Step-by-step guide to completing the UI Application during COVID-19

STEP 1. Go to [www.uimn.org](http://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 have 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.
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.
**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**.

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**Types of Employment**

*Between October 01, 2018 and today:*

1. Did you work in Minnesota? *(do not include U.S. military or federal employment)*
   - Yes
   - No

2. Did you work in another state? *(do not include U.S. military or federal employment)*
   - Yes
   - No

3. Did you serve in active duty in the U.S. military?
   - Yes
   - No

4. Did you work as a federal employee? *(do not include U.S. military)*
   - Yes
   - No

5. Did you work in self-employment or as an independent contractor?
   - Yes
   - No

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**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 24, 2019 and today?
  - Yes
  - No

- Do you live in the United States?
  - Yes
  - No

If yes, enter your ZIP code

- Are you now physically in Minnesota?
  - Yes
  - No

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

![Applicant Authentication form](image1)

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.

![Applicant Authentication form](image2)
**STEP 9. Assign password.** Enter a unique password, 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.

During COVID-19, 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. 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*.

![Image of trade or occupation selection](Image)

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*.

![Image of job title selection](Image)
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.

![Image of Minnesota Detailed Employment Information form]

**Minnesota Detailed Employment Information**

- **Minnesota Employer Legal Name:** Alpha Bravo Charlie, Inc.
- **Employer Address (main office, payroll office, headquarters):**
  - 28 WILLOW LN
  - SAINT PAUL MN 55125-1148
- **Employer Work Location Address:**
  - 28 WILLOW LN
  - SAINT PAUL MN 55125-1148

*Did you work for this employer anytime in the last 18 months?*

- **Yes**
- **No**

If "Yes", complete the following information:

- **If "No", this employer will be notified that you indicated you did not work for them.**

**Most Recent Work Address:** If you did work for this employer, but the work location address is different, enter the address below.

- **Street Address:**
- **City:**
- **State:**
- **Zip Code:**

**Employer phone number:**

( ) - ( ) - ( )
**STEP 21. Detailed employment information – continued.** Complete the questions on this page.

Select **COVID-19** as your reason for separation from your employer. Select COVID-19 even if you are still working and your hours have been reduced.

Select **Next**.

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First day worked:</strong></td>
<td>[ ] / [ ] / [ ] (mm/dd/yyyy)</td>
</tr>
<tr>
<td><strong>Last day worked:</strong></td>
<td>[ ] / [ ] / [ ] (mm/dd/yyyy)</td>
</tr>
<tr>
<td><em>(If you are still working, enter your most recent date worked.)</em></td>
<td></td>
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<tr>
<td><strong>Pay rate:</strong></td>
<td>$</td>
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<td>☐ per hour</td>
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<td>☐ per month</td>
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<td></td>
<td>☐ per year</td>
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<tr>
<td><strong>Average number of hours worked per week:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Job title:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Is this business owned or partially owned by you, your spouse, your parent, or your child?</strong></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td><strong>Is the employer a temporary agency?</strong></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td><strong>Reason for separation from this employer:</strong></td>
<td>☐ Layoff: Some examples are: lack of work, temporary layoff, seasonal layoff, reduction in force (RIF), your position was eliminated, your employer’s business closed/plant shutdown (temporarily or permanently). ☐ Quit: You decided to leave your employment. This includes work-related, personal, or medical reasons, change in residence, found other job, etc. ☐ Discharged/Dismissed/Terminated: Your employer decided to end your employment for reasons other than layoff. ☐ Suspension: Your employer will temporarily not allow you to work. For example: Pending an investigation or disciplinary action. (If for medical reasons, go to leave of absence). ☐ Leave of Absence: You and your employer have an agreement that you will take some time off work and you anticipate that you will return to work with this employer in the future. ☐ COVID-19: You are currently unemployed or your hours were reduced as a direct or indirect result of COVID-19/Coronavirus. ☐ Still working: This includes part-time, on-call employment or reduced hours. ☐ Business Sold or Closed: You either sold or closed a business that you had a controlling ownership in.</td>
</tr>
</tbody>
</table>
**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.

**STEP 23. Benefit account date.** Select the week that you first became unemployed or had your hours reduced.
**STEP 24. Separation questions due to COVID-19.** You will have to answer additional questions about how your job was affected by COVID19. Complete all questions the best you can.

<table>
<thead>
<tr>
<th>Unemployment insurance Request for Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer name:</td>
</tr>
<tr>
<td>Doing business as:</td>
</tr>
<tr>
<td>Employment start date:</td>
</tr>
<tr>
<td>Employment end date:</td>
</tr>
<tr>
<td>Average number of hours worked per week:</td>
</tr>
<tr>
<td>Last wage:</td>
</tr>
<tr>
<td>Job title:</td>
</tr>
</tbody>
</table>

The following information is needed to determine your eligibility for unemployment benefits. Respond by the due date. If you do not respond, a determination will be issued from available information.

*Are you still employed but working reduced hours/earning less income?*

- Yes, I am still employed but my hours/income were reduced
  - If yes, answer the following questions:
    - If your hours/income were reduced, when did this occur?  
    - Were your hours/income reduced because of COVID-19/Coronavirus?  
    - What city/state was this job located in?  

- No, I am not currently employed

*Are you totally unemployed?*

- Yes  
- No

If yes, answer the following questions:

- If you are totally unemployed, what was your last day of work?  
- Are you totally unemployed because of COVID-19/Coronavirus?  
- What city/state was this job located in?

- **Are you self-employed?**
  - If yes, answer the following questions:
    - **What is your business/type of work?**
    - **How was your business/type of work affected by COVID-19/Coronavirus?**
    - **What name do you market your business under?**
    - **What city/state were you self-employed in?**
    - **What was your net income from self-employment in 2019? Please provide the number you reported to the IRS.**

- **Has the pandemic required you to severely limit or suspend your normal work activities?**
- **Was your place of employment closed as a direct result of the COVID-19 public health emergency?**

*What is preventing you from working your normal schedule? Select all that apply:*

- Government shutdown or stay-at-home order
- My employer laid me off/reduced my schedule because we lost business due to COVID-19, or because the government limited our operations (for example, limits on restaurant capacity)
- I am self-employed and have lost business due to COVID-19, or the government has limited my operations (for example, limits on nail salon capacity)
- I was diagnosed with COVID-19
- A member of my household was diagnosed with COVID-19
- A healthcare provider recommended that I self-quarantine due to COVID-19
- Daycare/school closed due to COVID-19
  - Has the school or daycare reopened?
  - Have you made efforts to find an alternative care arrangement?
  - Can you work from home?
  - Have you tried to work with your employer to find an alternate work arrangement?

- I had to quit due to COVID-19-related health issues
- A job offer was rescinded due to COVID-19
  - What is the name of the employer that offered you the job?

- When was the job offered?
- When was the job supposed to start?
- Did you accept the job?
- When was the job offer rescinded?

- I am afraid for my own health

- Did a healthcare professional recommend you self-quarantine?
- Do you have a medical condition that puts you at high risk for complications from COVID-19?
  - If yes, what is the condition?

After completing each question, select Next.

- I am afraid of spreading illness to a family member I live with/care for
  Did a healthcare professional recommend you self-quarantine?  ○ Yes  ○ No
  Does your family member have a medical condition that puts them at high risk for complications from COVID-19?  ○ Yes  ○ No
  If yes, what is the condition?

- Other (be specific)

- Are you making efforts to look for more work/customers/jobs?
  If not, why?

- I will be sending in documents that support my answers.
  Please describe the documents.

If you wish to provide any additional information about this issue, please provide it below:

ST-120A

If you check the box to submit additional documentation, a cover sheet will be mailed to you to include with your documents. If you would like to print the cover sheet now, go to your Account Home page.
STEP 25. 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 26. 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 26a).

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 26a. 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.
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.
- COVID-19 Information that provides answers to system responses that may be concerning to you.
- 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.
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.