Pandemic Unemployment Assistance (PUA)
Step-by-Step Application Instructions
How do I use this guide?

This guide provides step-by-step instructions for applying for Pandemic Unemployment Assistance (PUA) benefits.

You also may view helpful video tutorials are available here:

PUA Video Tutorials
Table of Contents

Please click the section you would like to visit.

- Initial Claim
- Initial Questions
- General Information
- Pandemic Claim Information

Click the Home icon on any page to navigate back to the Table of Contents

2. Click on the button saying “Click here to Apply for Pandemic Unemployment Assistance.”
3. Answer the 4 initial questions by selecting the appropriate button.

4. Enter your birth date and email address.

5. Click the check box to certify the information.

6. Click Next.
7. Complete the Claimant Authentication information. Note: * are required fields.

8. Select **Next** when complete.
9. Create a password. Enter it in both fields.

10. Click **Next**.
11. **Read** the information in the dialog box.
12. **Click** Next.
13. **Read** the Release of Information and Certification.

14. Certify that you have read the information by selecting the appropriate button.

15. Click **Next**.
16. Enter the **Claim Effective Date**. The Claim Effective date is the Sunday of the week you became unemployed. If you were unemployed PRIOR to the date you are entering the application, select the 2\textsuperscript{nd} button and enter your first day of unemployment.

17. Select **Next**.
You have completed Initial Questions.

Click **Started** to begin General Information.
1. Complete the Mailing Address and Telephone Numbers sections.

Note: * designates required fields.
2. Select your correspondence preference.

3. Click Next.
4. **Review** the Identity Verification information and click **I Agree**.

   (NOTE: If you select I Disagree, you cannot complete the application.)

5. Click **Next**.
6. Select the identity verification document you wish to upload.

7. Type any **additional information** you want us to know.

8. Type your name and title.

9. Enter a telephone number.

10. **Click** the check box to certify the information.

11. Click **Submit**.
12. Select **Next**.

13. Select **Yes** to upload your identity document.

15. When prompted, Choose File (document) to upload.

16. When confirmed, select **Next**.
17. Complete the Personal Information section. (Note: * designates required fields.)

18. Select **Next**.
19. If you selected **Qualified Dependent**, you must provide additional information. Select **Add**.

20. Complete required (*) information.

21. Click **Next**.
22. View **Dependent Care Summary**.

23. Click **Next**.
24. Provide your primary type of work, by selecting **Search**.

25. Enter your occupation and click **Search**.

26. From the Search Display, select the option that is closest to your occupation and click **Select**. When prompted, select **Next**.

27. Enter your number of years of experience in this occupation.

28. Click **Next**.
29. Do you want federal tax withheld? Click the appropriate button.

30. Click Next.

31. Choose how you prefer to receive payment: debit card or direct deposit. Click the appropriate button.

32. Click Next.
If you selected direct deposit, you will be asked for banking information.

33. Enter banking information and click **Next**.
34. Click **Next**.

35. Review the terms and conditions.

36. Click **Close**.
You have completed General Information.

Click **Started** to begin Pandemic Claim Information.
1. From the displayed list, check those that apply to your situation.

2. Click **Next**.
Depending on your selection, you will be prompted to answer additional questions regarding your current situation.

3. Answer questions regarding your situation. (* designates required fields)

4. Click **Next**.
To determine your benefit amount, provide your income information from 2019.

5. Select the appropriate tax form you filed in 2019. Answer questions regarding your situation. (* designates required fields)

6. Click **Next**.
If you filed a 2019 tax return, you will be prompted to provide your income information from 2019.

7. Enter Total Wages.
8. Enter Wage Type.
9. Enter the total number of weeks you worked in each quarter of 2019.
10. Upload your 2019 tax form as submitted to the IRS.
11. Click Next.
You have completed the Pandemic Claim Information. Click **Started** to review and submit your claim.
12. If you wish to review any section of the form again, select Review.

13. Click the hyperlink to review Eligibility Rights Information.

14. Check the box indicating that you have read the Eligibility Rights Information.

15. Check the attestation box.

16. Enter your Social Security number.

17. Click Submit the Unemployment Benefit Application.
Confirmation indicates that you have submitted your claim!