

Step-by-step guide to request a weekly payment

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

The screenshot shows the homepage of the Minnesota Unemployment Insurance Program. At the top left is the logo for 'm1 MINNESOTA UNEMPLOYMENT INSURANCE'. To the right is a search bar. Below the logo is a navigation bar with 'Applicants' and 'Employers & Agents'. The main heading reads 'Welcome to the Minnesota Unemployment Insurance (UI) Program' with a subtext: 'This is the official website of the Minnesota Unemployment Insurance Program, administered by the Department of Employment and Economic Development (DEED)'. A red arrow points to the 'APPLICANTS >>' button, which is highlighted in orange. Below this button is a collage of diverse people and the text 'Español', 'Hmoob', and 'Somali'. To the right is the 'EMPLOYERS & AGENTS >>' button, highlighted in green, with a collage of people working in various settings.

STEP 2. Select **Request a Benefit Payment**. 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**
-  **Request a benefit payment**
-  **Log in to my account**
-  **Report possible UI fraud**
-  **Find a job**

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. 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.

The screenshot shows the login page for the Minnesota Unemployment Insurance Benefits System. The page header includes the Minnesota Unemployment Insurance logo, the date "Monday, March 7, 20XX", and a language dropdown set to "English". A left-hand menu contains links for "Information For Applicants", "How to Apply", "Information Handbook", "Video Library", and "Contact Us". The main content area is titled "Welcome to the Minnesota Unemployment Insurance Benefits System" and includes a notice about system availability and a message update. Below this, there are two main sections: "New Applicants" and "Existing Applicants". The "Existing Applicants" section contains the login form with fields for Social Security Number and Password, a "Forgot your password" checkbox, and a "Login" button. Annotations include a red box with a list of steps: "1. Enter your Social Security number.", "2. Enter your password.", and "3. Select Login.", with a red arrow pointing to the "Login" button. Another callout box says "If you forgot your password, select checkbox **Forgot your password**, and then **Login**." with an arrow pointing to the checkbox.

MINNESOTA
UNEMPLOYMENT INSURANCE

Monday, March 7, 20XX English

Menu

Information For Applicants
How to Apply
Information Handbook
Video Library
Contact Us

Welcome to the Minnesota Unemployment Insurance Benefits System

* Indicates Required Field

The system is available Sunday through Friday from 6:00 A.M. to 8:00 P.M. Central Time.
Message updated: 28-Feb-2022 12:00 AM
We have a new look! Your Minnesota Unemployment Insurance account will look different, but you are in the right place.

New Applicants

Apply for unemployment benefits and create an account

*Social Security Number
(no dashes)

If you enter your Social Security Number incorrectly your identity cannot be authenticated, and benefits will be denied indefinitely.

Start

Existing Applicants

Log in to your account

*Social Security Number
(no dashes)

*Password

Forgot your password

Login

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

If you forgot your password, select checkbox **Forgot your password**, and then **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.

The screenshot shows the Minnesota Unemployment Insurance My Account Home Page. The page header includes the Minnesota Unemployment Insurance logo, the date Monday, March 7, 20XX, a language dropdown set to English, and a Log Off link. The left sidebar contains a menu with options: My Account Home Page, Future Benefits Estimate, Request Benefit Payment, Reemployment Activities, View and Maintain My Account, Change Password, and Log Off. The main content area is titled 'Important Messages - These Messages Need Your Attention' and includes a notification bell icon with the text '* Indicates Required Field'. Below this, a message states 'No messages require an action from you at this time.' The 'Other Messages' section contains a radio button and text: 'You have weeks that have not been requested. You may request benefit payments for the following weeks:'. Two weeks are listed: '*02/13/20XX through 02/19/20XX' and '*02/20/20XX through 02/26/20XX'. Below this, it says 'You may submit a request for benefit payment beginning Sunday 02/20/20XX through Saturday 02/26/20XX. Late requests for benefit payments may be denied.' The bottom section is titled 'Unemployment Insurance Applicant Services - My Benefit Account Home' and is divided into two columns. The left column lists 'Future Benefits Estimate' and 'Reemployment Activities' with a list of actions. The right column lists 'Request Benefit Payment' and 'View and Maintain My Account' with a list of actions. Red annotations include a box labeled 'Start your benefit payment request.' with an arrow pointing to the 'Request Benefit Payment' link in the sidebar and another arrow pointing to the 'Request Benefit Payment' link in the bottom right section. Another box labeled 'Weeks to request.' has an arrow pointing to the list of weeks in the 'Other Messages' section.

MINNESOTA
UNEMPLOYMENT INSURANCE

Monday, March 7, 20XX English Log Off

Menu

My Account Home Page

Future Benefits Estimate
Request Benefit Payment
Reemployment Activities
View and Maintain My Account

Change Password
Log Off

Important Messages - These Messages Need Your Attention * Indicates Required Field

No messages require an action from you at this time.

Other Messages

You have weeks that have not been requested. You may request benefit payments for the following weeks:

- *02/13/20XX through 02/19/20XX
- *02/20/20XX through 02/26/20XX

You may submit a request for benefit payment beginning Sunday 02/20/20XX through Saturday 02/26/20XX. Late requests for benefit payments may be denied.

Unemployment Insurance Applicant Services - My Benefit Account Home

[Future Benefits Estimate](#) - Get an estimate of your benefits.

[Request Benefit Payment](#) - Request an unemployment payment.

[Reemployment Activities](#) -

- Complete your job search Self-Assessment and Work Search Plan
- Report completion dates for job search activities in your Work Search Plan
- View your completed Self-Assessment and Work Search Plan
- Reschedule Your Reemployment Session

[View and Maintain My Account](#) - manage my account information

- Update my contact information
- View IRS FORM 1099G
- View child support deductions
- View payments, overpayments, and determinations
- View and update payment methods and tax withholding

Start your benefit payment request.

Weeks 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 * Indicates Required Field

To progress through the Request Payment screens, always use the "Previous" or "Next" buttons provided at the bottom of the page. Do not use the "Back" button at the top of your Internet browser window.

For more information click on the links below.

[What do I need to request payment for benefits?](#)
[What earnings need to be reported?](#)
[How do I report earnings?](#)
[What if I am working on commission?](#)
[How do I report Holiday Pay?](#)
[What is Nonpayable Week?](#)
[How do I close my account?](#)
[How do I sign up for Direct Deposit?](#)
[How do I sign up for Tax Withholding?](#)

Review questions.

Proceed with Request Payment

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 * Indicates Required Field

If the information below is correct, select "My Info Has Not Changed" to proceed. If any of it is incorrect or changed, select "My Info Has Changed" to update the information.

Joe Applicant
3325 MAIN ST
SAINT PAUL, MN 55101-1314
UNITED STATES OF AMERICA
651-651-6516

Keep the address on your account up-to-date for at least four years after your last request for a 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 cant reach you, audit findings will be made without your input, and you will be responsible for any overpayments that might result.

My Info Has Changed

My Info Has Not Changed

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 (vacation pay, pension payments) during this time period.

After answering all the questions, select **Next** to move to next screen. If you answered 'No' to Questions 1 and 2, go to STEP 8.

Initial Questions * Indicates Required Field

 Please be accurate in your responses. The information you provided will be verified through [electronic matching](#) with information provided by your employers. Failure to provide accurate information may result in a delay or overpayment of benefits.

Please answer the following questions carefully for the **week of Sunday, MM-DD-YYYY through Saturday, MM-DD-YYYY.**

- * Did you work or have a paid holiday during the reporting period listed above? This includes [Full Time](#) , [Part Time](#) , [Temporary Work](#) , [Self Employment](#) or [Volunteer Work](#).

Yes No
- * For the time period above, did you/will 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

Yes No
- During the above period

* Did you refuse an offer of suitable employment?

Yes No

* Did you quit a job? If you have already reported the quit, do not report it again.

Yes No

* Were you discharged from a job? If you have already reported the discharge, do not report it again.


Yes No
- During the above period

* Were you available for work? (This includes being medically able to work.)

Yes No

* Did you look for work?

Yes No

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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'.

Collect Earnings * Indicates Required Field

On the previous screen, you indicated that you had worked during the week.

Please answer the following questions carefully for the week of Sunday, MM-DD-YYYY through Saturday, MM-DD-YYYY.

1. * Enter the gross earnings from all work and paid holidays during the above period, even if you have not received payment for the work. If you are self-employed in your own business click here for instructions: [Self-employment.](#)

\$

Wages from work for others must be reported during the week the wages were earned, not when the payment is received.

2. * Enter total number of hours worked during this reporting period

3. If any of the above wages were from military service, enter total of military wages (before deductions).

\$

4. If any of the above wages were from volunteer Firefighting or volunteer Ambulance Service income, enter active duty earnings

\$

on call earnings

\$

5. * During the above period, did you work in self-employment?

Yes No


6. * Have you returned to work full-time during this reporting period?

Yes No

If Yes, please enter the date you returned to work.

/ /

(mm/dd/yyyy)

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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. Select **Next**.

Income From Another Source * Indicates Required Field

You indicated that you received or applied for income that you have not previously reported to us.
For the week of Sunday, MM-DD-YYYY through Saturday, MM-DD-YYYY please identify the income source(s) below (check all that apply).

- [Social Security Disability](#)
- [Union Pension Fund](#)
- [Pension, Retirement Or Annuity](#)
- [Severance Pay or Separation Pay](#)
- [Back Pay](#)
- [Other Disability Insurance](#)
- [Vacation Pay](#)
- [Workers' Compensation](#)

[My Income Is Not Listed Above](#)

[Previous](#) → [Next](#)

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**.

Other Deductible Income * Indicates Required Field

You indicated that you have applied for or are receiving payments from another income source.

* Select all employer(s) that contributed to the Vacation Pay

- ALPHA BRAVO CHARLIE, INC.
- An Employer that contributed to my income source is not listed above.
- I have selected all employers that contributed to my income source.

[Previous](#) → [Next](#)

STEP 8. Summary Page.

Now you will see a summary of your answers for the week you are requesting. Review your answers.


If correct, select **Submit**.

If you need to change an answer, select **Modify Answers**.

Summary * Indicates Required Field

Please review your responses carefully for the week of Sunday, 12/19/20XX through Saturday, 12/25/20XX.

Initial Questions * Indicates Required Field

 Please be accurate in your responses. The information you provided will be verified through [electronic matching](#) with information provided by your employers. Failure to provide accurate information may result in a delay or overpayment of benefits.

Please answer the following questions carefully for the week of Sunday, 12/19/20XX through Saturday, 12/25/20XX.

1. * Did you work or have a paid holiday during the reporting period listed above? This includes [Full Time](#) , [Part Time](#) , [Temporary Work](#) , [Self Employment](#) or [Volunteer Work](#).

Click [here](#) to print this summary

To change an answer, select Modify Answers.

Select if your answers are correct.

[Modify Answers](#) [Submit](#)

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.

Request for Benefit Payment Confirmation Page * Indicates Required Field

Your request has been received on March 8, 20XX 10:28

You have been authorized to receive \$###.##. Payments are processed overnight and usually credited to your account in no more than 3 business days.

You have submitted a benefits payment request. To view request and payment history, select *View and Maintain My Benefit Account*, then *My payments*.

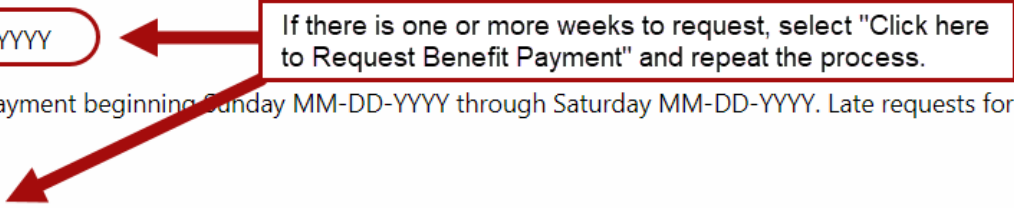
You have weeks that have not been requested. You may request benefit payments for the following weeks:

- *MM-DD-YYYY through MM-DD-YYYY

You may submit a request for benefit payment beginning Sunday MM-DD-YYYY through Saturday MM-DD-YYYY. Late requests for benefit payments may be denied.

[Click here to Request Benefit Payment](#)

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



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**.

Request for Benefit Payment Confirmation Page * Indicates Required Field

Your request has been received on March 8, 20XX 10:35

You have been authorized to receive \$###.##. Payments are processed overnight and usually credited to your account in no more than 3 business days.

You can Request Payment or View and Maintain your account online Monday through Friday from 6:00 A.M. to 6:00 P.M. (*Central Time*)

[Return to Account Home Page](#)

[Print](#) this confirmation for your records.