Before you start the application

You should know or have available the following information:

- Social Security number
- Driver's license number or other state government identification number
- Contact information (mailing address and telephone number)
- Employment history for the past 18 months, including:
  - Each employer's name, address and telephone number
  - Dates of employment (month and year)
  - Pay rate
  - Reason you no longer work for the employer
- If you want direct deposit, your bank account number and routing number.

If you need to apply for unemployment benefits for the first time, please refer to the schedule below to learn when the day and time you are scheduled to apply. You will only be allowed to apply on your assigned day (or on Thursday/Friday if you missed that day).

If the last digit of your Social Security number is:	Day of week	Time
0, 1 or 2	Monday	6 A.M. to 8 P.M.
3, 4 or 5	Tuesday	6 A.M. to 8 P.M.
6, 7, 8 or 9	Wednesday	6 A.M. to 8 P.M.
Any	Thursday	6 A.M. to 8 P.M.
Any	Friday	6 A.M. to 8 P.M.

1. Go to **www.uimn.org**
2. Click **Applicant**.
3. Under I Need to..., click **Apply for Benefits**.
4. On the Login page under New Applicant, enter your Social Security number and click **Start**.
5. For answers to typical questions about Minnesota Unemployment Insurance benefits or to learn more about specific topic areas listed, click the relevant link. Otherwise, click **Start the Unemployment Benefit Application**. Complete the information requested on each page.
6. At the end of the application, you will be asked to review the information you entered and make changes before submitting your application.
7. Click **Submit the Unemployment Benefit Application**.

A confirmation page displays showing you have successfully submitted your application.

To apply by automated phone

1. Call one of the following phone numbers:
   - Twin Cities area: 651-296-3644
   - Greater Minnesota: 1-877-898-9090
   - TTY (for the hearing impaired): 1-866-814-1252

2. Make your language choice (English, Spanish, Hmong, Somali). If you need another language, press 1 and follow the prompts to speak to a representative and request an interpreter.
3. Enter your Social Security number.
   o If your Social Security number is not recognized, choose either frequently requested information or apply for benefits.
   o If the system recognizes your Social Security number as having a current unemployment benefit account, enter your password, and then respond to the options available to you.
4. Follow the prompts.

At the end of the call, you will be transferred to a Customer Service Representative to complete your application.

How to request benefit payment

After submitting an application for unemployment insurance benefits, in order to be eligible for payment of unemployment benefits, you must make a request for benefit payment every week you are unemployed even if your eligibility is being decided or you have an appeal pending

You will make your first request for benefit payment the week after you submit an application, following the schedule below. Note that the schedule is different for those using the phone rather than the online option.

Request a benefit payment online

Go to www.uimn.org Monday through Friday, 6 A.M. to 6 P.M.:

1. Click **Applicants** and then click Log in to My Account.
2. Log in to your account using your Social Security number and password.
3. Click **Request Benefit Payment**.

Request a benefit payment by phone

See the table below for the day and time to request your benefit payment.

1. Call the automated phone system:
   o Twin Cities area: 651-296-3644
   o Greater Minnesota: 1-877-898-9090
   o TTY - for the hearing impaired: 1-866-814-1252
2. Make your **language choice**: English, Spanish, Hmong, or Somali.
   (If you need another language, follow the steps on the Contact Customer Service page to speak to a representative and request an interpreter.)
3. Enter your Social Security number.
4. Enter your password and then press the **#** key.
5. You may hear important messages about your account. After the messages, listen to your options and choose Request Benefit Payment.

Assigned Call-in Day and Time

If the last digit of your Social Security number is:	Call on:
1, 3, or 5	Tuesday 6 A.M. to noon
7 or 9	Tuesday noon to 6 P.M.
0, 2, or 4	Wednesday 6 A.M. to noon
6 or 8	Wednesday noon to 6 P.M.
Any	Thursday or Friday 6 A.M. to 6 P.M.

You can request your benefit payment **online** Monday through Friday, 6 A.M. to 6 P.M. with no restrictions.

If you make a mistake when applying for benefits or requesting your weekly benefit payment, contact Customer Service immediately to make the correction.