**Step 1: Employer Application**

Employer submits an application for Shared Work  
*Method*: Via online form

**Step 2: MOA Between DOES and Employer**

Once application is approved, an MOA is created between and executed by DOES and Employer  
*Method*: DOES emails MOA to Employer

**Step 3: Employer Identifies Eligible Participants**

Employer provides a master file of eligible participants to DOES.  
*Method*: Employer emails DOES

**Step 4: Claimant (Employee) Application**

Claimant fills out application for Shared Work benefits  
*Method*: Online

**Step 5: Certification**

Employer verifies employees' furlough and work hours for each pay cycle  
*Method*: Via .csv document (with DOES created guidelines) or “flat file” emailed back to DOES

**Step 6: DOES Pays Claimants**

DOES pays claimant based on amount determined from furloughed hours and any additional income.  
*Method*: Debit Card