Guide to request a weekly PUA payment during COVID-19

We currently have more individuals requesting benefit payments than ever before. To ensure our online system can handle the increased activity, we are asking you to make your weekly payment request on an assigned day.

<table>
<thead>
<tr>
<th>If the last digit of your Social Security number is:</th>
<th>Apply online 6 A.M. to 8 P.M. on this day of the week:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0, 1 or 2</td>
<td>Monday, Thursday, Friday</td>
</tr>
<tr>
<td>3, 4 or 5</td>
<td>Tuesday, Thursday, Friday</td>
</tr>
<tr>
<td>6, 7, 8, or 9</td>
<td>Wednesday, Thursday, Friday</td>
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STEP 1. Go to www.uimn.org and select Applicants.
STEP 2. Select **Request a Benefit Payment**. You will find the link near the bottom of the page, under **I Need To...**
STEP 3. Log in to your 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. My Account Home Page – Important Messages

Your account Home Page will display the week(s) available for you to request a payment.

- Any weeks that have not been requested display under Other Messages.
  - Select the Request Benefit Payment link to start your first request.
- If no Request Benefit Payment link is available, there are no available weeks for you to request.
STEP 5. Review the questions on the Request Payment home page.

This information can help you answer the questions on your request.

Select the button Proceed with Request Payment at the bottom of the screen to start your request.

<table>
<thead>
<tr>
<th>Review questions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What do I need to request payment for benefits?</td>
</tr>
<tr>
<td>2. What earnings need to be reported?</td>
</tr>
<tr>
<td>3. How do I report earnings?</td>
</tr>
<tr>
<td>4. What if I am working on commission?</td>
</tr>
<tr>
<td>5. How do I report Holiday Pay?</td>
</tr>
<tr>
<td>6. What is Nonpayable Week?</td>
</tr>
<tr>
<td>7. How do I close my account?</td>
</tr>
<tr>
<td>8. How do I update my Payment Method?</td>
</tr>
<tr>
<td>9. How do I sign up for Tax Withholding?</td>
</tr>
</tbody>
</table>

STEP 6. Address verification.

If your address is correct, select My Info Has Not Changed.

If your address has changed, select My Info Has Changed. Enter your correct address and then select submit to rejoin the request payment process.
STEP 7. PUA Disclaimer.

Read the disclaimer. Your disclaimer may look slightly different than the one pictured below. Read the disclaimer presented to you during your payment request.

You must meet the weekly eligibility criteria listed in order to receive a payment.

Select the checkbox “I have read and understand the above information.” Select Next.
STEP 8. Initial Questions - PUA

You will be asked questions about a period of time (week of Sunday, mm/dd/yyyy through Saturday, mm/dd/yyyy) that helps us determine if you are eligible for that week. Answer each question.

**Question #1**, answer 'Yes' if you worked during this time period. This includes temporary work and self-employment.

**Question #2**, answer 'Yes' if you received any other income (special payments related to COVID-19, vacation pay, pension payments, Social Security) during this time period.

**Question #4**, Based on your situation, you will be asked either 1 or 2 questions.

If you are asked “Were you available for suitable employment” answer ‘Yes’ if you were not working because of COVID-19 AND you are:

- **Temporarily laid off** and have been staying in regular contact with your employer about your employment.
- **Permanently laid off** and are available for work and actively looked for work. Under Executive Order 20-05, you can meet this requirement by looking for work that does not create a risk to your health or to the health of others. Activities like updating your resume, researching businesses, or going online to CareerForceMN.com for job seeking help are considered looking for work.

After answering the questions, select **Next** to move to next screen. If you answered ‘No’ to Questions 1 and 2, go to STEP 9.

You will see this screen if you answered ‘Yes’ to Question #1 – “Did you work?” on the previous screen.

If you answered ‘No’ to Question #1 – “Did you work?”, go to STEP 8b.

Question #1, provide your earnings.

- If you worked for an employer (full time, part time, or temporary), report your gross weekly earnings (before taxes).
- If you are self-employed, report your net weekly earnings after direct expenses that are exclusive to the self-employment. See our [Self-employment page](#) for guidance calculating your net earnings.

You must report earnings in the week you performed the work, whether or not you have been paid.

Question #4, enter ‘0’ if you worked for an employer. If you are self-employed, enter the number of hours you worked during this time period to meet COVID-19 health and safety guidelines (if any).

Question #5, Enter the number of hours you worked for an employer, or in self-employment, during this time period.

Question #6, Enter the number of hours you would have ordinarily worked for an employer, or in self-employment, during this time period.
STEP 8b. Income From another Source

You will see this screen if you answered ‘Yes’ to question #2 - “Did you receive income from any other source?” on the previous screen. Select the type of income you received during this time period. If you received continuation pay, emergency pay, or other payments directly related to COVID-19, select COVID-19 Pay.

STEP 8b. Other Deductible Income (Income From another Source) continued

Select the employer who is paying you the other income you reported (if applicable). You have the option to either add more employers who are also paying you this income or select that all employers are listed that paid you this income are listed. Select Next.
STEP 8b. Other Deductible Income (Income From another Source) continued – Request for Information

Enter the amount of COVID-19 related payment that you have received, or will receive, for this week. Select **Next**.

<table>
<thead>
<tr>
<th>Unemployment Insurance Request for Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer name: ACCEPTANCE COMPANY</td>
</tr>
<tr>
<td>Doing business as:</td>
</tr>
<tr>
<td>Employment start date:</td>
</tr>
<tr>
<td>Employment end date:</td>
</tr>
<tr>
<td>Average number of hours worked per week:</td>
</tr>
<tr>
<td>Last wage:</td>
</tr>
<tr>
<td>Job title</td>
</tr>
</tbody>
</table>

You indicated that you will receive or have received a COVID-19 related payment for the week you are requesting payment.

*Enter the total gross amount of COVID-19 pay you will receive or have received for the week:*

![Enter gross payment amount](image)

If you check the box to submit additional documentation, a cover sheet will be mailed to you to include with your documents. If you would like to print the cover sheet now, go to your Account Home page.
Step 9: Unemployed due to COVID-19

Select the reason(s) that you are unemployed due to COVID-19. Select Next.
STEP 10. Review / modify answers / submit your weekly payment request page.

This last page of the payment request allows you to review the answers you provided. Your page might look a little different depending if you were required to submit additional information about income received. Please review your answers for the week you are requesting.

If you need to change an answer, select Modify. Otherwise, select Submit to complete your payment request.
STEP 11. Request for Benefit Payment Confirmation Page.

After you submit your benefit payment request, you will see a confirmation page.

If you see:

- A message on your account stating that “Pending issues have been identified with your account. You are not currently authorized to receive payment.” This means we are still processing portions of either your application or your benefit payment request. Check your online account in a few days for updates. If we need more information to process your request, we will contact you.
- A link stating “Click here to Request Benefit Payment” with more weeks to request, request each of those weeks. You will be asked the same questions described above for each week.

You will know you have requested all available weeks when the confirmation page does not give you the option to request any additional weeks.

Select the link Return to Account Home Page.