Step-by-step guide to reactivating your account

If you do not request benefit payments for a while, the status of your account may change to inactive.

You may have the option to reactivate your account. If you have that option, follow the instructions below.

**STEP 1.** Go to [www.uimn.org](http://www.uimn.org) and select **Applicants**.
STEP 2. Select **Log in to my account**.

You will find the link near the bottom of the page, under **I Need To...**
STEP 3. Log in to your account.

Under Existing Applicants, 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. Reactivate your account. Select the Reactivate link to begin.

**Important Messages - These Messages Need Your Attention**

No messages require an action from you at this time.

**Other Messages**

- Your unemployment account is currently inactive because you stopped requesting benefits. You must reactivate your account; select the Reactivate option.

**Unemployment Insurance Applicant Services - My Benefit Account Home**

- **Future Benefits Estimate** - Get an estimate of your benefits.
- **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
- **Reactivate** - Reactivate an inactive account.
- **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
STEP 5. Read the Data Privacy Authorization.

Select Yes to the statement “I have read and agree with the above.”, and then Next to move to the next page.

Note: As you complete your reactivation, you may receive a Validation Error(s) message if a question is missed or the answer provided does not match a previous answer given for a similar question. To fix the error, look through the page for the validation symbol ☒.
STEP 6. Address Verification:

If your address is correct, select **Next**.
If your address has changed, select **Update**. Enter your correct address and then select submit to rejoin the request payment process.

Keep the address on your account up-to-date for at least four years after your last request for benefit payment. Even after you stop requesting benefits, your account may be audited or we may contact you for other reasons. If we can’t reach you, audit findings will be made without your input, and you will be responsible for any overpayments that might result.
STEP 7. Reactivate Account - Applicant Question

Answer the questions and then select Next.

STEP 8. 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 10).

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.

Complete the questions on this page, and then select Next.

- Last day worked
  - 
  - 
  - (mm/dd/yyyy)
  (If you are still working, enter your most recent date worked.)

- Pay rate
  - 
  - $
  - per hour
  - per week
  - per month
  - per year

- Average number of hours worked per week
  - 

- Job title
  - 

- Is this business owned or partially owned by you, your spouse, your parent, or your child?
  - Yes
  - No

- Is the employer a temporary agency?
  - Yes
  - No

- Reason for separation from this employer
  - 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.
  - Strike / Lockout / Strike related: You are currently unemployed as a direct or indirect result of a strike or lockout.
  - 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.
STEP 10. 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 9.

It’s important that you do your best to find all your employers. Keep in mind that 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 11. Reactivate Effective date.**

Select the date to reactivate your benefit account.

<table>
<thead>
<tr>
<th>Reactivate Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOTE: If you worked less than 32 hours and earned less than $762.00 in either of the past three weeks, you may backdate your reactivation one to three weeks.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reactivate Your Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the date to reactivate your benefits account.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select One</th>
</tr>
</thead>
</table>

| NOTE: The law allow us to give you credit for up to three weeks. If you have "good reason" to think you deserve more, check here: ☐ I have "good reason" to request additional weeks. |

Select "Next" to continue.
STEP 12. Modify answers / Submit.

This last page of the reactivation allows you to review all the questions we’ve asked, along with your answers. Please review your answers for each section.

Need to change an answer? Select Modify Answers. You will go back to the first page of the application. Select Next to move forward to the answer you wish to change. Continue to select Next until you return to the final page.

Ready to submit your reactivation? When you are satisfied with your answers, at the bottom of this page, select the Yes checkbox; enter your Social Security number (no dashes) and then select the button “Submit”.

![Image of the page showing the Modify Answers button, the Social Security number input field, and the Submit button.]
**STEP 13. Confirmation page.**

Select the Home button to return to your account home page.