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>
</tr>
</tbody>
</table>

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.

1. Enter your Social Security number.
2. Enter your Password.
3. Select **Login**.
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.

![Request Payment Home Page](image)

**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.

![Address Verification](image)
STEP 7. PUA Disclaimer.

Read the disclaimer.

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.
**STEP 8a. Collect Earnings – DUA Self Employed.**

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.

Enter gross payment amount
STEP 9. 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.

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Please review your responses carefully for the week of Sunday, 03/29/2020 through Saturday, 04/04/2020.

PUA Disclaimer
You are only eligible for Pandemic Unemployment Assistance (PUA) benefits for the weeks you could not work as a direct result of the effects of the COVID-19 pandemic. This would include a week when:
- You cannot work in your normal occupation as a direct result of the COVID-19 public health emergency
- You or a member of your household have been diagnosed with COVID-19, or are experiencing symptoms of COVID-19 and are seeking a diagnosis
- A child or other person in your household for which you have primary caregiving responsibilities is unable to attend school or another facility that is closed as a direct result of the COVID-19 public health emergency and such school or facility care is required for you to work
- You were scheduled to begin employment and do not have a job or are unable to reach your job as a direct result of COVID-19

You are not eligible for weeks when:
- You have earnings or other income that equal or exceed your weekly PUA benefit amount
- You have returned to full-time work
- You quit, were discharged from, or refuse suitable employment
- Your work is seasonal, and your normal work season ends

Each week, you need to stay in touch with your usual employer and be available to start work with that employer when it is offered. Or, if you are not connected to a particular employer, look for work each week.

By submitting this payment request, under penalty of perjury, you certify that the information you are providing is accurate to the best of your knowledge. Intentionally providing incorrect information to obtain Pandemic Unemployment Assistance is considered fraud and may lead to criminal prosecution.
* I have read and understand the above information.

Initial Questions - PUA
1. * Did you work or have a paid holiday during the reporting period listed above?  No
   This includes Full Time, Part Time, Temporary Work, Self-Employment or Volunteer Work.
2. You have already told us that you have received:
   - Back Pay from SELF EMPLOYMENT
   - Back Pay from SELF EMPLOYMENT
   * For the time period above, did you receive income from any other source that you have not already reported to us? Answer "yes" if you applied for another source of income for the period above, but have not received that income yet.
   Please click *here* for examples of other income sources
3. During the above period:
   * Did you refuse an offer of suitable employment?  No
   * Did you quit a job if you have already reported the quit, do not report it again.  No
   * Were you discharged from a job? If you have already reported the discharge, do not report it again.  No
4. During this reporting period:
   * Did anything prevent you from working (other than the COVID-19 Pandemic)?  No
   * Were you available for suitable employment? DURING COVID-19: Please answer "yes" if you are temporarily unemployed and keeping in contact with your employer. Please answer "yes" if you are permanently unemployed and looking for work, even if you are following state or federal guidelines about staying home.  Yes

Click *here* to print this summary
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STEP 10. 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.

[Image: Confirmation page example with instructions and a message indicating pending issues and a link to request benefit payment with additional weeks.]

It’s ok - we are processing information. Check back in a few days.

If you see one or more weeks to request, select "Click here to Request Benefit Payment" and repeat the process.