



**Unemployment Insurance  
Appeal Board**

# Virtual Hearings

## Participant Check-In Guide



## Key Notes

- Before checking into your virtual hearing, you should have your hearing packet with you and set your device to “Do Not Disturb” mode. You should also disable the lock screen feature/time out setting on your mobile device to ensure that your screen does not lock once you have checked into your hearing. Your screen should remain active on your browser so that you can enter and attend your hearing without interruption.
- At least two days before your hearing, download the Cisco Webex application onto the device you intend to use and conduct a test meeting at [www.webex.com/test-meeting.html](http://www.webex.com/test-meeting.html).

**Please note:** If you are attending your hearing using a mobile device, you will be required to download the "Webex Meetings" application. You may download the "Webex Meetings" application using one of the QR codes below.



To download the Cisco Webex application on a laptop or desktop computer, go to <https://www.webex.com/downloads>.

- Begin the check in process at [www.vhc.uiab.ny.gov](http://www.vhc.uiab.ny.gov) 30 minutes before your scheduled hearing. You may not be permitted to enter your hearing if you have not checked in by the time your hearing is scheduled to start.
- Apple iPhone, iPad, or Mac computer users must use the Safari browser. Google Chrome will not work when launching the Webex application.
- You may visit [www.uiappeals.ny.gov/virtual-hearings](http://www.uiappeals.ny.gov/virtual-hearings) for more information on how to prepare for your virtual hearing.

## Check Into Your Hearing

1. Go to [www.vhc.uiab.ny.gov](http://www.vhc.uiab.ny.gov).
2. Locate your hearing ID on your hearing notice.
3. Enter your hearing ID in the Virtual Hearing ID field.
4. Press the Continue button.
5. Review the Terms and Conditions.
6. Press the I Agree button to proceed.
7. Select Your Role (Claimant, Employer, COL Rep, or Other). Witnesses, Interpreters, and Representatives should select “Other”.
8. You may enter your email address, but it is not required.
9. Select “Yes” if you need an interpreter, then select your language.
10. Press the Submit button.
11. Enter your first and last name.
12. You may enter your phone number, but it is not required.
13. Press the Submit button.

- You will be taken to the Virtual Hearings Center waiting room where the judge will be able to see that you have checked into the hearing and are available.
  - Your screen must remain active on the Virtual Hearings Center waiting room. If you leave this page, you may be disconnected from your hearing and you may not be able to check in again.
  - Take the time to review the important notes on the waiting room page.
  - When the hearing has started, you will receive a pop up with a green Enter hearing button.
14. Click on the green Enter hearing button to join the hearing. This will open a new tab in your browser to launch the Webex application on your device.
  15. You may receive a pop-up notification asking you confirm that you want to open the Webex application. Press the Open Webex button.
  16. When the Webex application opens, be sure to unmute your microphone and turn your video on.
    - Press the Unmute button to turn on your microphone.
    - Press the Start video button to turn on your video.
  17. Press Join meeting button. You will be placed into the Webex lobby until the judge admits you into the hearing.
  18. Once you are in the hearing, you will be able to see and speak with everyone who is also in the hearing, including the judge.
  19. When your hearing ends, the Webex meeting will close.
  20. If you want to return to the Virtual Hearings Center waiting room, go to your browser and click on the Virtual Appointments tab. Otherwise, you may close your browser.