRA	Reopen	Filed	04/23/2009		
04/25/2010	04/26/2010	3993153	Regular	Transitional	Filed	12/18/2009	REAL TIME STAFFING SERV	Yes

Determinations

Effective Begin Date	Effective End Date	Begin Date	End Date	TRA Type	WBA	Dep Allow	MBA
11/13/2009	12/31/9999	04/26/2009	04/23/2011	Basic	$ 385.00	$ 149.00	$ 10,010.00

Record: 1 of 1

MBA Balance

TRA Basic MBA Balance:	$ 1,716.00	**UI/TRA by Election:**	

Maintain Claim Screens

IBIS Screen Name	Claims
BIS Screen Name	TRA Basic Claim Inquiry (BSTRAINQ) or Basic Claim Inquiry (BSBASIC)
Navigation	To navigate to the Maintain Claim screen from anywhere in the system, users select **Claims → Maintain Claim** from the cascade menu. If you haven't already sought a claimant, you will be prompted to do so via the Claimant Search Screen. Highlight and Select a Claim.
Purpose	• The purpose of this screen is to view details of the claimants existing claim history and to view claim related information. • This screen has a Show/Hide Details link which when clicked will provide/or hide additional information about the claimant.

Functions	• For a Regular Claim, the following tabs are available to provide specific information related to Regular Claim:

	- Monetary Determination
	    - Separation Details
	    - LEU/BCE
	    - Claim Details
	    - CWC Wages
	    - IB4 Requests

	• To view the related information select the respective tab on the "Claims" screen that appears after searching the Claimant and selecting the Regular Claim from the list of the claims.
	Note: These additional tabs display a great deal of claimant information. To describe each tab in detail would make this manual larger than it already is. Only the TRA Claim Type is fully described.

EUC Claim

IBIS Screen Name	Claims
BIS Screen Name	Basic Claim Inquiry (BSBASIC)
Navigation	To navigate to the Maintain Claim screen from anywhere in the system, users select **Claims → Maintain Claim** from the cascade menu. If you haven't already sought a claimant, you will be prompted to do so via the Claimant Search Screen. Highlight and Select EUC08 Claim.
Purpose	The purpose of this screen is to view details of the claimants existing claim history and to view claim related information for EUC08 claim.

Functions	• For a EUC08 Claim, the following tabs are available to provide specific information related to selected Claim:
	
	    - EUC08/EB Monetary Determination
	    - Separation Details
	    - LEU/BCE
	    - Claim Details
	
	• Select the appropriate tab on the "Claims" screen that appears after searching the Claimant and selecting the EUC08 Claim from the list of the claims, to get the related information.
	
	• This screen has a Show/Hide Details link which when clicked will provide/or hide additional information about the claimant.
	
	Note: These additional tabs display a great deal of claimant information. To describe each tab in detail would make this manual larger than it already is. Only the TRA Claim Type is fully described.

TRA Claim

IBIS Screen Name	Claims
BIS Screen Name	TRA Basic Claim Inquiry (BSTRAINQ)
Navigation	To navigate to the Maintain Claim screen from anywhere in the system, users select **Claims → Maintain Claim** from the cascade menu. If you haven't already sought a claimant, you will be prompted to do so via the Claimant Search Screen. Highlight and Select TRA Claim.
Purpose	The purpose of this screen is to view details of the claimants existing claim history and to view claim related information for TRA claim.
Functions	• To view detail and Petition information for a TRA Claim, select the TRA claim from the Claims list and select appropriate tabs (Claim Details or Petitions tab) to vied related information. • This screen has a Show/Hide Details link which when clicked will provide/or hide additional information about the claimant. • These tabs are described in greater detail below.

TRA Claim: Claim Details

ILLINOIS BENEFIT INFORMATION SYSTEM			UI Law Handbook | IDES P&P | Legal Opinion | Other Links | Logout

🏠 Home | 📋 Claims | 🚩 Adjudication | 🔨 Appeals | 🔒 BPC | 🖥 Accounting | 📁 ECF | 📕 History

Claims: Claim Details

Claimant Search | Claimant

Claimant Information

Name:	JOHN A. SMITH	Claimant ID:	2222222		Show Detail
SSN:	### ##-9797	Date of Birth:	09/16/1963	BYB:	04/26/2009

Claims | Claim Detail

Claim

Date Of Claim:	* 04/25/2010	Filing Date:	* 05/25/2010
Entry Date:	05/25/2010	Claim Type:	Reopen
Program Type:	TRA	BYB:	* 04/26/2009
Return To Work Date:		Backdate Reason:	--Select--
Claim Result of Disaster?:	* ○ Yes ● No	Claim Status:	
Reason for Deletion:	--Select--	Gross Wages in Week of LDW:	$

Comments:

0 / 500 characters used

Petition Information

Original Petition Number:	070103	Date Petition Filed:	05/19/2009	Certification Date:	07/06/2009
Amended Petition Number:		Expiration Date:	07/06/2011	First Claim Date:	07/12/2009
Employer Name:	VESUVIUS U S A CORP	Impact Date:	05/18/2008	First TRA Week Payable:	07/18/2009
Employer Address:	PO BOX 4014 CHAMPAIGN, IL 61824-4014 USA	Workers Affected:	All Workers	Product Identity:	
Account Number:	299091				

TRA Claim Information

First Qualifying Separation Date:	04/23/2009	Last Qualifying Separation Date:	04/23/2009	TRA Benefit Type:	Basic
Benefit Period Begin Date:	04/26/2009	Benefit Period End Date:	04/23/2011	TRA WBA:	385.00

IBIS Screen Name	Claim Details
BIS Screen Name	TRA Basic Claim Inquiry (BSTRAINQ)
Navigation	To navigate to the Maintain Claim screen from anywhere in the system, users select **Claims** → **Maintain Claim** from the cascade menu.
	If you haven't already sought a claimant, you will be prompted to do so via the Claimant Search Screen. Highlight TRA Claim and click Select push button. Select the Claim Details tab

Purpose	The purpose of this screen is to view details of the claimants existing claim history and to view TRA claim related information.
Functions	• To view TRA Claim Details, select the TRA claim from the list of Claims on the "Claims" screen and then select the "Claims Details" tab. The Claims Details tab provides Claim details, Petition details and TRA Claim details.
	• This screen has a Show/Hide Details link which when clicked will provide/or hide additional information about the claimant.
	NOTE: This screen is a **read only** screen. The field data on this screen may be modified, however any changes will NOT be saved into IBIS. In future releases of the IBIS system, this data will display as read only.

TRA Claim: Petition

IBIS Screen Name	Select TAA Petition
BIS Screen Name	TRA Basic Claim Inquiry (BSTRAINQ)
Navigation	To navigate to the Petition Information screen from anywhere in the IBIS system, users select **Claims → Maintain Claim → Petition → Petition Information**.
Purpose	The TAA Petition screen allows a user to view the information included on a Trade Adjustment Assistance (TAA) petition.
Functions	• To View petition and trade-impacted employer information, search the petition using either Account Number or Petition Number and click Display. Petition Records will be displayed and upon selecting one of the displayed records and clicking the SELECT button will display detail Petition Information. • This screen has a Show/Hide Details link which when clicked will provide/or hide additional information about the claimant.

TRA Claim: FQS Date

IBIS Screen Name	First Qualifying Separation
BIS Screen Name	TRA Basic Claim Inquiry (BSTRAINQ)
Navigation	To navigate to the First Qualifying Separation screen from anywhere in the IBIS system, users select **Claims → Maintain Claim → Petition → FQS Date**

Purpose	The TRA First Qualifying Separation screen allows users to view information about the claimant's separation from an employer covered by a Trade Adjustment Assistance (TAA) petition. The user is able to select a petition under which the claimant is potentially eligible to receive benefits and then view information regarding the claimant's separation from that employer
Functions	• The FQS Date tab provides selected TAA petition information, allows to view Affected Worker Information, Monetary Qualification details, Qualifying separation information and Previous Claim for FQS Date • This screen has a Show/Hide Details link which when clicked will provide/or hide additional information about the claimant.

TRA Claim: LQS Date

IBIS Screen Name	Last Qualifying Separation
BIS Screen Name	TRA Basic Claim Inquiry (BSTRAINQ)

Navigation	To navigate to the Last Qualifying Separation screen from anywhere in the IBIS system, users select **Claims → Maintain Claim → Petition → LQS Date**
Purpose	The TRA Last Qualifying Separation screen allows a user to view the information about the claimant's most recent separation from an employer covered by a Trade Adjustment Assistance (TAA) petition. The user is able to select a petition under which the claimant is potentially eligible to receive benefits and then view the information regarding the claimant's separation from that employer. If the claimant has only one qualifying separation date from the covered employer, that date is used for both the First Qualifying Separation Date and the Last Qualifying Separation Date
Functions	• The LQS Date tab provides information for the Select TAA petition, view Monetary Qualification Information and Separation information. • This screen has a Show/Hide Details link which when clicked will provide/or hide additional information about the claimant.

Pseudo Monetary Determination Screen

IBIS Screen Name	Pseudo Monetary Determination		
BIS Screen Name	Claim Eligibility Mondet	**AND**	Wage Information
	BSMONDET		AWVS
Navigation	To navigate to the Pseudo Monetary Determination screen from anywhere in the system, users select **Claims → Pseudo Monetary Determination** from the cascade menu		
Purpose	The Pseudo Monetary Determination screen displays quarterly wages which have been reported by Illinois employers for a specific SSN. Users may view a claimant's potential Weekly Benefit Amount (WBA) and Dependent Allowance. Users may also select to view data for different base periods.		

Functions	• To view the screen for a particular claimant, users may enter the claimant's SSN and click the Display button. To search on other claimant attributes, users may click on the Claimant Lookup magnifying glass icon next to the Claimant ID field which will display the Claimant Lookup popup.
	• To view different quarters, users may update the BYB field above the table and click the Set Dates button. The table will show the reported wages for the five complete quarters prior to the entered BYB. Clicking the Reset button will return the screen to the default period.
	• This screen has a Show/Hide Details link which when clicked will provide/or hide additional information about the claimant.

The images below show a sample version of this IBIS screen.

Sample Screen

ILLINOIS BENEFIT INFORMATION SYSTEM

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Claims: Pseudo Monetary Determination

Pseudo Monetary Information

SSN: ###-##-9797   Claimant ID: 2222222   **DISPLAY**

Claimant Information

Name:	JOHN A. SMITH	Claimant ID:	2222222		Show Detail
SSN:	###-##-9797	Date of Birth:	09/16/1963	BYB:	04/26/2009

Monetary Information

BYB: 08/15/2010   **RESET**   **SET DATES**

Employer Name/DBA	Account Num	Acct Status	Name	Q2/2009	Q3/2009	Q4/2009	Q1/2010	Q2/2010	Employment Type
ILLINOIS				$ 9,745.06	$ 6,083.28	$ 14,931.59	$ 819.99	$ 2,265.67	
VESUVIUS U S A CORP/VES...	299091	Active	JOHN A. SMITH	$ 9,745.06		$ 119.66			State
WESTAFF USA INC/WESTAFF...	1241620	Active	JOHN A. SMITH		$ 6,083.28	$ 14,811.93			State
BIRKEYS FARM STORE, INC...	208311	Active	JOHN A. SMITH				$ 819.99	$ 2,265.67	State
WAGE TOTALS				$ 9,745.06	$ 6,083.28	$ 14,931.59	$ 819.99	$ 2,265.67	

Monetary Determination

Current WBA:	$ 385.00	Dep Child Allow:	$ 146.00	Dep Spouse Allow:	$ 73.00
New WBA:	$ 385.00	Dep Child Allow:	$ 146.00	Dep Spouse Allow:	$ 73.00
WBA Difference:	$ 0.00	Difference:	$ 0.00	Difference:	$ 0.00

SELECT

Update Wages

No record has been selected.

Sample showing Employer Wage Details:

ILLINOIS BENEFIT INFORMATION SYSTEM

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Claims: Pseudo Monetary Determination

Pseudo Monetary Information

SSN: ###-##-9797 Claimant ID: 2222222 **DISPLAY**

Claimant Information

Name:	JOHN A. SMITH	Claimant ID:	2222222		Show Detail
SSN:	###-##-9797	Date of Birth:	09/16/1963	BYB:	04/26/2009

Monetary Information

BYB: 08/15/2010 **RESET** **SET DATES**

Employer Name/DBA	Account Num	Acct Status	Name	Q2/2009	Q3/2009	Q4/2009	Q1/2010	Q2/2010	Employment Type
ILLINOIS				$ 9,745.06	$ 6,083.28	$ 14,931.59	$ 819.99	$ 2,265.67	
VESUVIUS U S A CORP/VES...	299091	Active	JOHN A. SMITH	$ 9,745.06		$ 119.66			State
WESTAFF USA INC/WESTAFF...	1241620	Active	JOHN A. SMITH		$ 6,083.28	$ 14,811.93			State
BIRKEYS FARM STORE, INC...	208311	Active	JOHN A. SMITH				$ 819.99	$ 2,265.67	State
WAGE TOTALS				$ 9,745.06	$ 6,083.28	$ 14,931.59	$ 819.99	$ 2,265.67	

Monetary Determination

Current WBA:	$ 385.00	Dep Child Allow:	$ 146.00	Dep Spouse Allow:	$ 73.00
New WBA:	$ 385.00	Dep Child Allow:	$ 146.00	Dep Spouse Allow:	$ 73.00
WBA Difference:	$ 0.00	Difference:	$ 0.00	Difference:	$ 0.00

SELECT

Update Wages

Wage Information

Employer Name:	VESUVIUS U S A CORP		Account Num:	299091
DBA:			FEIN:	370893657
Address:	PO BOX 4014 CHAMPAIGN, IL 61824		Telephone:	(217) 351-5000
Q2/2009:	$ 9,745.06	Q3/2009:	$ 0.00	
Q4/2009:	$ 119.66	Q1/2010:	$ 0.00	Q2/2010: $ 0.00

HFS Deduction Information Screen

ILLINOIS BENEFIT INFORMATION SYSTEM

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Accounting: HFS Deduction Information

Claimant Search | Child Support

Claimant Information

| Name: | Claimant ID: | Show Detail |
| SSN: | Date of Birth: | BYB: |

HFS Deduction Information

Additional Information

County:	Gross Benefit:	BYE:
Appeal Status:	Max Child Support Deduction:	Date of Claim:
MBA:		

Current Deduction Information

| Begin Date: | End Date: | Weekly Deduction Amount: |

New Deduction Information

| Begin Date: | End Date: | Weekly Deduction Amount: * $ |

RESET   SUBMIT

IBIS Screen Name	HFS Deduction Information
BIS Screen Name	Disqualifying Income BSDISCG
Navigation	To navigate to the HFS Deduction Information screen from anywhere in the system, users select **Accounting → HFS → HFS Deduction Information** from the cascade menu.
Purpose	The HFS Deduction Information screen allows users to view weekly child support deductions and update the deduction end date and weekly deduction amount. Updates made on this screen are effective immediately, however deductions won't appear until the next payment to the claimant. Access to this screen is limited to selected HFS Staff members. Please contact your manager, if you are an HFS Staff member and are not able to access this screen and feel that you should be able to as part of your job. If you should have access to this screen, your manager should be able to make the appropriate requests to grant you access.

Functions	- To view weekly child support deductions. - To enter a new deduction, enter the deduction end date and weekly deduction amount and click the Submit button. - This screen has a Show/Hide Details link which when clicked will provide/or hide additional information about the claimant.

The image below shows a sample version of this IBIS screen.

How this screen works:

Authorized users are able to update the following two fields in the New Deduction Information Section of this screen:

- **End Date**
- **Weekly Deduction Amount**

Once these fields are updated, click the Submit button and you will see the following dialogue box:

Click the OK button to apply your changes or click the Cancel button to cancel your changes.

When you click the OK button, the screen will validate the data in these two fields. The validations are discussed below.

The **Weekly Deduction Amount** field is a required field and you must enter a valid dollar amount in this field in order to add or update this information.

If you do not enter a valid deduction amount in this field you will see the error message shown below.

Enter a valid deduction amount in this field and this message will no longer appear.

Additional Weekly Deduction Amount validations are:

- The Weekly Deduction Amount cannot be greater than the Maximum Child Support Deduction (shown on the screen for the specific claimant).
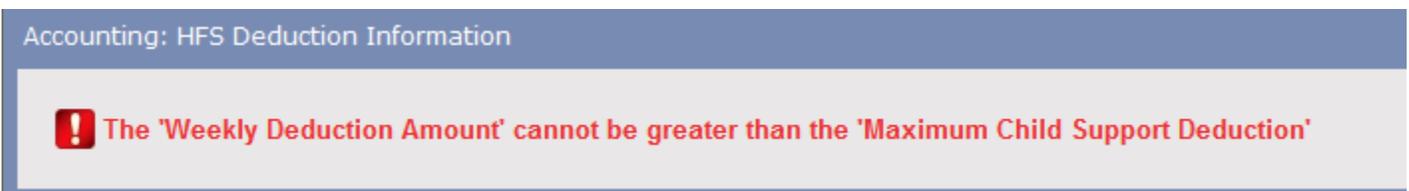
- The Weekly Deduction Amount cannot by a negative number.

Accounting: HFS Deduction Information

! Please correct the information you entered in the fields below indicated with an error message.

! Weekly Deduction Amount cannot be less than $0.00.

The **End Date** field is not required, however please be aware of the following conditions that are associated with it:

- The End Date cannot be a date in the past.

Accounting: HFS Deduction Information

! Please correct the information you entered in the fields below indicated with an error message.

End Date cannot be a past date. ◄

End Date: 08/10/2010   ! 🗓

- If you are working with a Regular UI Claim, the End Date must not be greater than 30 days past the Benefit Year End (BYE) date.

Accounting: HFS Deduction Information

! The Deduction End Date cannot be greater than the 'BYE + 30 days' date

- If you are working with a TRA Claim, the End Date must not be greater than 2 years past the current date.

Accounting: HFS Deduction Information

! The Deduction End Date cannot be greater than the 2 years from the current date.

- The End Date must be entered in a valid date format

- If you leave the End Date empty and just enter a Weekly Deduction Amount, the following will occur:
  - If you are working with a Regular UI Claim, the system will end date the Deduction with the BYE Date + 30 days
  - If you are working with a TRA Claim, the system will end date the Deduction with the current date + 2 years.

Once you've corrected the missing fields and/error information and clicked the submit button, you should see the end date and dollar amount you entered reflected in the Current Deduction Information section of the screen.

Clicking the Reset button will clear any values that you have entered prior to clicking the Submit button.

To change your Deduction entry, enter the new amount and/or end date and click the Submit button.

SUBMIT

To stop a Deduction entry, enter the current date for the End Date field click the Submit button. This will end date the Deduction as of the date entered.

If you have accidentally entered Deduction Information for the wrong claimant, stop the Deduction using the method just described, and assess how many incorrect deductions have been made. You will now need to issue adjustments to this claimant through your internal HFS payment systems. IDES is not able to make any payment adjustments in this situation.

Payment Detail Screen

ILLINOIS BENEFIT INFORMATION SYSTEM

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| Home | Claims | Adjudication | Appeals | BPC | Accounting | ECF | History |

Accounting: Payment Detail

Claimant Search | Payment Detail | Request 1099G Information

Claimant Information

Name: Claimant ID: Show Detail

SSN: Date of Birth: BYB:

Payments

Filter by: All   Issued From: [   ] To: [   ]   RESET   DISPLAY

Issued Date ▼	External Payment ID	Internal Payment ID	Payment Amount	Payment Method	Payment Status	Status Date

Benefit Payment Detail History

Print Type: ○ Locally   ○ Centrally

SELECT

Weeks Paid | Payment Information | Payment History

Total Payment Amount

Payment Amount:

Week Ending Date ▼	Payment Type	Program	WBA	Dependency Allowance	Gross Benefit	Net Benefit Paid

SELECT

Weekly Detail

No record has been selected.

IBIS Screen Name	Payment Detail
BIS Screen Name	Payment Detail Inquiry BSPAYMENT

Navigation	To navigate to the Payment Detail screen from anywhere in the system, users select **Claims →Claimant Payments → Payment Detail** from the cascade menu.
	Or alternately, you may navigate to this screen from **Accounting → Claimant Payments → Payment Detail** from the cascade menu.
Purpose	The Payment Detail screen allows user to view claimant payment information such as issue date, payment ID, and payment amount.
Functions	• To view the details of a particular payment, select that record in the Payment table and click the Select button.
	• To view the payment explanation for a particular week of a payment, select the week record in the Weeks Paid table and click the Select button. The weekly breakdown will display in the Weekly Detail tab.
	• To view older payment versions for a particular week, select the version number in the Version field in the Weekly Detail tab and click the Display button.
	• To view claimant's 1099G information, click the Request 1099G Information tab.
	• This screen has a Show/Hide Details link which when clicked will provide/or hide additional information about the claimant.
	• **Note:** The only way to view data on this screen is to use the Claimant Search screen to locate a specific claimant and select their record to view using this screen.

The image below shows a sample version of this IBIS screen.

ILLINOIS BENEFIT INFORMATION SYSTEM

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Accounting: Payment Detail

Claimant Search | **Payment Detail** | Request 1099G Information

Claimant Information

Name:	JOHN A. SMITH	Claimant ID:	2035161			Show Detail
SSN:	### ##-9797	Date of Birth:	09/15/1963	BYB:	07/01/2009	

Payments

Filter by: All   Issued From: _____ To: _____   RESET   DISPLAY

Issued Date ▼	External Payment ID	Internal Payment ID	Payment Amount	Payment Method	Payment Status	Status Date
01/25/2010	77444945	4010025014870	$ 637.00	Debit Card	Issued	01/25/2010
01/11/2010	77080421	4010011009580	$ 634.00	Debit Card	Issued	01/11/2010
01/04/2010	76938141	4010004000240	$ 635.00	Debit Card	Issued	01/04/2010
12/14/2009	76565482	4009348013890	$ 569.00	Debit Card	Issued	12/14/2009
12/03/2009	76426602	4009337003100	$ 635.00	Debit Card	Issued	12/03/2009
11/23/2009	76198196	4009327009500	$ 635.00	Debit Card	Issued	11/23/2009
11/16/2009	76086904	4009320009410	$ 635.00	Debit Card	Issued	11/16/2009
10/28/2009	75832878	4009301007730	$ 1,271.00	Debit Card	Issued	10/28/2009
09/03/2009	74977749	4009246002800	$ 635.00	Debit Card	Issued	09/03/2009
08/14/2009	74620754	4009226001410	$ 635.00	Debit Card	Issued	08/14/2009

Record(s): 1-10 of 11   1 | 2 | Next

Benefit Payment Detail History

Print Type: ○ Locally   ○ Centrally

SELECT

Weeks Paid | Payment Information | Payment History

Total Payment Amount

Payment Amount: $ 637.00

Week Ending Date ▼	Payment Type	Program	WBA	Dependency Allowance	Gross Benefit	Net Benefit Paid
01/23/2010	Regular	Regular	$ 236.00	$ 92.00	$ 328.00	$ 317.60
01/16/2010	Regular	Regular	$ 236.00	$ 92.00	$ 328.00	$ 317.60
01/09/2010	Supplement	Regular				$ 1.80

Record(s): 3 of 3

SELECT

Weekly Detail

No record has been selected.

Sample Weekly Detail portion of this screen

Weeks Paid	Payment Information	Payment History

Total Payment Amount

Payment Amount: $ 637.00

Week Ending Date ▼	Payment Type	Program	WBA	Dependency Allowance	Gross Benefit	Net Benefit Paid
01/23/2010	Regular	Regular	$ 236.00	$ 92.00	$ 328.00	$ 317.60
01/16/2010	Regular	Regular	$ 236.00	$ 92.00	$ 328.00	$ 317.60
01/09/2010	Supplement	Regular				$ 1.80

Record(s): 3 of 3

SELECT

Weekly Detail

Version: 1 ▾   DISPLAY

		WBA:	$ 236.00
Wages Reported:	$ 0.00	Wage Deduction:	$ (0.00)
		Vacation Pay Deduction:	$ (0.00)
		Holiday Pay Deduction:	$ (0.00)
		Social Security Deduction:	$ (0.00)
		Pension Deduction:	$ (0.00)
Unavailable Days:	0	Worker's Comp Deduction:	$ (0.00)
		Unavailable Deduction:	$ (0.00)
		Total Deduction:	$ (0.00)
		Net WBA:	$ 236.00
		Dependency Allowance:	$ 92.00
		Benefits Payable:	$ 328.00
Overpayment Type:		FAC Benefits Payable:	$ 25.00
		Recoupment Amount:	$ (0.00)
		Child Support Deduction:	$ (0.00)
		State Tax Withholding:	$ (0.00)
		Federal Tax Withholding:	$ (35.40)
		Net Benefits Paid:	$ 317.60

Note: If the weekly detail amount was adjusted, there will be multiple versions. To check for multiple versions, click the pull down button and see if any versions greater than 1 are shown.

TAA Petition & Outreach

IBIS Screen Name	Enter TAA Petition
BIS Screen Name	New to IBIS – No Comparable Single BIS Screen
Navigation	To navigate to the Enter TAA Petition screen from anywhere in the IBIS system, users select **Claims → TAA Petition & Outreach → Petition Information**.
Purpose	The Enter TAA Petition screen allows a user to view the information included on a Trade Adjustment Assistance (TAA) petition.
Functions	• To View petition and trade-impacted employer information, search the petition using either Account Number or Petition Number and click Display. • Petition Records will be displayed and upon selecting one of the displayed records and clicking the SELECT button will display detail Petition Information.

The image below displays a sample TAA Petition.

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Claims: Enter TAA Petition

Petitions

Account Number: [ ] 🔍   Petition Number: 070103   Decision Date From: [ ] 📅 To: [ ] 📅 Status: --Select-- ▾

RESET   DISPLAY

Petition Number	Employer Name/DBA	Account Number	Decision Date▾	Impact Date	Expiration Date	First Claim Date	Status
070103	VESUVIUS U S A CORP/VESUV...	299091	07/06/2009	05/18/2008	07/06/2011	07/12/2009	Certified

Record: 1 of 1

SELECT

Petition Information

Petition

Original Petition Number: * 070103

Filing Date: * 05/19/2009 📅   **Status:** * Certified ▾

Impact Date: 05/18/2008 📅   **Expiration Date:** 07/06/2011 📅   **Decision Date:** 07/06/2009 📅

Product/Identity: * [ ]   **All Workers Affected?** * ⦿ Yes ○ No   **Certified due to ICT appeal?** ○ Yes ⦿ No

First Claim Date: 07/12/2009 📅   **Workers Affected:** * All Workers.

First TRA Week Payable: 07/18/2009 📅   **ATAA Eligible?** ○ Yes ○ No

DOL Contact Name: [ ]   **DOL Contact Title:** [ ]   **DOL Contact Telephone Number:** [ ]

Employer Name/DBA	Account Num	Address	Employer Type	Affected Plant Codes
VESUVIUS U S A CORP/VESUV...	299091	PO BOX 4014, CHAMPAIGN, IL 61824-4014 USA	Main	

Record: 1 of 1

Employers

Employer Type: ⦿ Main Employer ○ Additional Employer

Account Number: 299091 🔍   **Employer Name:** * VESUVIUS U S A CORP

Country: * ⦿ United States (includes US Territories) ○ Canada ○ Other

Address Line 1: * PO BOX 4014

Address Line 2: [ ]

City: * CHAMPAIGN   **State:** * Illinois ▾

ZIP: * 61824 + 4014

Create List/Add Workers for Outreach

IBIS Screen Name	Create List/Add Workers for Outreach
BIS Screen Name	New to IBIS – No Comparable Single BIS Screen
Navigation	To navigate to the Enter TAA Petition screen from anywhere in the IBIS system, users select **Claims → TAA Petition & Outreach → Affected Workers**.
Purpose	The Create List/Add Workers for Outreach screen allows user to view list of those workers who have worked for a petition-certified trade-impacted employer.

Functions	• To View workers added to the Outreach workers list for selected TAA petition, search using Petition Number and click Display. Petition Records will be displayed and upon selecting one of the displayed records and clicking the SELECT button will display the list of Outreach Workers.
	• Users can filter the outreach workers list by selecting an IDES office type (Central, Regional, or Local), clicking the Go button, and then selecting the appropriate Office from the resulting list that displays. Once the desired Office is selected then; click the Display button.
	• The Notice Sent indicator will show whether or not a Notice has been sent to the affected worker.

TRA Training/Waiver Status Screen

ILLINOIS BENEFIT INFORMATION SYSTEM

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Claims: TRA Training/Waiver Status

Training/Waiver Status

Worker Information

| Claimant ID: | | 🔍 | SSN: | | Petition Number: | | GO |

Petition Number	Report Processing Date ▼	Entry Type	Entry Type Details	Start Date	End Date
Nothing found to display.					

SELECT

No record has been selected.

IBIS Screen Name	TRA Training/Waiver Status
BIS Screen Name	TRA Training/Waiver Inquiry BSTRWAVM
Navigation	To navigate to the TRA Training/Waiver Status screen from anywhere in the IBIS system, users select **Claims → TRA Training/Waiver Status**.
Purpose	The TRA Training/Waiver Status allows a user to view the claimant's Training/Waiver statuses for a TAA petition.
Functions	• To view a training status, enter the petition number or claimant ID or SSN and then click the Go button. • To view a training status detail record, click on the desired detail row to select it, and then click the Select button to view the details.

The images below show a sample version of this IBIS screen.

In Training Status:

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| Home | Claims | Adjudication | Appeals | BPC | Accounting | ECF | History |

Claims: TRA Training/Waiver Status

Training/Waiver Status

Worker Information

Claimant ID: 2222222   SSN: [   ]   Petition Number: [   ]   GO

Petition Number	Report Processing Date ▼	Entry Type	Entry Type Details	Start Date	End Date
070103	01/22/2010	Status	In Training	01/10/2010	04/23/2011
070103	01/14/2010	Status	Waived From Training	12/06/2009	01/09/2010

Record(s): 2 of 2

SELECT

Status Details

First Name: * JOHN   MI: A.   Last Name: * SMITH

Petition Number: * 070103   Report Processing Date: * 01/22/2010

Entry Type: * ● Status
                ○ Suspension Issue
                ○ 210 Requirement
                ○ 8/16 Requirement
                ○ 26/26 Requirement

Status: * In Training   Start Date: * 01/10/2010   End Date: 04/23/2011

Waived from Training Status:

Appendices

	Description
A.	IBIS Job Aid How to configure your popup blocker and cookie setting for IBIS – Internet Explore Version 7.0 (IE7)
B.	IBIS Job Aid How disable additional popup blockers for IBIS – Google Toolbar
C.	IBIS Job Aid How disable additional popup blockers for IBIS – Yahoo Toolbar
D.	IBIS Job Aid How disable additional popup blockers for IBIS – MSN Toolbar
E.	IBIS Job Aid How to change your RACF password for IBIS
F.	IBIS Acronym/Abbreviation Listing Acronym/ Abbreviations that you will see in IBIS

Illinois Department of Employment Security

How to configure your Pop Up blocker and Cookie Settings for IBIS

IBIS - Illinois Benefit Information System   NEW

How to configure your Pop Up blocker and Cookie Settings for IBIS

The IBIS application uses both pop up windows and cookies, so any pop up or cookie blocking software will need to be adjusted to allow for IBIS pop ups and cookies. To accept Cookies, make sure that the **Medium** Privacy Setting has been selected. This setting will permit IBIS cookies to be used.

How to disable Internet Explorer 7 popup blocker (Windows XP)

1. From the **Tools** menu, select **Internet Options**.

Note:
Alternately you may be able to adjust your pop-up blocker by clicking the appropriate menu list item (if present).

How to completely turn off the pop up blocker:

2. From the **Privacy** tab, uncheck **Turn on Pop-up Blocker** and click **"OK"**.

3. Click the **OK** button to apply.

How to leave pop up blocker enabled, except for the IBIS application:
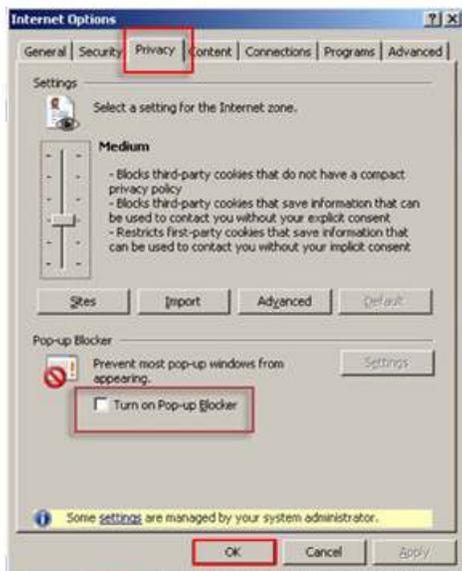
2. From the **Privacy** tab, click the **Settings...** button.

3. Type the address (or URL) of the IBIS site:

https://ibis.ides.illinois.gov/IBIS

in the **Address of Web site to allow** box, and then click **Add**. Click the **Close** button on the Settings box.

4. Click the **OK** button on the Internet Options box to apply.

Still have questions?

Please contact the CMS Customer Service Center (CSC) at (800) 366-8768.

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Illinois Department of Employment Security

How to disable additional Pop Up blockers for IBIS

IBIS - Illinois Benefit Information System   NEW

How to disable additional Pop Up blockers for IBIS

The IBIS application uses both pop up windows and cookies, so any pop up or cookie blocking software will need to be adjusted to allow for IBIS pop ups and cookies. If you have adjusted your web browser's security settings and the IBIS application is still not working (pop-ups are being blocked) you may have an additional pop-up blocker installed in your web browser. If you have a Google Toolbar installed in your browser, you may be getting blocked by the Google Pop-Up Blocker.

If you try to click a link or print a report that would open a pop-up window, and you see the [icon] icon, there is a Google pop-up blocker installed in your browser. This pop-up blocker is part of a menu bar:

There are two ways to remove this:

1. Set the pop-up blocker to **allow** pop-up windows to open (pop through) from this page only.

- While on the page (IBIS System) where you want to be able to access popups, click [2 blocked] (the pop-up button). **https://ibis.ides.illinois.gov/IBIS**

- Confirm that the button label has now changed to [Popups okay]

- Try reopening the link to confirm that it can be displayed.

2. Turn off the Google pop-up blocker for **all** pages.

- Click to open the Settings menu. [Settings▾]

- Click to open the Google Toolbar Options window. [Options...]

- From the Popup Blocker section of the "More" tab, de-select the "Enable Pop-up Blocker" checkbox.
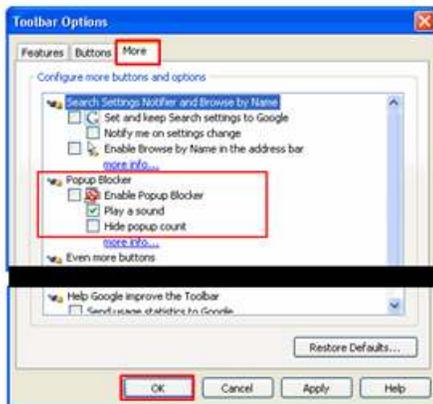
3. Click **OK** to close the dialog box.

Try clicking the link or viewing the report to confirm that the pop-up blocker has been disabled. Tip: If the pop-up blocker is disabled, the toolar button will be removed.

Still have questions?

Please contact the CMS Customer Service Center (CSC) at (800) 366-8768.

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Illinois Department of Employment Security

How to disable additional Pop Up blockers for IBIS

IBIS - Illinois Benefit Information System   NEW

How to disable additional Pop Up blockers for IBIS

YAHOO!

The IBIS application uses both pop up windows and cookies, so any pop up or cookie blocking software will need to be adjusted to allow for IBIS pop ups and cookies. If you have adjusted your web browser's security settings and the IBIS application is still not working (pop-ups are being blocked) you may have an additional pop-up blocker installed in your web browser. If you have a Yahoo Toolbar installed in your browser, you may be getting blocked by the Yahoo Pop-Up Blocker.

How to disable the Yahoo toolbar popup blocker

1. Locate the Popup blocker icon and click the down arrow.

How to completely turn off the pop up blocker:

2. Uncheck **Enable Pop-Up Blocker**.

- Enable Pop-Up Blocker
- ✔ Play Sound When Pop-Up Is Blocked
- View Recently Blocked Pop-Ups   ▶
- Always Allow Pop-Ups From...
- Total Pop-Ups Blocked: 0
- Why am I still getting pop-ups?
- Pop-Up Blocker Test
- More Help...
- Tell a Friend About Pop-Up Blocker

How to leave the pop up blocker enabled, except for the IBIS application:

2. Click the Always Allow Pop-Ups From... menu item

Yahoo! Pop-Up Blocker

Sources of Recently Blocked Pop-Ups: [Allow]

Always Allow Pop-Ups From These Sources: [Remove]

[Help]   [Close]

3. Select the IBIS Application URL (see below) from the recently blocked pop-ups list and click the **Allow** button

https://ibis.ides.illinois.gov/IBIS

4. Click the **Close** button to apply.

Still have questions? ❓

Please contact the CMS Customer Service Center (CSC) at (800) 366-8768.

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Illinois Department of Employment Security
How to disable additional Pop Up blockers for IBIS

IBIS - Illinois Benefit Information System   NEW

How to disable additional Pop Up blockers for IBIS

The IBIS application uses both pop up windows and cookies, so any pop up or cookie blocking software will need to be adjusted to allow for IBIS pop ups and cookies. If you have adjusted your web browser's security settings and the IBIS application is still not working (pop-ups are being blocked) you may have an additional pop-up blocker installed in your web browser. If you have the MSN Toolbar installed in your browser, you may be getting blocked by the MSN Pop-Up Blocker.

How to disable the MSN toolbar popup blocker

1. Locate the Popup blocker icon and click the down arrow.

msn | | ▼ | Search Web ▼ ✏ ☑ | 🗙 Blocked (0) ▼
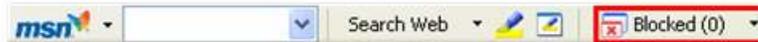
How to completely turn off the pop up blocker:

2. Uncheck **Allow Pop-Ups**.

🗙 Blocked (0) ▼   ✉ ▼   👥 ▼

Allow Pop-ups
Allow Pop-ups for This Site
Reset Pop-up Counter
Options...
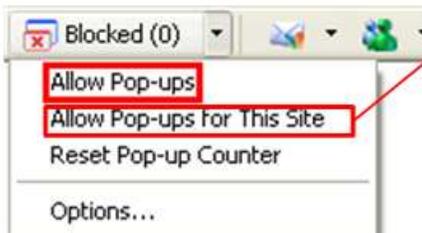
How to leave pop up blocker enabled, except for the IBIS application:

2. Navigate to the IBIS application

   https://ibis.ides.illinois.gov/IBIS

3. Click the Allow Pop-Ups for This Site... menu item.

Still have questions? ❓

Please contact the CMS Customer Service Center (CSC) at (800) 366-8768.

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IBIS - Illinois Benefit Information System

How to change your RACF password for IBIS

Unlike many other computer systems that you may be familiar with, you are not currently able to change your password within the IBIS system. Your IBIS User ID and Password are the same RACF User ID and Password that you use for other State of Illinois mainframe systems. Consequently, once you change your password (RACF) in another state system, the change will be made in IBIS as well.

We have prepared this job aid as a reminder of this point and to document the steps needed to change your RACF password upon its expiration.

If you attempt to login to IBIS and see the error message shown on the right, then it is time to change your RACF password.

Login

⚠ **Your password has expired. Please change your RACF password to login.**

Please enter your username and password to access the Illinois Benefits Information System (IBIS).

User ID:

Password:

To change your RACF password, start the terminal emulator software from your PC desktop. You may know this as "Sessions", PComm, Rumba, Reflections or some other name (sample icons are shown below). This is the software that lets you launch a session and work on mainframe.

Start or Config... Sessions VT Reflections Rumba

1) Open Sessions (or your Terminal Emulator) – double click on the desktop icon and start a mainframe session.

2) Type "imsh", or type "ims?" where "?" is your agency's region of the mainframe (i.e. h, a, etc.) and press the enter (ctrl) key. Note: Your emulator may use different keys.

3) Screen 1 should now display.

Screen 1

```
DFS6840A /SIGN COMMAND REQUIRED FOR IMS IMSI!
DATE: 07/12/10     TIME: 08:22:43
NODE NAME: BSVPF177
USERID: _
PASSWORD:
USER DESCRIPTOR:
GROUP NAME:
NEW PASSWORD:
          OUTPUT SECURITY AVAILABLE
```
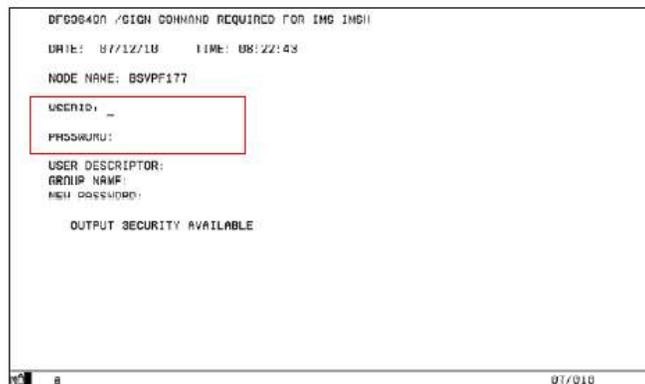
Illinois Department of Employment Security

How to change your RACF password for IBIS

IBIS - Illinois Benefit Information System

4) Type your User ID and current password and press the enter key (ctrl key) as shown in Screen 2.

5) Screen 3 displays – Password has expired.

6) Type your User ID, old password and New Password and press the enter key (ctrl key).

7) Screen 4 now displays, type your New Password again and press the enter key (ctrl key).

8) Screen 5 displays. Your RACF password has now been changed.

9) Sign out of IMS. Then end your emulator session.

10) You are now ready to sign into IBIS

Note:
If you change your RACF Password in Sessions (or your emulator) when it expires, in order to access other state mainframe systems, then you shouldn't need to do this special change for IBIS. Once your password is changed on the mainframe (via Sessions or your emulator), then your password will be changed in IBIS as well as any any other state mainframe systems.

RACF Password Rules...

Remember, your RACF password must follow the published CMS Mainframe RACF password rules.

Still have questions?

Please contact the CMS Customer Service Center (CSC) at (800) 366-8768.

Screen 2

Screen 3

Screen 4

Screen 5

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IBIS Acronym / Abbreviation List

Acronym/ Abbreviation	Definition
>=	Greater Than or Equal To
<	Less Than
%	Percent
ABA	American Bankers Association Number
Acct	Account
ADJ	Adjudication (IBIS)
Adjust	Adjustment
Adv/Reaff	Adversary/Reaffirmation
AG	Illinois Attorney General
AH	Administrative Hearing
Allow	Allowance
Amt	Amount
ATAA	Alternative Trade Adjustment Assistance
Avg	Average
BA	Benefit Appeals
Bal	Balance
BCE	Benefit Chargeable Employer
BFS	Benefit Funding System
Bkry	Bankruptcy
BoR	Board of Review
BP	Base Period
BPC	Benefit Payment Control (IBIS)
BPE	Benefit Period Ending (BPE) Date
BYB	Benefit Year Begins
BYE	Benefit Year Ending Date
Cert	Certification
Ck	Check
Cnty	County
COLA	Cost of Living Adjustment
CWC	Combined Wage Claim
DBA	Doing Business As

Acronym/ Abbreviation	Definition
DC	Dependent Child
Ded	Deduction
Dep	Dependent/Dependency
Dest	Destination (On 934 screens)
DOB	Date of Birth
Doc	Document
DUA	Disaster Unemployment Assistance
Dup/Dups	Duplicate/Duplicate
EB	Extended Benefits
ECF	Electronic Case Folder (IBIS)
EIQ	Employment Information Questionnaire
Emp	Employer
Ext	Extension
Fax	Facsimile Number
FEIN	Federal Employer Identification Number
FIC	Federal Identification Code
Fin	Financial
FRB	Federal Reserve Bank
Fri	Friday
HFS	Illinois Health and Family Services (used to be PA – Illinois Public Aid)
IB	Interstate Benefits
IBIS	Illinois Benefit Information System (also known as New Benefit Information System, formerly BIS)
ID	Identification
INB	Illinois National Bank
Ind	Indicator
Info	Information
Int	Intermittent
IRA	Internal Revenue Association
ISM Active	Illinois Skills Match Active
I/X	Include/Exclude
LDW	Last Day Worked
LEU	Last Employing Unit

Acronym/ Abbreviation	Definition
Max	Maximum
MBA	Maximum Benefit Amount
MI	Middle Initial
Min	Minimum
Mon	Monday
NSF	Not Sufficient Funds (Checks)
Num	Number
OP	Overpayment
Ops	Operations
OWBA	Over Weekly Benefit Amount
Pen	Penalty
Pgm	Program
Prev	Previously
Pmt	Payment
Qtr/Yr	Quarter and Year
RA	Repayment Agreement
Recoup	Recoupment
Rep	Representative
Resp	Response
Ret – Never Reissue	Return - Never Reissue
RTW	Return to Work
Sat	Saturday
S/B	Should Have Been
Sec Code – Law	Section Code - Law
S Pgm	Sub-Program
SSN	Social Security Number
Sun	Sunday
Telephone	Phone Number
Thu	Thursday
T/R	Taxable/Reimbursable
TRA	Trade Readjustment Allowances

Acronym/ Abbreviation	Definition
TTY	Teletypewriter Technology
Tue	Tuesday
UCFE	Unemployment Compensation for Federal Employees
UCX	Unemployment Compensation for Separated Military Personnel
UI	Unemployment Insurance
UTF	Unemployment Trust Fund
W/B	Week Begin
WBA	Weekly Benefit Amount
W/E	Week Ending
Wed	Wednesday
WIA	Workforce Investment Act
WIC	Withdrawal/Invalid Claim (ICON Term)
Wks	Weeks
ZIP	Zip Code