Step-by-step guide to request a weekly payment during COVID-19

We currently have more workers 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>Request payment 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>
</tr>
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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.

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. Initial Questions**

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**, answer ‘Yes’ to “*Were you available for work?*” if you are not working because of COVID-19.

If you are asked “Did you look for work?” answer ‘Yes” if you are:

- **Temporarily laid off** and have been in regular contact with your employer about your employment.
- **Permanently laid off** and are available for work and actively looked for work. Under the recent executive order, 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, 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 8.
STEP 7a. Collect Earnings.

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

If you answered ‘No’ to “Did you work?”, go to STEP 7b.

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.

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

Question #2, enter the number of hours you worked during this time period.

Question #5, if you worked in self-employment in this time period, answer ‘Yes’.
STEP 7b. Income From another Source

You will see this screen if you answered ‘Yes’ to the question, “Did you receive income from any other source?”
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 7b. 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 8. Request for Benefit Payment Confirmation Page.

Now you will see a confirmation that your benefit payment request is complete.

If you see a link 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**.