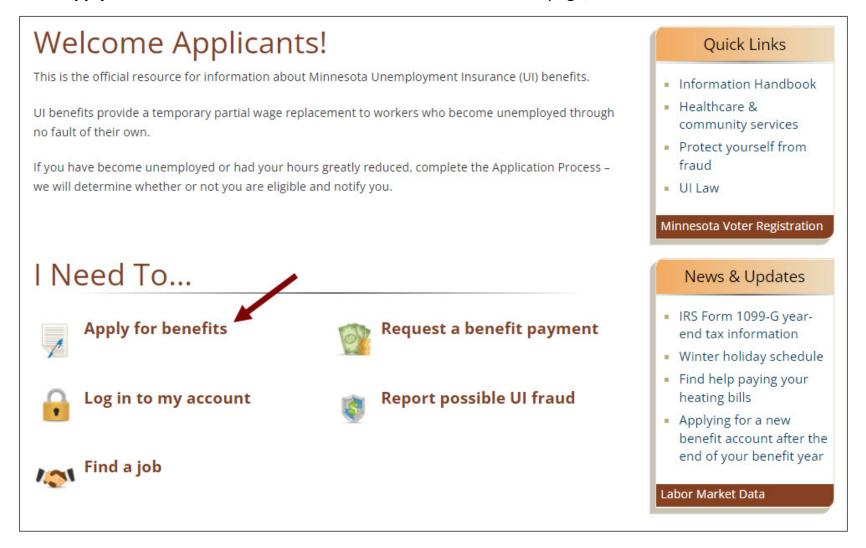
## Step-by-step guide to completing the UI Application

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

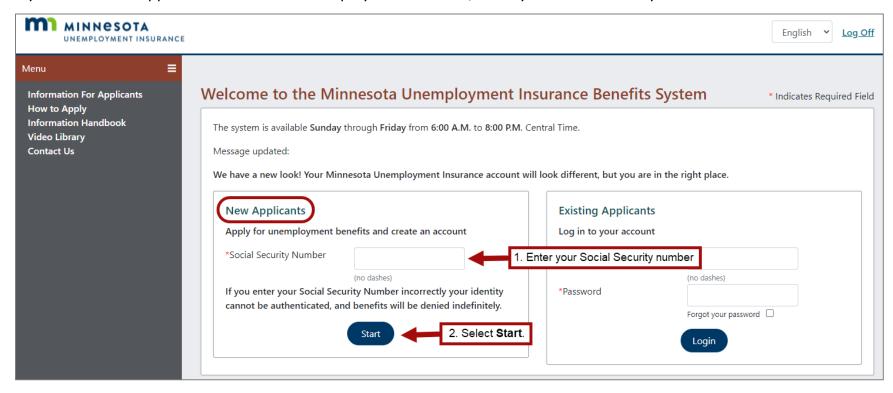


#### STEP 2. Select Apply for Benefits. You will find the link near the bottom of the page, under I Need To...

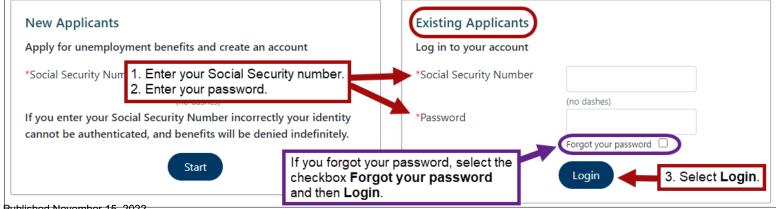


#### STEP 3. Start your application.

If you have never applied for Minnesota unemployment benefits, enter your Social Security number and then select **Start**.



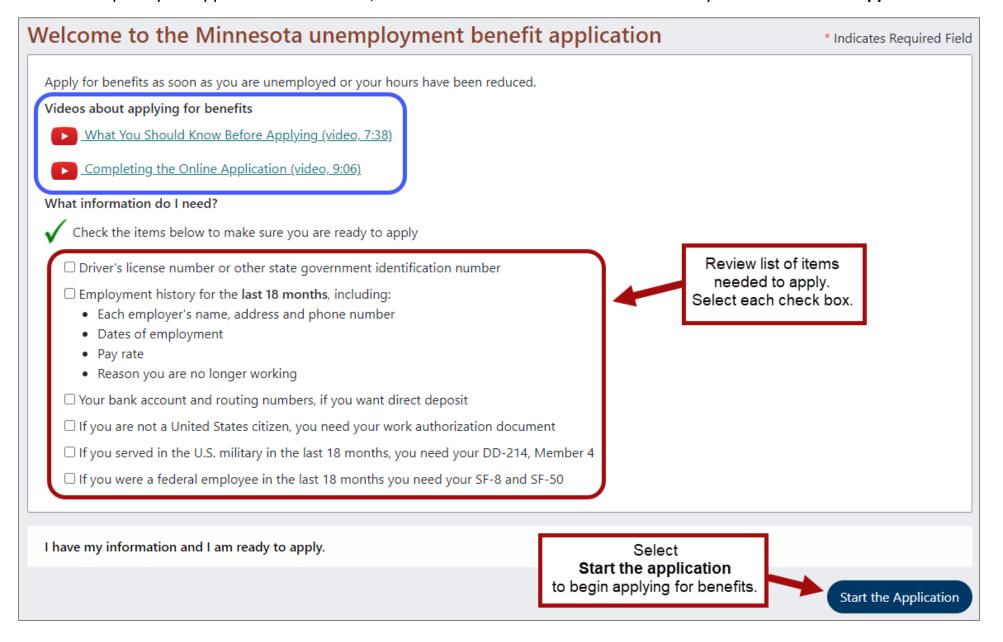
**Existing Applicants:** If you previously had a Minnesota unemployment benefit account, enter your Social Security number, password and then select **Login**. If you do not remember your password, select the checkbox for *Forgot your password* and then Login. Follow the steps on the page to reset your password.



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**STEP 4. Review information** to help you through the application process. Watch videos, review the list of information you will need to complete your application for benefits, and then click each items checkbox before you select **Start the application**.



#### **STEP 5. Read the Data Privacy Authorization.** Select **Yes**, and then **Next** to move to the next page.

#### **Data Privacy Authorization** \* Indicates Required Field The information you provide will be used by the Department of Employment and Economic Development to determine your eligibility for unemployment insurance benefits and help you look for work. United States Code Title 42 section 1320b-7 requires that applicants provide their social security number to be eligible for unemployment benefits. Minnesota Statute 268.07 requires applicants must be unemployed at the time the application is filed and that they must provide all of the information requested. Incomplete applications cannot be processed. Employers are authorized by law to provide information on your dates of employment, wages paid, and why you left employment. Information you provide about why you left specific employment may be disclosed to that employer, so your eligibility for benefits and the effect on the employer can be determined. Information you or your employer provide to the Unemployment Insurance Program is classified as private under Minnesota law. It cannot be disclosed without your written permission except as specified in state or federal law. Below is a partial list of agencies that may obtain information you provide the Unemployment Insurance Program. • Social Security Administration Child Support Enforcement Agencies Federal and State Law Enforcement State and Local Public Assistance Agencies • Internal Revenue Service · Unemployment Insurance Programs in other States • Minnesota Department of Revenue . U.S. Immigration and Customs Enforcement Minnesota Statute 268.19 has the complete list of agencies that may obtain your information from the Unemployment Insurance Program. Information you provided may be verified with these agencies through electronic matching. \* I have read and understand the above. ○ Yes ○ No Previous To navigate in the registration process use the Previous Next buttons at the bottom of the page. Do not use the "Back" or arrow buttons on or your browser.

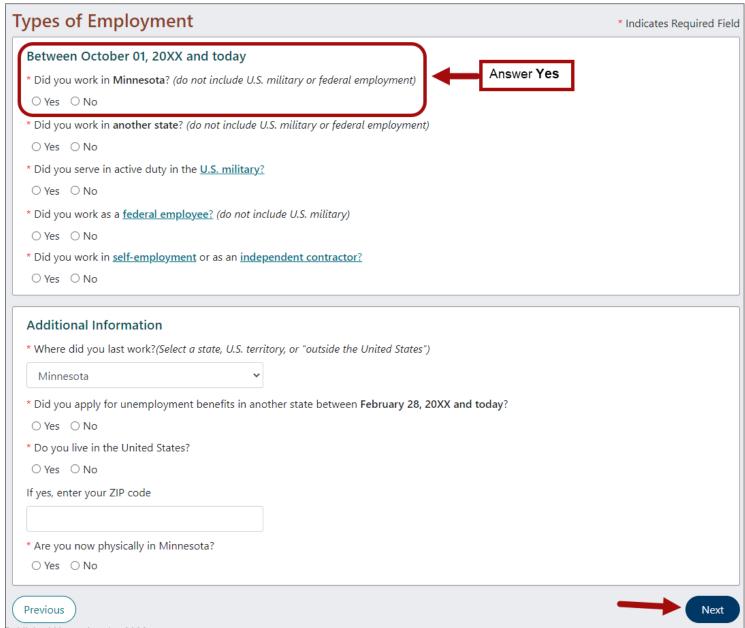
**Note:** You may receive a  $\otimes$  Validation Error(s) message if you miss a question or the answer you provide does not match a previous answer given for a similar question. To fix the error, look through the page for the validation symbol  $\otimes$ .

**⊗** Validation Error(s)

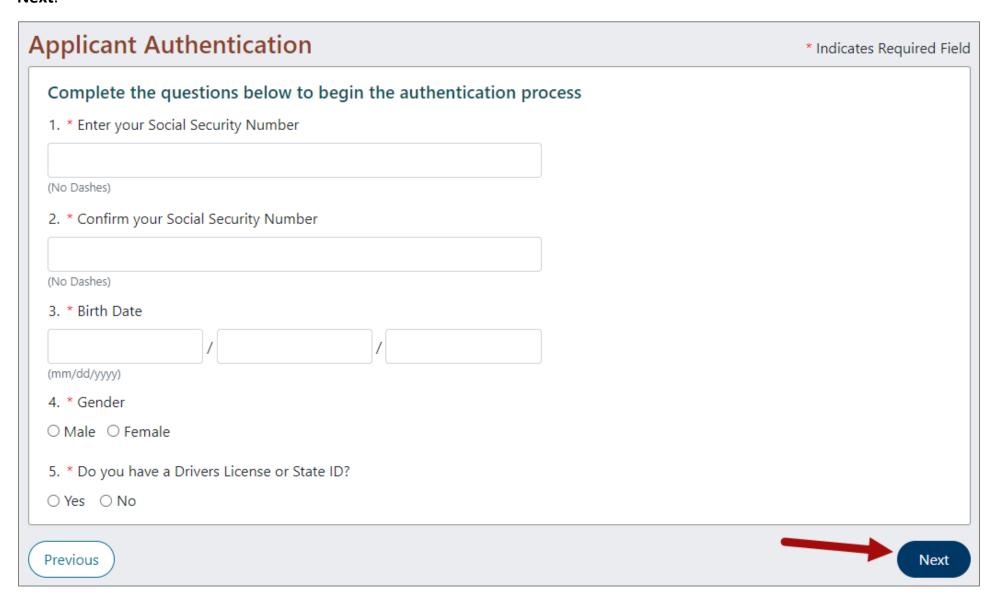
• An answer is required for the question "I have read and understand the above.".

#### STEP 6. Types of Employment: Answer each question as it applies to you.

Be sure to select '**Yes**' to the question – *Did you work in Minnesota?* - if you are not in the U.S. military or federal employment. When finished, select **Next**.

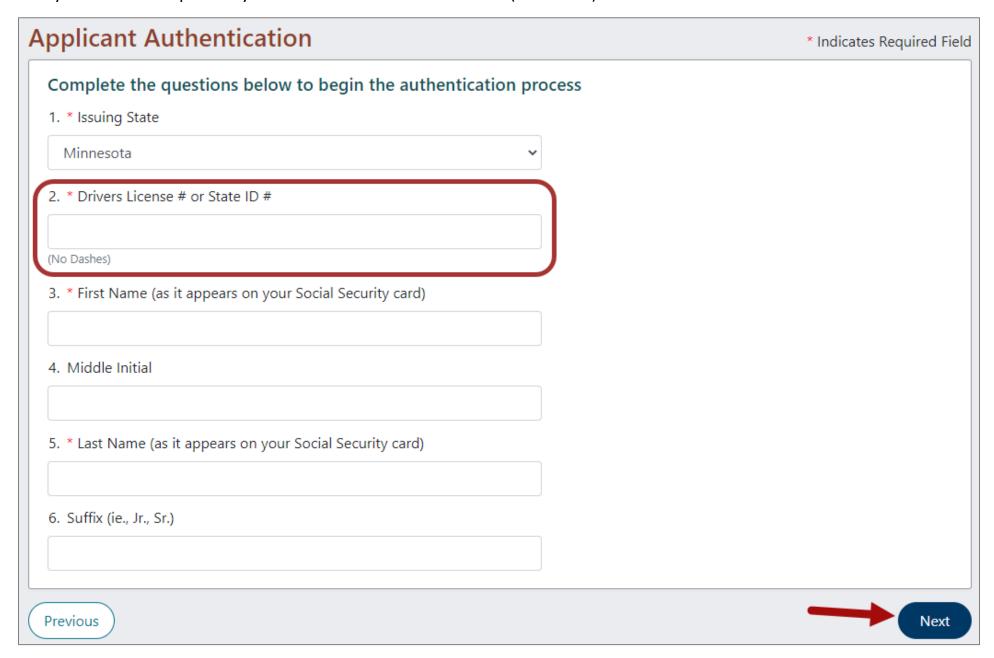


# **STEP 7. Applicant Authentication**: Enter your Social Security number (no dashes). Answer the other questions and then select **Next**.



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**STEP 8. Applicant Authentication – continued**. If you selected 'Yes' to the question "*Do you have a Drivers License or State ID?*" you will need to provide your Drivers License # or State ID # (no dashes). Select **Next**.



**STEP 9. Assign password.** Enter a unique password that is six characters in length, select a security question and enter the answer to your question, and then select **Next**.

Your password, along with your Social Security number, is your electronic signature. You will need your password to contact a Customer Service Representative. Make sure to keep it in a safe place.

Use a password that you can remember easily (like a word or number) but that only you know.

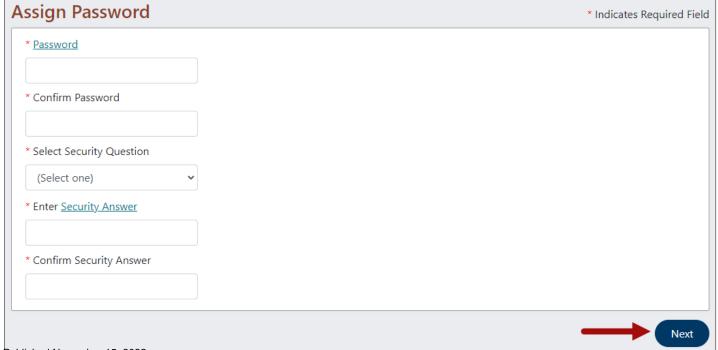
When you create your password online, you can use letters and numbers, but no spaces or special characters, like symbols or punctuation.

Good example: doggy5,

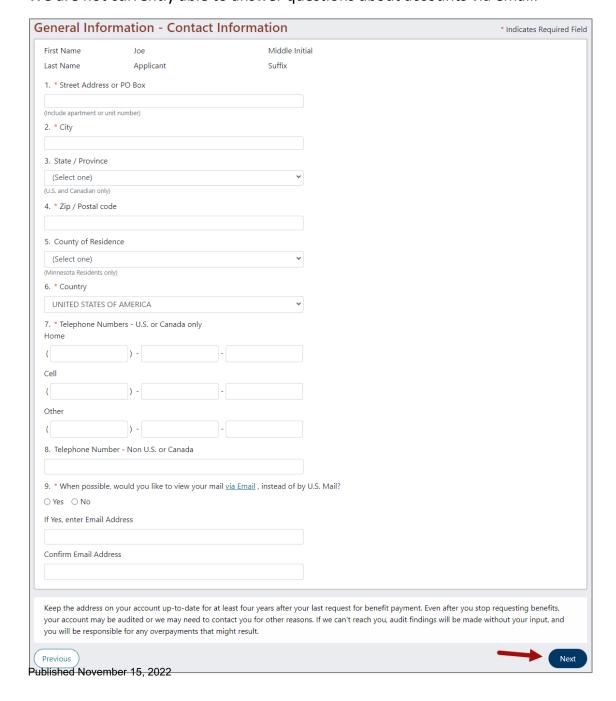
Bad examples: dogg y (space), doggy\* (symbols), or doggy! (punctuation)

You will use the same password online and on the phone. When entering your password by phone, you will have to press the buttons corresponding to any letters.

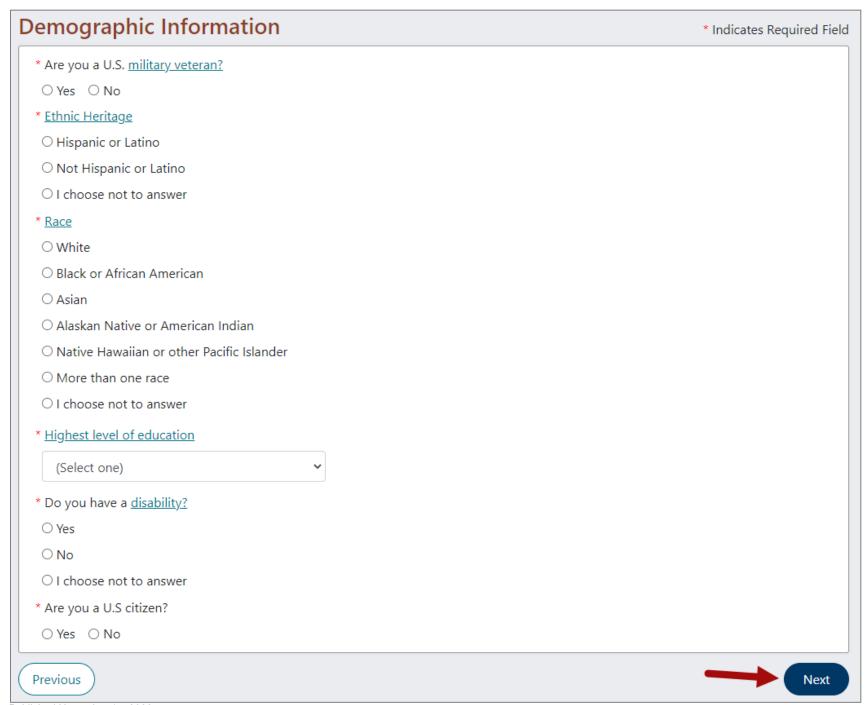
**Example**: If the password you created online is DOGGY5 you would press the buttons on your phone that has each of those letters: 3 6 4 4 9 5



**STEP 10. Your contact information.** Enter your address, telephone number, and email address (if you have one). Select **Next**. We may use your email address to send you periodic messages about your account. We are not currently able to answer questions about accounts via email.



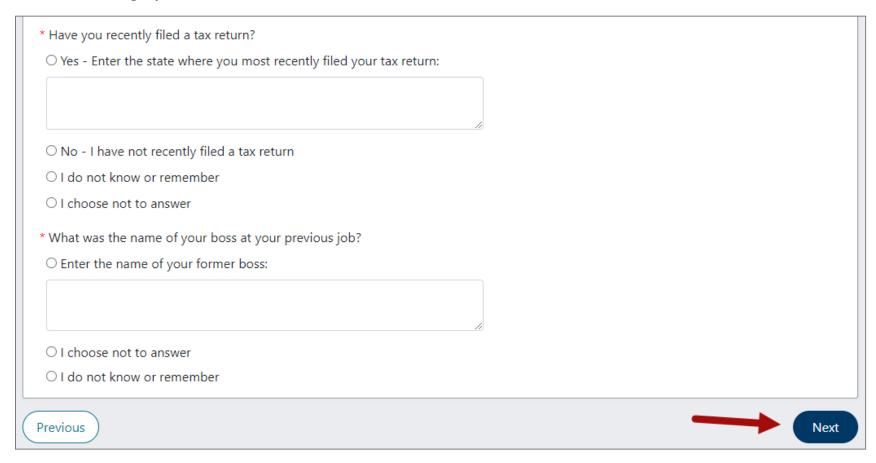
#### **STEP 11. Demographic Information.** Complete the questions as they apply to you. Select **Next**.



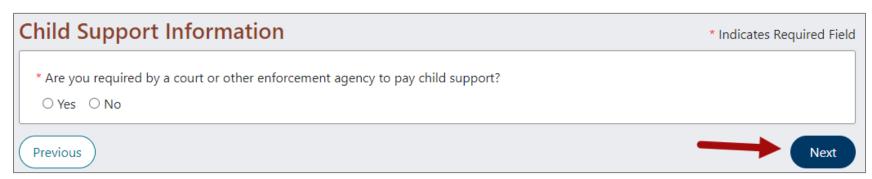
## **STEP 11. Demographic Information. – continued.**

Demographic Information	* Indicates Required Field
* Have you recently registered a vehicle?	
○ Yes - Enter the state you last registered a vehicle:	
○ No - I have not registered a vehicle recently	
○ I do not know or remember	
O I choose not to answer	
* Did you graduate high school or obtain a GED?	
○ Yes - Enter the name of the school and year you graduated:	
○ No - I did not graduate from high school	
○ I do not know or remember	
○ I choose not to answer	
* Do you have a professional license or certificate?	
○ Yes - Enter your license or certificate title and ID number:	
○ No - I do not have a professional license or certificate	
O I do not know or remember	
O I choose not to answer	

#### **STEP 11. Demographic Information. – continued.** Select **Next**.



**STEP 12. Child Support Information.** Answer the question and then select **Next**. If you are required to pay child support, you will need to provide additional information before moving on to the next page.

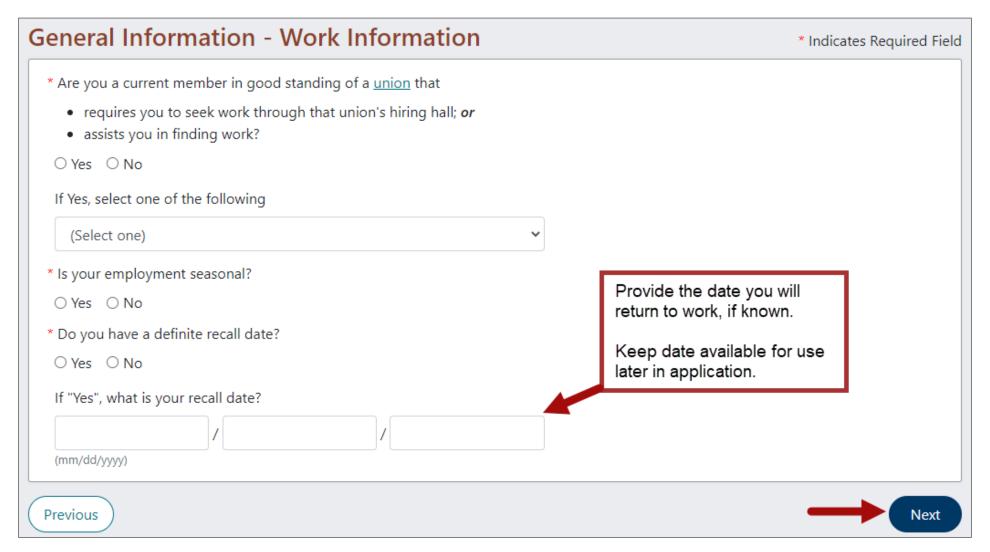


#### STEP 13. Work information. Answer each question as it applies to you.

Note: Most unions in Minnesota are not hiring hall unions.

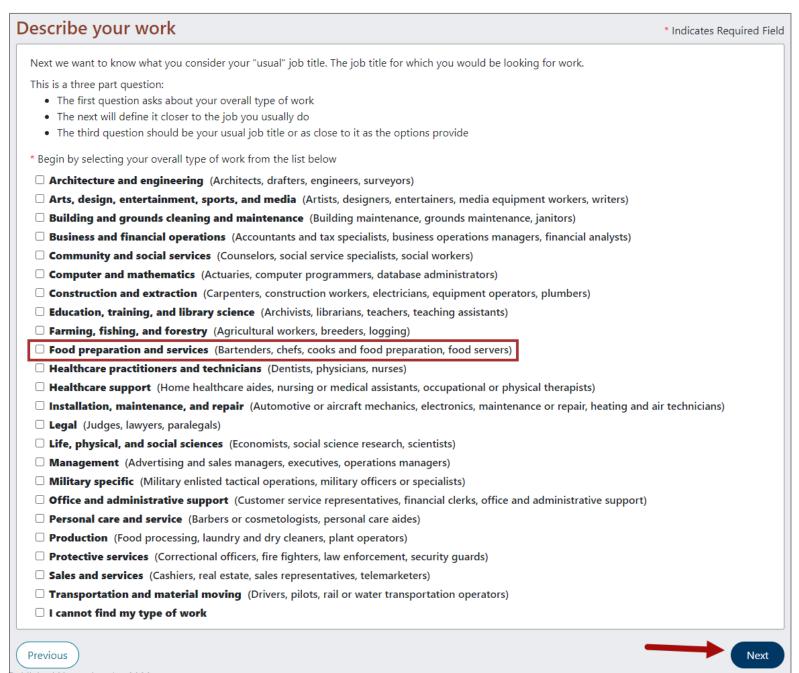
If you know when your employer will call you back to work, answer 'Yes' to the question "Do you have a definite recall date?" Enter that date. Keep that date handy for additional questions later in the application process.

If you do not expect to go back to work or are not sure when you will go back to work, answer 'No' to the question about your recall date.



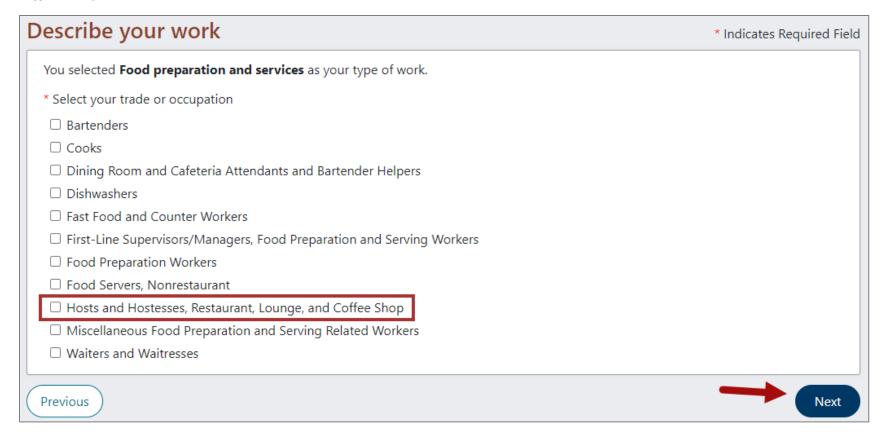
#### STEP 14. Describe your work. Select the overall type of work that best describes your job and then Next.

For this example, the category that best describes the person's type of work is *Food preparation and services*.



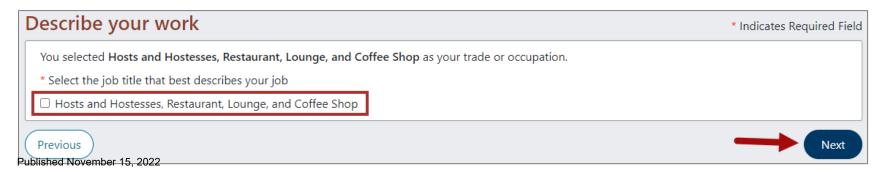
#### STEP 15. Describe your work – continued. Select your trade or occupation and then select Next.

For this example, the category that best describes the person's trade or occupation is *Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop*.

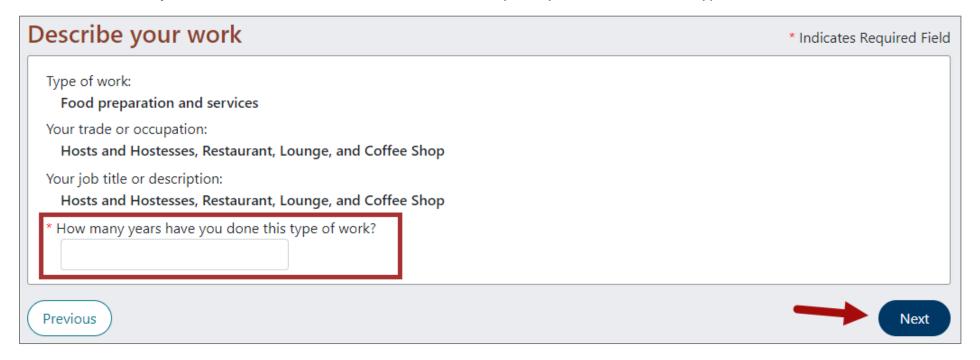


#### **STEP 16. Describe your work – continued**. Select your job title that best describes your job and then select **Next**.

For this example, the category that best describes the person's job title is *Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop*.



**STEP 17. Describe your work – continued**. Enter the number of years you have done this type of work and then select **Next**.

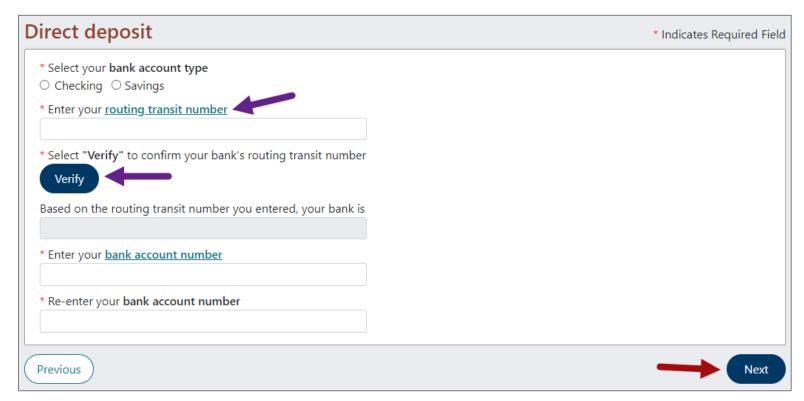


STEP 18. Payment method. Select how you would like to receive your benefit payments.

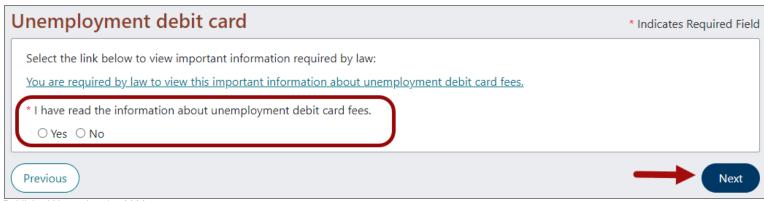
There are two choices: debit card or direct deposit. Most people find that direct deposit is the most convenient way to get paid. Select your preferred payment method and then select **Next**.



**STEP 18a. 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 18b. 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**.

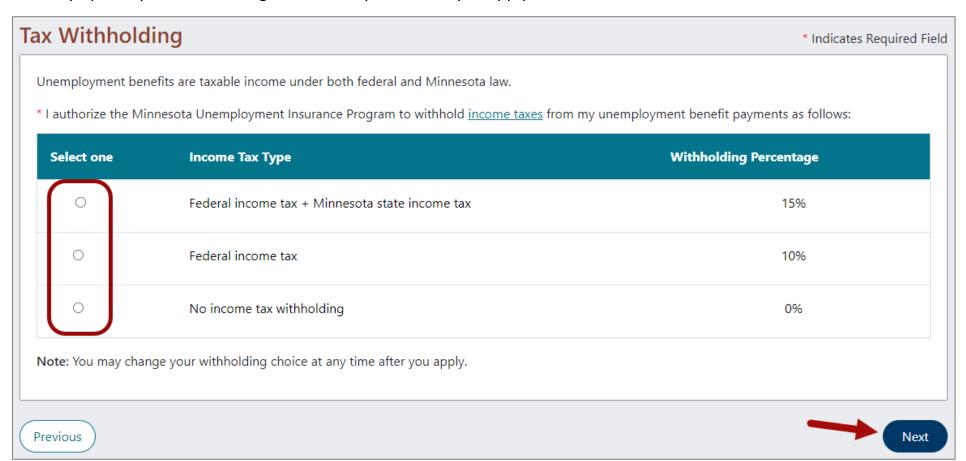


**STEP 19. Tax Withholding**. Unemployment benefits are taxable income under both federal and Minnesota law. Select whether you would like taxes withheld from any unemployment benefits you receive.

Your withholding options are:

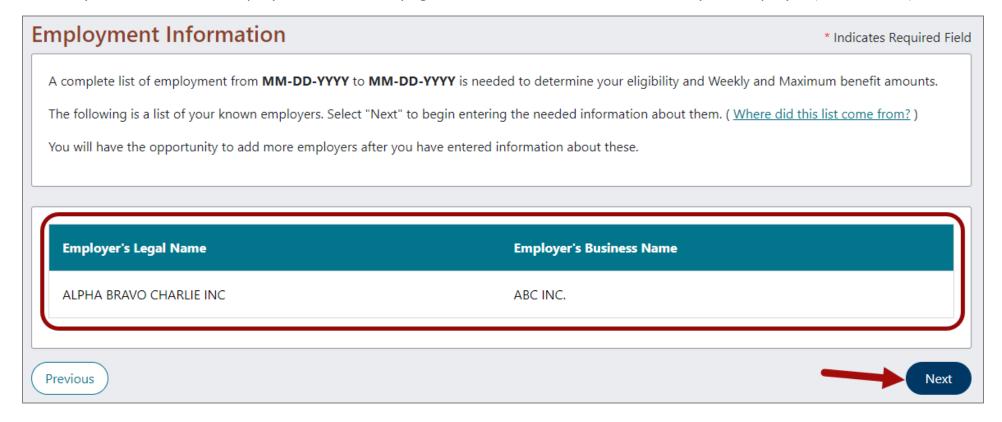
- 15% federal and state taxes;
- 10% federal only;
- 0% no income tax withholding.

You may update your withholding choice at any time after you apply.



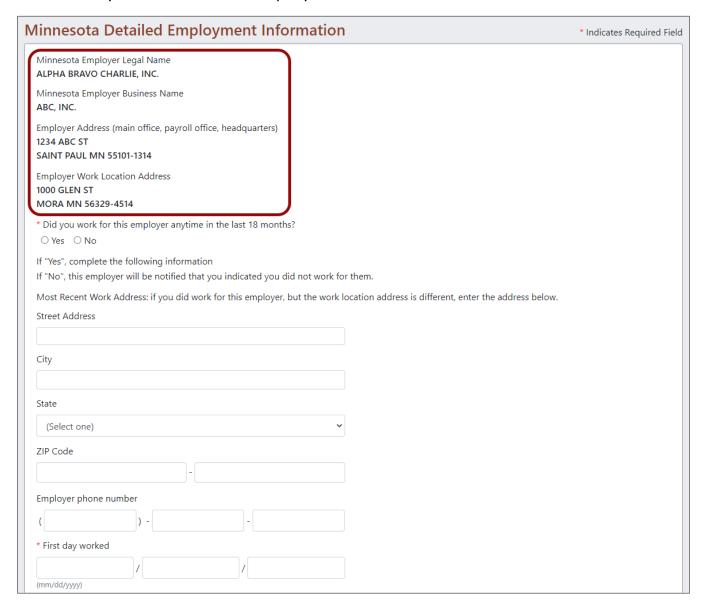
**STEP 20. Employment Information.** Review the list of your known employers. Select **Next** to begin entering information about your employment with them.

**Note:** If you do not see an employer listed on this page, select *Next*. You will need to add your employer (see STEP 22).



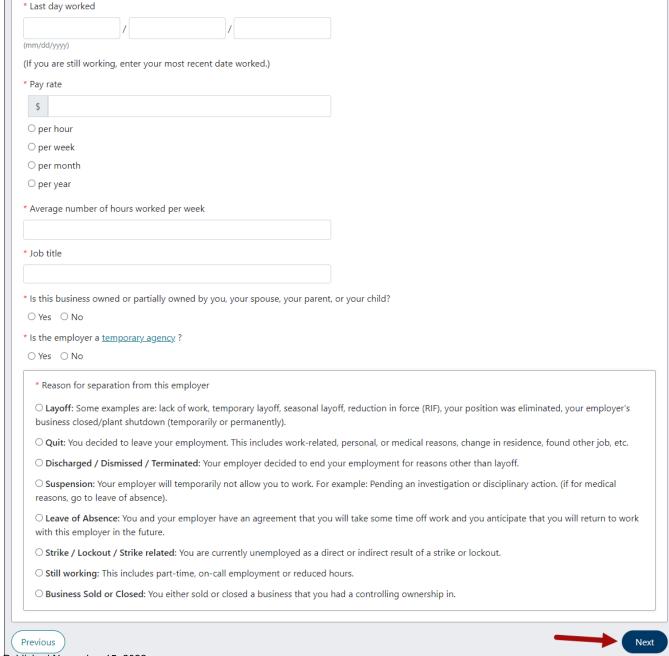
#### STEP 21. Detailed Employment Information. You will now answer questions about the employers listed on the previous page.

Pay attention to the employer name and information listed at the top when answering the question on this page. An employer's legal name and business address may be different than what you are used to. Look at a paycheck or W-2 from your employer to help determine if you worked for the company listed.



#### STEP 21. Detailed employment information – continued. Complete the questions on this page.

#### Select Next.



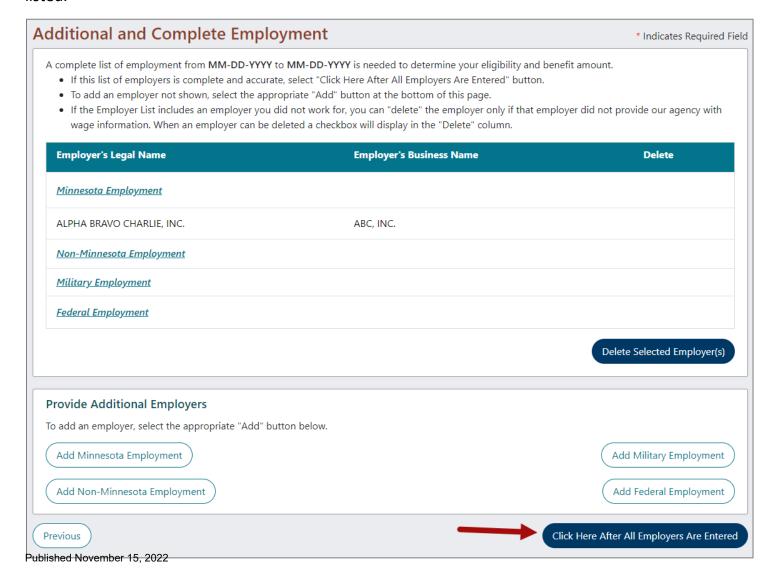
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**STEP 22.** Additional and Complete Employment. Review the list of employers. If the list of employers on this page is complete and accurate, select Click Here After All Employers are Entered.

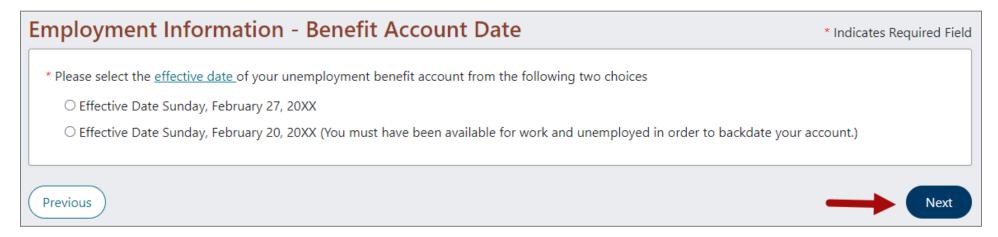
To add an employer that was not shown on the previous screens, select the appropriate "Add employment" button and provide the detailed employment information as instructed in STEP 21.

It's important that you do your best to find your employer. Keep in mind an employer's legal name and business address may be different than what you are used to. Look at a paycheck or W-2 from your employer to help determine if you worked for the company listed.



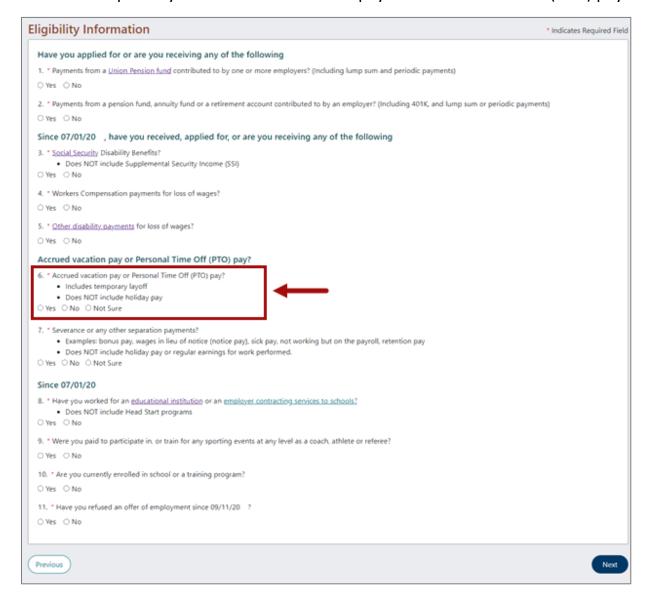
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#### STEP 23. Benefit account date. Select the week that you first became unemployed or had your hours reduced.



STEP 24. Eligibility Information. We will ask about other sources of income. Answer Yes or No as appropriate. Select Next.

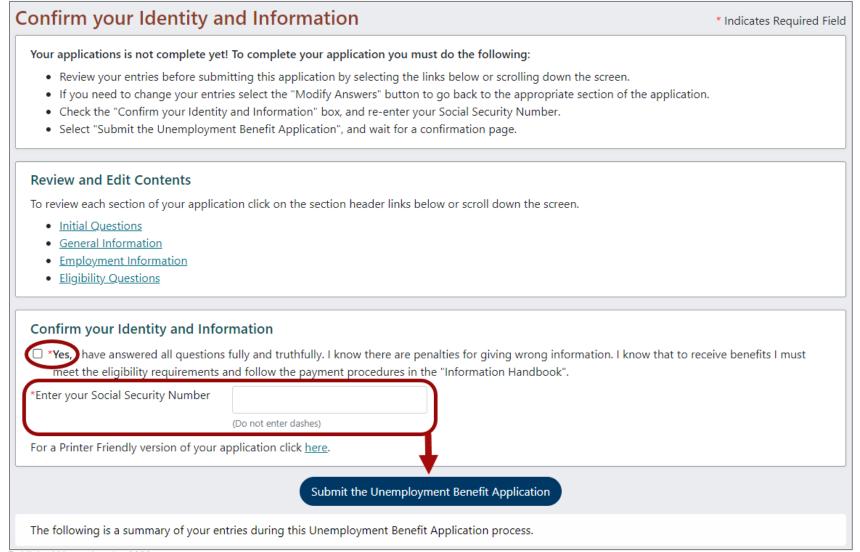
Be sure to report if you will receive vacation pay or Personal Time Off (PTO) pay while you're not working.



**STEP 25. Review your application – edit answers**. This last page of the application allows you to review all the questions we've asked, along with your answers. Please review your answers for each section of the application.

**Need to change an answer?** Follow the instructions on the next page (STEP 25a).

**Ready to submit your application?** When you are satisfied with your answers, return to the top of this page. Select the **Yes** checkbox; re-enter your **Social Security number** (no dashes) and then select the button "**Submit the Unemployment Benefit Application**."



**STEP 25a. Change an answer**. Each section of the application provides a Modify button for you to quickly return to that section and correct an answer.

When you select the Modify button for a section, it will take you back to the beginning of that section. You most likely will need to move through the application pages to find the answer that needs to be updated. Use the **Previous / Next** buttons found at the bottom of each page to do this. After you have updated your answer, you must click through the application until you return to the Review page.

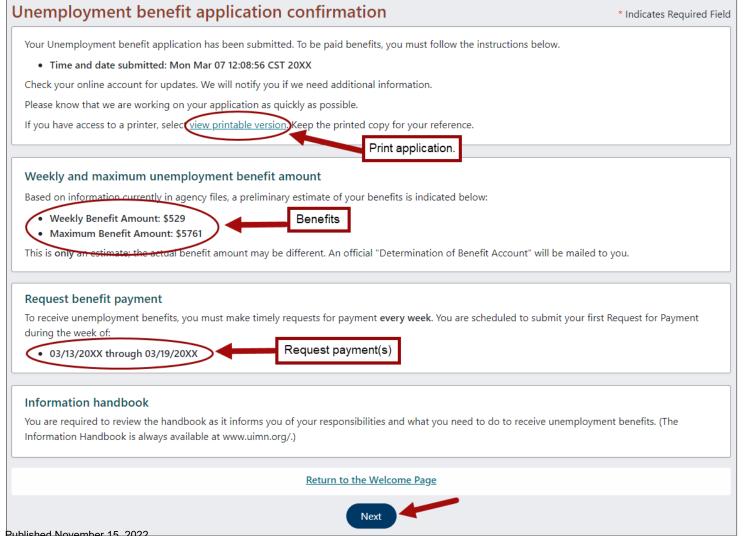
## **Types of Employment** Between October 01, 20XX and today \* Did you work in Minnesota? (do not include U.S. military or federal employment) Yes \* Did you work in another state? (do not include U.S. military or federal employment) No \* Did you serve in active duty in the U.S. military? No \* Did you work as a federal employee? (do not include U.S. military) No \* Did you work in self-employment or as an independent contractor? No **Additional Information** \* Where did you last work? (Select a state, U.S. territory, or "outside the United States") Minnesota \* Did you apply for unemployment benefits in another state between March 07, 20XX and today? No \* Do you live in the United States? Yes If yes, enter your ZIP code 55113 \* Are you now physically in Minnesota? Modify



#### STEP 27. Confirmation page. Your confirmation page provides important information, including:

- A copy of your application. Select "View printable version" to print a copy.
- Your **weekly and maximum benefit amount**. Please note the weekly benefit and maximum benefit amounts may be blank on this screen; do not worry if this is the case. We will provide an updated benefit amount once we have processed your application.
- When to submit a **Request for Benefit Payment**. (If you don't see a link to request payment, please allow more time. We are verifying your information. A link will be added to your account as soon as possible.

The **Next** button provides additional information about using your account and resources to help you return to work.



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#### Your online account

Information about your unemployment benefit account is available online. After filing your unemployment benefit account, each time you log in with your Social Security number and password, you will be able to do the following:

- View Your Account Action Items: When additional information is needed to process your account or payment, your "Account Home Page" will display messages advising you what you need to do.
- **Request Benefit Payments**: Every week you are required to submit a request for benefit payment. Your "Account Home Page" will inform you of the time frame in which to make a timely request for benefit payment. If you don't have a link for request payment, don't panic. We are verifying your information. A link will be added to your account as possible.
- **View Your Account Information**: You can view any benefit determinations, payment information such as payment dates and amounts, as well as your general account information.
- Maintain Your Account Information: You can change your address, update your tax withholding or change your payment method.