Step-by-step guide to apply for Pandemic Extended Unemployment Compensation (PEUC)

STEP 1. Go to [www.uimn.org](http://www.uimn.org) and select *Applicants.*
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
- Find a Job

Quick Links
- Estimate Your Benefits
- Information Handbook
- Health Care & Community Services
- Report UI Fraud
- UI Law

Minnesota Voter Registration

News & Updates
- COVID-19 and unemployment benefits
- IRS Form 1099-G year-end tax information
- Upcoming Work Search Events

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.
STEP 4. My Account Home Page – Do you need to request any benefit payments?

- Before you can complete an application for Pandemic Emergency Unemployment Compensation, you must request all available weeks in your current benefit account.
  - Any weeks that have not been requested display under Other Messages.
  - You must request each available week, even if you were working. If you were working during a week you need to request, simply report your total hours worked and total gross earnings for that week. You will only receive payment for week(s) you are eligible.
  - 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. Skip ahead to Step 9.
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.

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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 specific period of time (Sunday, mm/dd/yyyy through Saturday, mm/dd/yyyy). Answer each question.

For Question #1, answer ‘Yes’ if you worked during the week listed. Report your total hours worked and total gross earnings for that week.

For Question #4, answer ‘Yes’ to “Were you available for work?” if you are not working due to COVID-19.

Answer ‘Yes” to “Did you look for work?” if you are:

- **Temporarily laid off** and have been in contact with your employer about your employment during the week.
- **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. Go to STEP 8.
STEP 7a. If you indicated that you worked during this period of time, you will need to provide additional information.

Report your:

- **Total hours worked** that week.
- **Total gross earnings** that week (before deductions and taxes – even if you have not been paid). Earnings include:
  - wages, tips, salary, commission, cash
  - self-employment income
  - the value of any rent, goods or services you receive for working

Select *Next*.

<table>
<thead>
<tr>
<th>Collect Earnings</th>
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<tbody>
<tr>
<td>On the previous screen, you indicated that you had worked during the week.</td>
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</table>

Please answer the following questions carefully for the week of Sunday, 6/7/2020 through Saturday, 6/13/2020.

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.*
   - Enter the number of hours you worked: [ ]
   - Enter the wages you earned for the week before taxes are taken out: [ ]

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).
   - Enter total of military wages (before deductions): [ ]

4. If any of the above wages were from volunteer Firefighting or volunteer Ambulance Service income, enter:
   - Enter active duty earnings: [ ]
   - Enter 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 8. Request for Benefit Payment Confirmation Page.

Now you will see a confirmation that your benefit payment request is complete. Because you have not applied for Pandemic Emergency Unemployment Compensation yet (the pandemic extension), this page will likely tell you that you are authorized to receive a payment of $0.

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.
STEP 9. Apply for the 13-week Pandemic Extended Unemployment Compensation (PEUC).

Select Apply for Benefits.

STEP 10. Extension Benefits Agreement.

Select ‘Yes’ to the statement “I would like to apply for the Pandemic Extended Unemployment Compensation Program”, and then Next.
STEP 11. Initial Questions

Answer each question and then select Next.

Note: You may receive a ☒ Validation Error(s) message if you miss a question or the answer you provide does not match a previous answer given for a similar question. To fix the error, look through the page for the validation symbol ☒ and make a correction.
STEP 12. Address Verification.

Review your address information. If you need to change your address, select *Update*. If it is correct, select *Next*.

<table>
<thead>
<tr>
<th>Address Verification</th>
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</thead>
<tbody>
<tr>
<td><strong>Name:</strong> JO SMITH</td>
</tr>
<tr>
<td><strong>Address:</strong> 123 MAIN ST, ANY CITY, MN - 55101-7721</td>
</tr>
<tr>
<td><strong>County:</strong> ANY CITY, MN</td>
</tr>
<tr>
<td><strong>Country:</strong> UNITED STATES OF AMERICA</td>
</tr>
<tr>
<td><strong>Telephone Numbers:</strong> 218-555-2505</td>
</tr>
<tr>
<td><strong>Email:</strong> NO</td>
</tr>
</tbody>
</table>

If your address is correct, select *Next*.

STEP 13. Tax Information from your previous account displays.

If you would like to change your tax withholding, select *Update* and then complete the questions.

To keep your tax withholding at the amount listed, select *Next*.

Tax Information

Your current tax withholding status is listed below. If you would like to change your withholding select "Update". Otherwise select "Next".

Tax Withholding Status: Both Federal and Minnesota state income tax at a combined rate of 15%

Indicate how you would like to receive your benefit payments. You must enter this information again in order to receive Pandemic Emergency Unemployment Compensation (pandemic extension).

There are two choices: debit card or direct deposit. Most people find that direct deposit is the most convenient way to get paid.

Select your preferred payment method and then select Next.
STEP 14a. Payment method – direct deposit.

If you select direct deposit, enter your routing number (if you need more information about where to find your routing number, select the routing transit number link). Select **Verify** to confirm your bank’s routing transit number. Enter your bank account number and then select **Next**.

STEP 14b. Payment method – Unemployment debit card.

If you chose debit card, review the important information about unemployment debit card fees, select **Yes**, and then select **Next**.
**STEP 15. Confirmation page.**

This screen lists the answers you selected. If you want to change your answer to any of the questions, select *Modify* and you will be able to change your answers.

If everything is correct, select *Yes* to certify that all of the application information you entered is true and correct.

Enter your Social Security number and then select *Submit the Unemployment Benefit Application*.

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<tr>
<td>The Pandemic Extended Unemployment Compensation Program is currently available. Since the balance in your benefit account is 30, or the benefit year has ended, you may be eligible for this extension.</td>
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* I would like to apply for the Pandemic Extended Unemployment Compensation Program. **Yes**

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<tbody>
<tr>
<td>1. *Since__ did you work? (This includes: full-time, part-time, temporary work or self employment.) No</td>
</tr>
<tr>
<td>2. *Since__ were you offered work that you did not accept? No</td>
</tr>
<tr>
<td>3. *Since__ did you receive or apply for income from any other source that you have not previously reported to us? No</td>
</tr>
<tr>
<td>4. *Since__ did you work in a state other than Minnesota? No</td>
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<tr>
<td>5. *Since__ were you on active duty in the military? No</td>
</tr>
<tr>
<td>6. *Since__ did you work for a federal government agency? No</td>
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<tr>
<td>7. *Since__ did you receive unemployment benefits from a state other than Minnesota? No</td>
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<tbody>
<tr>
<td>Please verify your identity by re-entering your Social Security Number.</td>
</tr>
<tr>
<td>□ Yes, I certify that all of the application information I entered is true and correct.</td>
</tr>
<tr>
<td>Social Security Number: <strong>(Do not enter dashes)</strong></td>
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</tbody>
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