

*Unemployment Insurance*  
*Minnesota*

Guide to the Online  
Application for  
Unemployment  
Insurance (UI) Benefits

[www.uimn.org](http://www.uimn.org)

MN Department of Employment and Economic Development • Unemployment Insurance Program

P.O. Box 75576 • St. Paul, MN 55175-0576 • [www.uimn.org](http://www.uimn.org)

This information is available in an alternative format by calling 651-259-7222

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# Guide to the online Minnesota Unemployment Insurance Application

What you need to know **before you start** the application process:

- ➔ The online self-service system is available Monday-Friday, 6 AM to 6 PM.
- ➔ Completing the application process online will take about 35 to 50 minutes.\*
- ➔ Apply for unemployment benefits during the first week (Sunday – Saturday) you are unemployed or your hours are greatly reduced. Do **not** wait until the following week to apply.
- ➔ You will need to know or have available the following information:
  - Your Social Security number
  - If you are **not** a citizen of the United States, your Alien Registration number
  - Your drivers license number or other state government identification number
  - Your mailing address, telephone number, and birth date
  - Your employment history (past 18 months) which includes:
    - Each employer's name, address and telephone number
    - Beginning and ending dates of employment
    - Your rate of pay
    - Reasons for separating from each employer
      - If you are separated from any employer you worked for in the past 18 months for a reason other than layoff, you will be asked a series of questions about the separation. You may be asked for specific information, such as the names and job titles of people at your place of employment who were involved with your separation.
    - The amount and type of any payments you received after you stopped working for an employer, such as;
      - vacation pay, holiday pay, severance pay, sick pay.
  - If you are a member of a union, your union name and local number
  - If you were in the military in the last 18 months you will need information from your DD-214 Member 4 (not mandatory to apply)
  - If you were a federal employee in the last 18 months you will need information from your SF 8 form
  - Your e-mail address (optional)
  - If you want to use direct deposit you will need your bank account number and bank routing number.\*\*
  - Information about other payments you have applied for or are receiving, such as, Workers' Compensation, disability, Social Security.
- ➔ If you exit before you complete the application - **during the same week** (Monday – Friday) - you can log in using your Social Security number and the password you created, and you will then be able to continue where you left off.

\*Allow more time for answering questions if you have applied for or will receive other payments, such as, vacation pay, severance pay, pension, Social Security, Workers' Compensation, disability payments, or are separated from employment for a reason other than layoff.

\*\*If you do not request direct deposit, you will be sent an unemployment insurance debit card in the mail and payments will be made to the card.

## Starting the Online Application

- ➔ When you are ready to start the online application process, go to [www.uimn.org](http://www.uimn.org) and click on *Apply for UI Benefits* to get to the login page. On the login page:

Applicant Self-Service \* Indicates Required Field

Benefits Estimate

Welcome to the Minnesota Unemployment Insurance (UI) Online Application  
The system is available from **6 AM to 6 PM** Central Time, **Monday** through **Friday**.

Please enter your **Social Security Number (SSN)**

\*SSN:  (Do not enter dashes)

**Submit**

When you apply you will create an account.

**Login**

Enter your password

If you forgot your Password enter your SSN above, check this box, then click "Login".

**Note:** If you are unsure if you have an existing account, type in your Social Security Number and select "Submit" above. The system will redirect you to the appropriate screens if you have a current account with us.

Accessibility | Privacy Statement | Viewing Tips

To complete a new application, enter your Social Security number.

If you want to see an estimate of what your potential benefits would be, click on Benefits Estimate.

Then click Submit.

- ➔ The application has four parts:

### 1) Initial Questions – during this part of the process, you will:

- Create your own 6 character password.
  - Remember this password – you will use this password each time to log in to either the online system or the automated phone system.

### 2) General Information – these screens will ask you to enter:

- Your contact information (address, phone);
- Information about your past employment (if you are seasonally unemployed, if you have a recall date, the type of work you usually do);
- Whether or not you want income tax to be withheld from your benefit payments;
- Your bank account information if you choose direct deposit.
  - If you do not request direct deposit, you will be sent an unemployment insurance debit card in the mail and payments will be made to the card.

### 3) Employment Information – these screens will ask you questions about:

- Each employer you worked for during the past 18 months, including;
  - address and phone number;
  - dates your employment started and ended;
  - the reason you no longer work for each employer;
  - your most recent rate of pay;
  - your job title;
  - the reason you are no longer working for each employer.
    - If the reason you no longer work for an employer is something other than layoff, you will be asked additional questions about this separation.
    - If you have separated for a reason other than layoff from more than one employer, you will complete a questionnaire for each separation. The questionnaires will appear in the same order as the employers are listed.

The screenshot shows the 'Minnesota Detailed Employment Information' form. The form is titled 'Minnesota Employer' and includes the following fields and sections:

- Minnesota Employer Legal Name:** [Field]
- Minnesota Employer Business Name:** [Field]
- Employer Address (main office, payroll):** Main Street, St. Paul, MN 55101
- Employer Work Location Address:** Main Street, St. Paul, MN 55101
- Did you work for this employer?** Yes (selected) / No
- If "Yes", complete the following information:**
  - Most Recent Work Address:** if you did work for this employer, but the work location address is different, edit the address below.
    - Address:** Main Street, St. Paul
    - City:** [Field]
    - State:** Minnesota
    - ZIP Code:** 55101 - 1349
  - Employer Phone Number:** (651) - 296 - 3644
  - Employment Start Date:** 04 / 01 / 1992 (mm/dd/yyyy)
  - Employment End Date:** 12 / 21 / 2007 (mm/dd/yyyy)
  - Last Wage:** \$10.00 per HOUR

Sometimes the legal name of your employer is different from what you are familiar.

Be certain that you did not work for the employer listed before answering 'No' to this question.

### 4) Eligibility Information – these screens include questions about:

- payments you have applied for or are receiving.

- Once you have completed the application, the final screen shows you the information you have entered and allows you to make corrections.

Apply for unemployment benefits **after** you have become unemployed. If you have not become unemployed, please wait to apply for unemployment benefits until you have completed your last day of work.

You should not apply for unemployment benefits in any week (Sunday through Saturday) that you have worked 32 or more hours in any type of employment or volunteer work, regardless of your earnings.

1. *Have you worked 32 or more hours this week (Sunday December/30/2007 to Saturday January/05/2008 )?	No
2. * Do you expect to work 32 or more hours next week (Sunday January/06/2008 to Saturday January/12/2008 )? If you are not sure, select <b>No</b> .	No

**Initial Questions**

Your answers will show us what information is needed to process your application.

1. *Indicate <b>ALL</b> type(s) of employment you had since July/01/2006: <input checked="" type="checkbox"/> Employed in <b>Minnesota</b> (excluding military and federal civilian employment) <input type="checkbox"/> Employed in <b>Non-Minnesota state(s)</b> (excluding military and federal civilian employment) <input type="checkbox"/> Employed by the <b>Military</b> in <a href="#">Active Duty</a> <input type="checkbox"/> Employed as a <b>Federal Civilian</b> <input type="checkbox"/> I have <b>not been employed</b> since July/01/2006	
2. *Indicate where you last worked (excluding Military). Select a U.S. state or territory, or select Outside the United States:	Minnesota
3. *Since December/24/2006 have you applied for unemployment benefits from a state other than Minnesota?	No
4. *At present time, are you physically in Minnesota?	Yes
5. * Enter the ZIP code of your home address, or <input type="checkbox"/> Check here if you do not live in the United States.	55101

**NOTE:** Upon completion of your application, you must select the "Submit Your Unemployment Benefit Application" button to process the application. **Your Application will NOT be processed if you exit before you submit your unemployment benefit application.**

[Modify](#)

If you want to make a correction, click the **Modify** button located beneath the section you need to correct.

- When your information is correct:

Minnesota

Sunday, December 30, 2007

Applicant Self-Service | Log Off

\* Indicates Required Field

My Account Home Page

Apply for Benefits

[Change Password](#)

[Log Off](#)

**Your application is not complete yet! To complete your application you must do the following:**

- Review your entries before submitting this application by selecting the links below or scrolling down the screen.
- If you need to change your entries select the "Modify Answers" button to go back to the appropriate section of the application.
- Check the "Confirm your Identity and Information" box, and re-enter your Social Security Number.
- Select "Submit the Unemployment Benefit Application", and wait for a confirmation page.

**Review and Edit Contents**

To review each section of your application click on the section header links below or scroll down the screen.

- [Initial Questions](#)
- [General Information](#)
- [Employment Information](#)
- [Eligibility Questions](#)

**Confirm your Identity and Information**

**Yes**, I have answered all questions fully and truthfully. I know there are penalties for giving wrong information. I know that to receive benefits I must meet the eligibility requirements and follow the payment procedures in the "Information Handbook".

\*Enter your Social Security Number:  (Do not enter dashes)

For a Printer Friendly version of your application click [here](#).

[Submit the Unemployment Benefit Application](#)

Check 'Yes,'

enter your Social Security number, and

click on Submit the Unemployment Benefit Application.

- The final screen is your confirmation page.

Once you have established an account, you can log in to your account from the login page:

Enter your Social Security number, your password, then click Login.

To view your account status, on the My Benefit Account Home Page, click on *View and Maintain My Account*, then click on *Determination and Issue Summary*.

Weekly Benefit Amount	Maximum Benefit Amount	Effective Begin Date	Effective End Date
\$140	\$2,796	11/25/2007	11/22/2008

  

Issue Identification Number	Employer Name	Issue Type	Status	Date Mailed
20300068		Deductible Income - Social Security retirement	Pending	
20330338		Not Unemployed - Employed/volunteering/self-employed 32 hours or more	Completed	12/07/2007

You can view your account status. Pending means we are waiting for information from you or your employer before we can make a decision on your eligibility.

Let us know how we can make this guide better. E-mail your suggestions or comments to:

[ui.mn@state.mn.us](mailto:ui.mn@state.mn.us)

