Step-by-step guide to request a weekly payment

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 (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.
**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’.

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**Collect Earnings**

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)
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

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

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

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

- ALPHA BRAVO CHARLIE, INC.

Select one.

- An Employer that contributed to my income source is not listed above.
- I have selected all employers that contributed to my income source.

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**.

<table>
<thead>
<tr>
<th>Summary</th>
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<tbody>
<tr>
<td>Please review your responses carefully for the week of Sunday, 12/19/20XX through Saturday, 12/25/20XX.</td>
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<th>Initial Questions</th>
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<tr>
<td>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.</td>
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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.
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.