Step-by-step guide to completing the UI Application

STEP 1. Go to www.uimn.org **and select Applicants.**

STEP 2. Select **Apply for Benefits**. You will find the link near the bottom of the page, under *I Need To...*

Welcome Applicants!

This is the official resource for information about Minnesota Unemployment Insurance (UI) benefits.

UI benefits provide a temporary partial wage replacement to workers who become unemployed through no fault of their own.

If you have become unemployed or had your hours greatly reduced, complete the Application Process – we will determine whether or not you are eligible and notify you.

I Need To...

Apply for benefits

Log in to my account

Find a job

Request a benefit payment

Report possible UI fraud

Quick Links

- Information Handbook
- Healthcare & community services
- Protect yourself from fraud
- UI Law

Minnesota Voter Registration

News & Updates

- IRS Form 1099-G year-end tax information
- Winter holiday schedule
- Find help paying your heating bills
- Applying for a new benefit account after the end of your benefit year

Labor Market Data

STEP 3. Start your application.

If you have never applied for Minnesota unemployment benefits, enter your Social Security number and then select **Start**.

Existing Applicants: If you previously had a Minnesota unemployment benefit account, enter your Social Security number, password and then select **Login**. If you do not remember your password, select the checkbox for ***Forgot your password*** and then Login. Follow the steps on the page to reset your password.

STEP 4. Review information to help you through the application process. Watch videos, review the list of information you will need to complete your application for benefits, and then click each items checkbox before you select **Start the application**.

Welcome to the Minnesota unemployment benefit application

Apply for benefits as soon as you are unemployed or your hours have been reduced.

Videos about applying for benefits

▶ What You Should Know Before Applying (video, 7:38)

▶ Completing the Online Application (video, 9:06)

What information do I need?

✓ Check the items below to make sure you are ready to apply

☐ Driver's license number or other state government identification number

☐ Employment history for the **last 18 months**, including:
- Each employer's name, address and phone number
- Dates of employment
- Pay rate
- Reason you are no longer working

☐ Your bank account and routing numbers, if you want direct deposit

☐ If you are not a United States citizen, you need your work authorization document

☐ If you served in the U.S. military in the last 18 months, you need your DD-214, Member 4

☐ If you were a federal employee in the last 18 months you need your SF-8 and SF-50

Review list of items needed to apply. Select each check box.

I have my information and I am ready to apply.

Select **Start the application** to begin applying for benefits.

Start the Application

STEP 5. Read the Data Privacy Authorization. Select **Yes**, and then **Next** to move to the next page.

Data Privacy Authorization

* Indicates Required Field

The information you provide will be used by the Department of Employment and Economic Development to determine your eligibility for unemployment insurance benefits and help you look for work.

United States Code Title 42 section 1320b-7 requires that applicants provide their social security number to be eligible for unemployment benefits. Minnesota Statute 268.07 requires applicants must be unemployed at the time the application is filed and that they must provide all of the information requested. Incomplete applications cannot be processed.

Employers are authorized by law to provide information on your dates of employment, wages paid, and why you left employment. Information you provide about why you left specific employment may be disclosed to that employer, so your eligibility for benefits and the effect on the employer can be determined.

Information you or your employer provide to the Unemployment Insurance Program is classified as private under Minnesota law. It cannot be disclosed without your written permission except as specified in state or federal law. Below is a partial list of agencies that may obtain information you provide the Unemployment Insurance Program.

- Child Support Enforcement Agencies
- Federal and State Law Enforcement
- Internal Revenue Service
- Minnesota Department of Revenue
- Social Security Administration
- State and Local Public Assistance Agencies
- Unemployment Insurance Programs in other States
- U.S. Immigration and Customs Enforcement

Minnesota Statute 268.19 has the complete list of agencies that may obtain your information from the Unemployment Insurance Program. Information you provided may be verified with these agencies through electronic matching.

* **I have read and understand the above.**

◯ Yes   ◯ No

Previous   Next

To navigate in the registration process use the (Previous) or (Next) buttons at the bottom of the page. **Do not** use the "Back" or arrow buttons on your browser.

Note: You may receive a ⊗ Validation Error(s) message if you miss a question or the answer you provide does not match a previous answer given for a similar question. To fix the error, look through the page for the validation symbol ⊗.

⊗ **Validation Error(s)**
- An answer is required for the question "I have read and understand the above.".

STEP 6. Types of Employment: Answer each question as it applies to you.

Be sure to select '**Yes**' to the question – *Did you work in Minnesota?* - if you are not in the U.S. military or federal employment.

When finished, select **Next**.

Types of Employment

* Indicates Required Field

Between October 01, 20XX and today

* Did you work in **Minnesota**? *(do not include U.S. military or federal employment)*

○ Yes ○ No

Answer Yes

* Did you work in **another state**? *(do not include U.S. military or federal employment)*

○ Yes ○ No

* Did you serve in active duty in the U.S. military?

○ Yes ○ No

* Did you work as a federal employee? *(do not include U.S. military)*

○ Yes ○ No

* Did you work in self-employment or as an independent contractor?

○ Yes ○ No

Additional Information

* Where did you last work?*(Select a state, U.S. territory, or "outside the United States")*

| Minnesota ⌄ |

* Did you apply for unemployment benefits in another state between **February 28, 20XX and today**?

○ Yes ○ No

* Do you live in the United States?

○ Yes ○ No

If yes, enter your ZIP code

[   ]

* Are you now physically in Minnesota?

○ Yes ○ No

Previous   Next

STEP 7. Applicant Authentication: Enter your Social Security number (no dashes). Answer the other questions and then select **Next**.

Applicant Authentication

Complete the questions below to begin the authentication process

1. * Enter your Social Security Number

(No Dashes)

2. * Confirm your Social Security Number

(No Dashes)

3. * Birth Date

/ /

(mm/dd/yyyy)

4. * Gender

○ Male   ○ Female

5. * Do you have a Drivers License or State ID?

○ Yes   ○ No

Previous

Next

STEP 8. Applicant Authentication – continued. If you selected 'Yes' to the question "*Do you have a Drivers License or State ID?*" you will need to provide your Drivers License # or State ID # (no dashes). Select **Next**.

Applicant Authentication

* Indicates Required Field

Complete the questions below to begin the authentication process

1. * Issuing State

```
Minnesota                              ⌄
```

2. * Drivers License # or State ID #

```
[                                        ]
```

(No Dashes)

3. * First Name (as it appears on your Social Security card)

```
[                                        ]
```

4. Middle Initial

```
[                                        ]
```

5. * Last Name (as it appears on your Social Security card)

```
[                                        ]
```

6. Suffix (ie., Jr., Sr.)

```
[                                        ]
```

(Previous)   (Next)

STEP 9. Assign password. Enter a unique password that is six characters in length, select a security question and enter the answer to your question, and then select **Next**.

Your password, along with your Social Security number, is your electronic signature. You will need your password to contact a Customer Service Representative. Make sure to keep it in a safe place.

Use a password that you can remember easily (like a word or number) but that only you know.

When you create your password online, you can use letters and numbers, but no spaces or special characters, like symbols or punctuation.

> **Good example:** doggy5,
>
> **Bad examples:** dogg y (space), doggy* (symbols), or doggy! (punctuation)

You will use the same password online and on the phone. When entering your password by phone, you will have to press the buttons corresponding to any letters.

> **Example**: If the password you created online is DOGGY5 you would press the buttons on your phone that has each of those letters: 3 6 4 4 9 5

Assign Password

Indicates Required Field

* Password

[   ]

* Confirm Password

[   ]

* Select Security Question

[(Select one)   ⌄]

* Enter Security Answer

[   ]

* Confirm Security Answer

[   ]

Next

STEP 10. Your contact information. Enter your address, telephone number, and email address (if you have one). Select **Next**.

We may use your email address to send you periodic messages about your account.

We are not currently able to answer questions about accounts via email.

General Information - Contact Information

* Indicates Required Field

First Name	Joe	Middle Initial
Last Name	Applicant	Suffix

1. * Street Address or PO Box

[   ]

(Include apartment or unit number)

2. * City

[   ]

3. State / Province

[(Select one)   ▼]

(U.S. and Canadian only)

4. * Zip / Postal code

[   ]

5. County of Residence

[(Select one)   ▼]

(Minnesota Residents only)

6. * Country

[UNITED STATES OF AMERICA   ▼]

7. * Telephone Numbers - U.S. or Canada only

Home

([   ]) - [   ] - [   ]

Cell

([   ]) - [   ] - [   ]

Other

([   ]) - [   ] - [   ]

8. Telephone Number - Non U.S. or Canada

[   ]

9. * When possible, would you like to view your mail <u>via Email</u> , instead of by U.S. Mail?

○ Yes   ○ No

If Yes, enter Email Address

[   ]

Confirm Email Address

[   ]

Keep the address on your account up-to-date for at least four years after your last request for benefit payment. Even after you stop requesting benefits, your account may be audited or we may need to contact you for other reasons. If we can't reach you, audit findings will be made without your input, and you will be responsible for any overpayments that might result.

(Previous)   (Next)

STEP 11. Demographic Information. Complete the questions as they apply to you. Select **Next**.

Demographic Information

* Indicates Required Field

* Are you a U.S. military veteran?

○ Yes ○ No

* Ethnic Heritage

○ Hispanic or Latino

○ Not Hispanic or Latino

○ I choose not to answer

* Race

○ White

○ Black or African American

○ Asian

○ Alaskan Native or American Indian

○ Native Hawaiian or other Pacific Islander

○ More than one race

○ I choose not to answer

* Highest level of education

| (Select one) ▾ |

* Do you have a disability?

○ Yes

○ No

○ I choose not to answer

* Are you a U.S citizen?

○ Yes ○ No

Previous   Next

STEP 11. Demographic Information. – continued.

Demographic Information

* Have you recently registered a vehicle?

○ Yes - Enter the state you last registered a vehicle:

○ No - I have not registered a vehicle recently

○ I do not know or remember

○ I choose not to answer

* Did you graduate high school or obtain a GED?

○ Yes - Enter the name of the school and year you graduated:

○ No - I did not graduate from high school

○ I do not know or remember

○ I choose not to answer

* Do you have a professional license or certificate?

○ Yes - Enter your license or certificate title and ID number:

○ No - I do not have a professional license or certificate

○ I do not know or remember

○ I choose not to answer

STEP 11. Demographic Information. – continued. Select **Next**.

* Have you recently filed a tax return?

○ Yes - Enter the state where you most recently filed your tax return:

[text box]

○ No - I have not recently filed a tax return

○ I do not know or remember

○ I choose not to answer

* What was the name of your boss at your previous job?

○ Enter the name of your former boss:

[text box]

○ I choose not to answer

○ I do not know or remember

Previous   Next

STEP 12. Child Support Information. Answer the question and then select **Next**. If you are required to pay child support, you will need to provide additional information before moving on to the next page.

Child Support Information

* Indicates Required Field

* Are you required by a court or other enforcement agency to pay child support?

○ Yes   ○ No

Previous   Next

STEP 13. Work information. Answer each question as it applies to you.

Note: Most unions in Minnesota are not hiring hall unions.

If you know when your employer will call you back to work, answer **'Yes'** to the question "Do you have a definite recall date?" Enter that date. Keep that date handy for additional questions later in the application process.

If you do not expect to go back to work or are not sure when you will go back to work, answer **'No'** to the question about your recall date.

General Information - Work Information

* Indicates Required Field

* Are you a current member in good standing of a <u>union</u> that

- requires you to seek work through that union's hiring hall; *or*
- assists you in finding work?

○ Yes   ○ No

If Yes, select one of the following

(Select one) ⌄

* Is your employment seasonal?

○ Yes   ○ No

* Do you have a definite recall date?

○ Yes   ○ No

If "Yes", what is your recall date?

[ ] / [ ] / [ ]

(mm/dd/yyyy)

Provide the date you will return to work, if known.

Keep date available for use later in application.

Previous   Next

STEP 14. Describe your work. Select the overall type of work that best describes your job and then **Next**.

For this example, the category that best describes the person's type of work is *Food preparation and services*.

Describe your work   * Indicates Required Field

Next we want to know what you consider your "usual" job title. The job title for which you would be looking for work.

This is a three part question:
- The first question asks about your overall type of work
- The next will define it closer to the job you usually do
- The third question should be your usual job title or as close to it as the options provide

* Begin by selecting your overall type of work from the list below

☐ **Architecture and engineering** (Architects, drafters, engineers, surveyors)
☐ **Arts, design, entertainment, sports, and media** (Artists, designers, entertainers, media equipment workers, writers)
☐ **Building and grounds cleaning and maintenance** (Building maintenance, grounds maintenance, janitors)
☐ **Business and financial operations** (Accountants and tax specialists, business operations managers, financial analysts)
☐ **Community and social services** (Counselors, social service specialists, social workers)
☐ **Computer and mathematics** (Actuaries, computer programmers, database administrators)
☐ **Construction and extraction** (Carpenters, construction workers, electricians, equipment operators, plumbers)
☐ **Education, training, and library science** (Archivists, librarians, teachers, teaching assistants)
☐ **Farming, fishing, and forestry** (Agricultural workers, breeders, logging)
☐ **Food preparation and services** (Bartenders, chefs, cooks and food preparation, food servers)
☐ **Healthcare practitioners and technicians** (Dentists, physicians, nurses)
☐ **Healthcare support** (Home healthcare aides, nursing or medical assistants, occupational or physical therapists)
☐ **Installation, maintenance, and repair** (Automotive or aircraft mechanics, electronics, maintenance or repair, heating and air technicians)
☐ **Legal** (Judges, lawyers, paralegals)
☐ **Life, physical, and social sciences** (Economists, social science research, scientists)
☐ **Management** (Advertising and sales managers, executives, operations managers)
☐ **Military specific** (Military enlisted tactical operations, military officers or specialists)
☐ **Office and administrative support** (Customer service representatives, financial clerks, office and administrative support)
☐ **Personal care and service** (Barbers or cosmetologists, personal care aides)
☐ **Production** (Food processing, laundry and dry cleaners, plant operators)
☐ **Protective services** (Correctional officers, fire fighters, law enforcement, security guards)
☐ **Sales and services** (Cashiers, real estate, sales representatives, telemarketers)
☐ **Transportation and material moving** (Drivers, pilots, rail or water transportation operators)
☐ **I cannot find my type of work**

Previous   Next

STEP 15. Describe your work – continued. Select your trade or occupation and then select **Next**.

For this example, the category that best describes the person's trade or occupation is *Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop*.

Describe your work
* Indicates Required Field

You selected **Food preparation and services** as your type of work.

* Select your trade or occupation

- ☐ Bartenders
- ☐ Cooks
- ☐ Dining Room and Cafeteria Attendants and Bartender Helpers
- ☐ Dishwashers
- ☐ Fast Food and Counter Workers
- ☐ First-Line Supervisors/Managers, Food Preparation and Serving Workers
- ☐ Food Preparation Workers
- ☐ Food Servers, Nonrestaurant
- ☐ Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
- ☐ Miscellaneous Food Preparation and Serving Related Workers
- ☐ Waiters and Waitresses

Previous   Next

STEP 16. Describe your work – continued. Select your job title that best describes your job and then select **Next**.

For this example, the category that best describes the person's job title is *Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop*.

Describe your work
* Indicates Required Field

You selected **Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop** as your trade or occupation.

* Select the job title that best describes your job

- ☐ Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop

Previous   Next

STEP 17. Describe your work – continued. Enter the number of years you have done this type of work and then select **Next**.

Describe your work
* Indicates Required Field

Type of work:
    Food preparation and services

Your trade or occupation:
    Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop

Your job title or description:
    Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop

* How many years have you done this type of work?

Previous   Next

STEP 18. Payment method. Select how you would like to receive your benefit payments.

There are two choices: debit card or direct deposit. Most people find that direct deposit is the most convenient way to get paid. Select your preferred payment method and then select **Next**.

Payment method
* Indicates Required Field

* Select your payment method:

Select one.

   ○ **Direct deposit** to a personal bank account in the U.S.
   ○ **Unemployment debit card**

Note: You can change your payment option or direct deposit information at any time.

View system security information

Previous   Next

STEP 18a. Payment method – direct deposit. If you select direct deposit, enter your routing number (if you need more information about where to find your routing number, select the routing transit number link). Select Verify to confirm your bank's routing transit number. Enter your bank account number and then select **Next**.

STEP 18b. Payment method – Unemployment debit card. If you chose debit card, review the *important information about unemployment debit card fees*, select **Yes**, and then select **Next**.

STEP 19. Tax Withholding. Unemployment benefits are taxable income under both federal and Minnesota law. Select whether you would like taxes withheld from any unemployment benefits you receive.

Your withholding options are:

- 15% - federal and state taxes;
- 10% - federal only;
- 0% - no income tax withholding.

You may update your withholding choice at any time after you apply.

Tax Withholding

* Indicates Required Field

Unemployment benefits are taxable income under both federal and Minnesota law.

* I authorize the Minnesota Unemployment Insurance Program to withhold income taxes from my unemployment benefit payments as follows:

Select one	Income Tax Type	Withholding Percentage
○	Federal income tax + Minnesota state income tax	15%
○	Federal income tax	10%
○	No income tax withholding	0%

Note: You may change your withholding choice at any time after you apply.

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Next

STEP 20. Employment Information. Review the list of your known employers. Select **Next** to begin entering information about your employment with them.

Note: If you do not see an employer listed on this page, select *Next*. You will need to add your employer (see STEP 22).

Employment Information

* Indicates Required Field

A complete list of employment from **MM-DD-YYYY** to **MM-DD-YYYY** is needed to determine your eligibility and Weekly and Maximum benefit amounts.

The following is a list of your known employers. Select "Next" to begin entering the needed information about them. (Where did this list come from?)

You will have the opportunity to add more employers after you have entered information about these.

Employer's Legal Name	Employer's Business Name
ALPHA BRAVO CHARLIE INC	ABC INC.

Previous

Next

STEP 21. Detailed Employment Information. You will now answer questions about the employers listed on the previous page.

Pay attention to the employer name and information listed at the top when answering the question on this page. An employer's legal name and business address may be different than what you are used to. Look at a paycheck or W-2 from your employer to help determine if you worked for the company listed.

Minnesota Detailed Employment Information   * Indicates Required Field

Minnesota Employer Legal Name
ALPHA BRAVO CHARLIE, INC.

Minnesota Employer Business Name
ABC, INC.

Employer Address (main office, payroll office, headquarters)
1234 ABC ST
SAINT PAUL MN 55101-1314

Employer Work Location Address
1000 GLEN ST
MORA MN 56329-4514

* Did you work for this employer anytime in the last 18 months?
○ Yes   ○ No

If "Yes", complete the following information
If "No", this employer will be notified that you indicated you did not work for them.

Most Recent Work Address: if you did work for this employer, but the work location address is different, enter the address below.

Street Address
[   ]

City
[   ]

State
[(Select one)   ▾]

ZIP Code
[   ] - [   ]

Employer phone number
([   ]) - [   ] - [   ]

* First day worked
[   ] / [   ] / [   ]
(mm/dd/yyyy)

STEP 21. Detailed employment information – continued. Complete the questions on this page.

Select **Next**.

* Last day worked

[   ] / [   ] / [   ]

(mm/dd/yyyy)

(If you are still working, enter your most recent date worked.)

* Pay rate

$ [   ]

○ per hour

○ per week

○ per month

○ per year

* Average number of hours worked per week

[   ]

* Job title

[   ]

* Is this business owned or partially owned by you, your spouse, your parent, or your child?

○ Yes   ○ No

* Is the employer a temporary agency ?

○ Yes   ○ No

---

* Reason for separation from this employer

○ **Layoff:** Some examples are: lack of work, temporary layoff, seasonal layoff, reduction in force (RIF), your position was eliminated, your employer's business closed/plant shutdown (temporarily or permanently).

○ **Quit:** You decided to leave your employment. This includes work-related, personal, or medical reasons, change in residence, found other job, etc.

○ **Discharged / Dismissed / Terminated:** Your employer decided to end your employment for reasons other than layoff.

○ **Suspension:** Your employer will temporarily not allow you to work. For example: Pending an investigation or disciplinary action. (if for medical reasons, go to leave of absence).

○ **Leave of Absence:** You and your employer have an agreement that you will take some time off work and you anticipate that you will return to work with this employer in the future.

○ **Strike / Lockout / Strike related:** You are currently unemployed as a direct or indirect result of a strike or lockout.

○ **Still working:** This includes part-time, on-call employment or reduced hours.

○ **Business Sold or Closed:** You either sold or closed a business that you had a controlling ownership in.

Previous   Next

STEP 22. Additional and Complete Employment. Review the list of employers. If the list of employers on this page is complete and accurate, select **Click Here After All Employers are Entered**.

To add an employer that was not shown on the previous screens, select the appropriate "Add employment" button and provide the detailed employment information as instructed in STEP 21.

It's important that you do your best to find your employer. Keep in mind an employer's legal name and business address may be different than what you are used to. Look at a paycheck or W-2 from your employer to help determine if you worked for the company listed.

Additional and Complete Employment   * Indicates Required Field

A complete list of employment from **MM-DD-YYYY** to **MM-DD-YYYY** is needed to determine your eligibility and benefit amount.
- If this list of employers is complete and accurate, select "Click Here After All Employers Are Entered" button.
- To add an employer not shown, select the appropriate "Add" button at the bottom of this page.
- If the Employer List includes an employer you did not work for, you can "delete" the employer only if that employer did not provide our agency with wage information. When an employer can be deleted a checkbox will display in the "Delete" column.

Employer's Legal Name	Employer's Business Name	Delete
Minnesota Employment		
ALPHA BRAVO CHARLIE, INC.	ABC, INC.	
Non-Minnesota Employment		
Military Employment		
Federal Employment		

Delete Selected Employer(s)

Provide Additional Employers

To add an employer, select the appropriate "Add" button below.

Add Minnesota Employment   Add Military Employment

Add Non-Minnesota Employment   Add Federal Employment

Previous   Click Here After All Employers Are Entered

STEP 23. Benefit account date. Select the week that you first became unemployed or had your hours reduced.

Employment Information - Benefit Account Date

* Please select the effective date of your unemployment benefit account from the following two choices

○ Effective Date Sunday, February 27, 20XX

○ Effective Date Sunday, February 20, 20XX (You must have been available for work and unemployed in order to backdate your account.)

Previous

Next

STEP 24. Eligibility Information. We will ask about other sources of income. Answer Yes or No as appropriate. Select **Next**.

Be sure to report if you will receive vacation pay or Personal Time Off (PTO) pay while you're not working.

Eligibility Information
Indicates Required Field

Have you applied for or are you receiving any of the following

1. * Payments from a Union Pension fund contributed to by one or more employers? (Including lump sum and periodic payments)

○ Yes ○ No

2. * Payments from a pension fund, annuity fund or a retirement account contributed to by an employer? (Including 401K, and lump sum or periodic payments)

○ Yes ○ No

Since 07/01/20 , have you received, applied for, or are you receiving any of the following

3. * Social Security Disability Benefits?
   • Does NOT include Supplemental Security Income (SSI)

○ Yes ○ No

4. * Workers Compensation payments for loss of wages?

○ Yes ○ No

5. * Other disability payments for loss of wages?

○ Yes ○ No

Accrued vacation pay or Personal Time Off (PTO) pay?

6. * Accrued vacation pay or Personal Time Off (PTO) pay?
   • Includes temporary layoff
   • Does NOT include holiday pay

○ Yes ○ No ○ Not Sure

7. * Severance or any other separation payments?
   • Examples: bonus pay, wages in lieu of notice (notice pay), sick pay, not working but on the payroll, retention pay
   • Does NOT include holiday pay or regular earnings for work performed.

○ Yes ○ No ○ Not Sure

Since 07/01/20

8. * Have you worked for an educational institution or an employer contracting services to schools?
   • Does NOT include Head Start programs

○ Yes ○ No

9. * Were you paid to participate in, or train for any sporting events at any level as a coach, athlete or referee?

○ Yes ○ No

10. * Are you currently enrolled in school or a training program?

○ Yes ○ No

11. * Have you refused an offer of employment since 09/11/20 ?

○ Yes ○ No

Previous   Next

STEP 25. Review your application – edit answers. This last page of the application allows you to review all the questions we've asked, along with your answers. Please review your answers for each section of the application.

> **Need to change an answer?** Follow the instructions on the next page (STEP 25a).

> **Ready to submit your application?** When you are satisfied with your answers, return to the top of this page. Select the **Yes** checkbox; re-enter your **Social Security number** (no dashes) and then select the button "**Submit the Unemployment Benefit Application**."

Confirm your Identity and Information

* Indicates Required Field

Your applications is not complete yet! To complete your application you must do the following:

- Review your entries before submitting this application by selecting the links below or scrolling down the screen.
- If you need to change your entries select the "Modify Answers" button to go back to the appropriate section of the application.
- Check the "Confirm your Identity and Information" box, and re-enter your Social Security Number.
- Select "Submit the Unemployment Benefit Application", and wait for a confirmation page.

Review and Edit Contents

To review each section of your application click on the section header links below or scroll down the screen.

- Initial Questions
- General Information
- Employment Information
- Eligibility Questions

Confirm your Identity and Information

☐ *Yes, I have answered all questions fully and truthfully. I know there are penalties for giving wrong information. I know that to receive benefits I must meet the eligibility requirements and follow the payment procedures in the "Information Handbook".

*Enter your Social Security Number [   ]

(Do not enter dashes)

For a Printer Friendly version of your application click here.

[Submit the Unemployment Benefit Application]

The following is a summary of your entries during this Unemployment Benefit Application process.

STEP 25a. Change an answer. Each section of the application provides a Modify button for you to quickly return to that section and correct an answer.

When you select the Modify button for a section, it will take you back to the beginning of that section. You most likely will need to move through the application pages to find the answer that needs to be updated. Use the **Previous / Next** buttons found at the bottom of each page to do this. After you have updated your answer, you must click through the application until you return to the Review page.

Types of Employment

Between October 01, 20XX and today
* Did you work in **Minnesota**? *(do not include U.S. military or federal employment)*

Yes

* Did you work in **another state**? *(do not include U.S. military or federal employment)*

No

* Did you serve in active duty in the **U.S. military?**

No

* Did you work as a **federal employee?** *(do not include U.S. military)*

No

* Did you work in **self-employment** or as an **independent contractor?**

No

Additional Information
* Where did you last work?*(Select a state, U.S. territory, or "outside the United States")*

Minnesota

* Did you apply for unemployment benefits in another state between **March 07, 20XX and today?**

No

* Do you live in the United States?

Yes

If yes, enter your ZIP code

55113

* Are you now physically in Minnesota?

Yes

Modify

Top of Page

STEP 27. Confirmation page. Your confirmation page provides important information, including:

- A copy of your application. Select "**View printable version**" to print a copy.
- Your *weekly and maximum benefit amount*. Please note the weekly benefit and maximum benefit amounts may be blank on this screen; do not worry if this is the case. We will provide an updated benefit amount once we have processed your application.
- When to submit a **Request for Benefit Payment**. (If you don't see a link to request payment, please allow more time. We are verifying your information. A link will be added to your account as soon as possible.

The **Next** button provides additional information about using your account and resources to help you return to work.

Unemployment benefit application confirmation

* Indicates Required Field

Your Unemployment benefit application has been submitted. To be paid benefits, you must follow the instructions below.

- **Time and date submitted: Mon Mar 07 12:08:56 CST 20XX**

Check your online account for updates. We will notify you if we need additional information.

Please know that we are working on your application as quickly as possible.

If you have access to a printer, select view printable version. Keep the printed copy for your reference.

Print application.

Weekly and maximum unemployment benefit amount

Based on information currently in agency files, a preliminary estimate of your benefits is indicated below:

- Weekly Benefit Amount: $529
- Maximum Benefit Amount: $5761

Benefits

This is only an estimate; the actual benefit amount may be different. An official "Determination of Benefit Account" will be mailed to you.

Request benefit payment

To receive unemployment benefits, you must make timely requests for payment **every week**. You are scheduled to submit your first Request for Payment during the week of:

- 03/13/20XX through 03/19/20XX

Request payment(s)

Information handbook

You are required to review the handbook as it informs you of your responsibilities and what you need to do to receive unemployment benefits. (The Information Handbook is always available at www.uimn.org/.)

Return to the Welcome Page

Next

Your online account

Information about your unemployment benefit account is available online. After filing your unemployment benefit account, each time you log in with your Social Security number and password, you will be able to do the following:

- **View Your Account Action Items**: When additional information is needed to process your account or payment, your "Account Home Page" will display messages advising you what you need to do.
- **Request Benefit Payments**: Every week you are required to submit a request for benefit payment. Your "Account Home Page" will inform you of the time frame in which to make a timely request for benefit payment. If you don't have a link for request payment, don't panic. We are verifying your information. A link will be added to your account as possible.
- **View Your Account Information**: You can view any benefit determinations, payment information such as payment dates and amounts, as well as your general account information.
- **Maintain Your Account Information**: You can change your address, update your tax withholding or change your payment method.