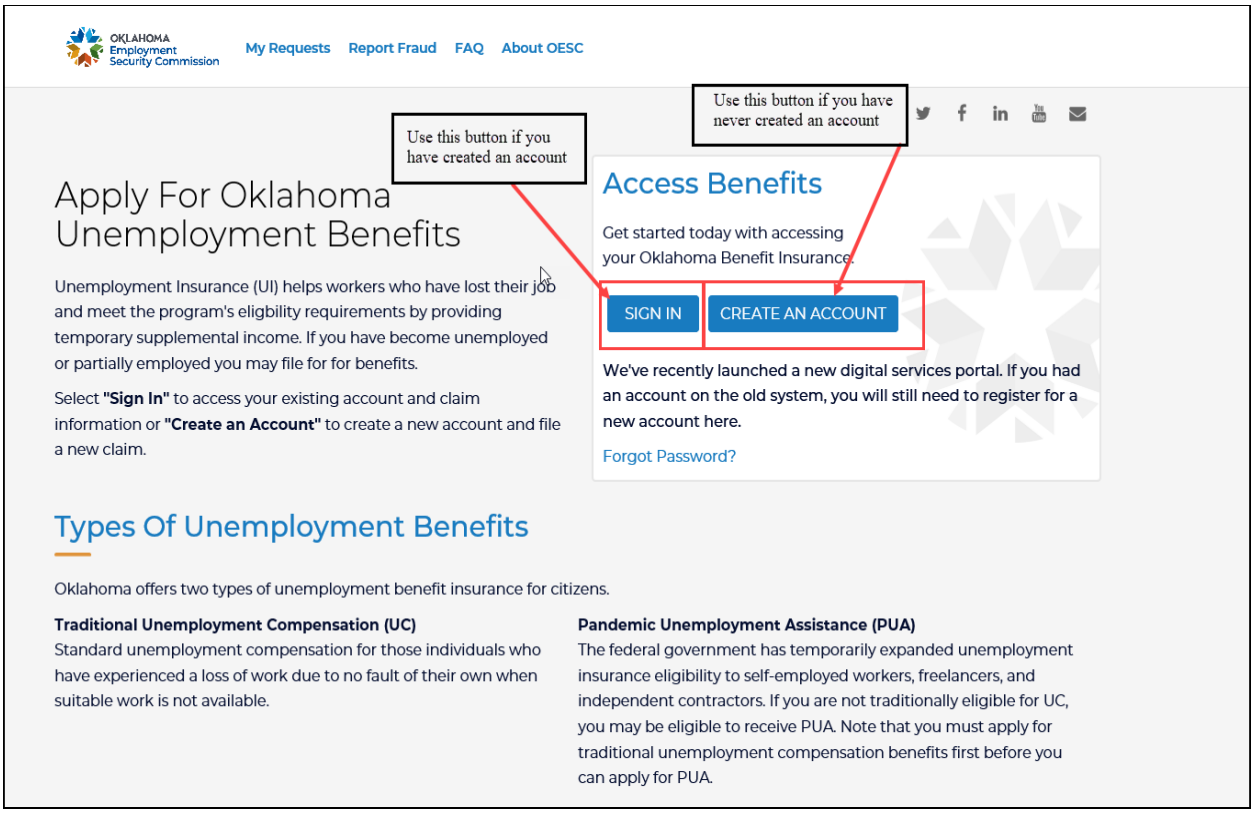
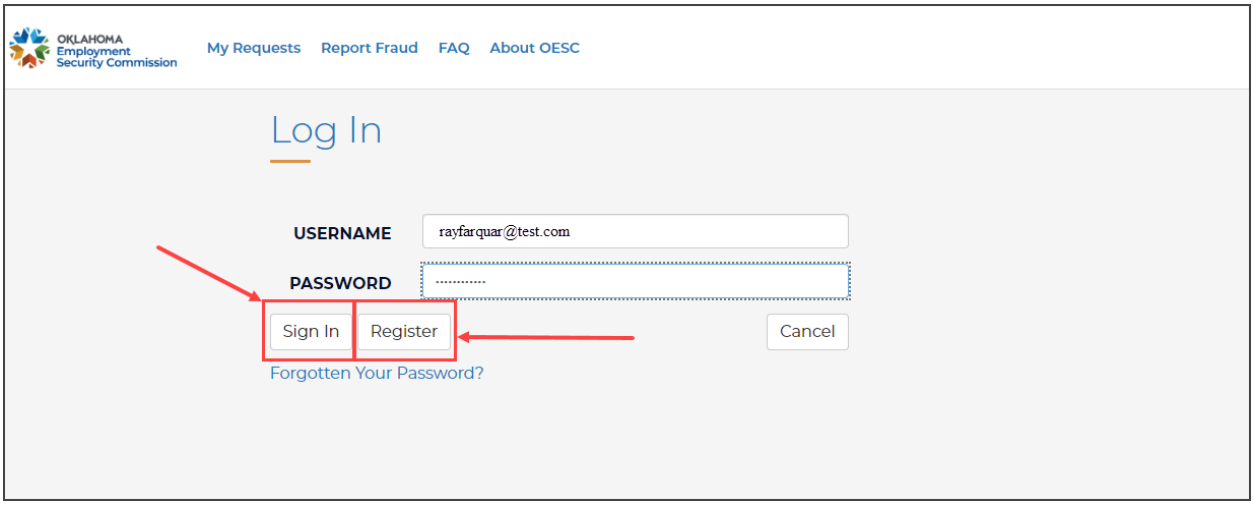
OKLAHOMA
Employment Security Commission

How to file for Pandemic Unemployment Assistance (PUA) and Your Weekly PUA Claims.

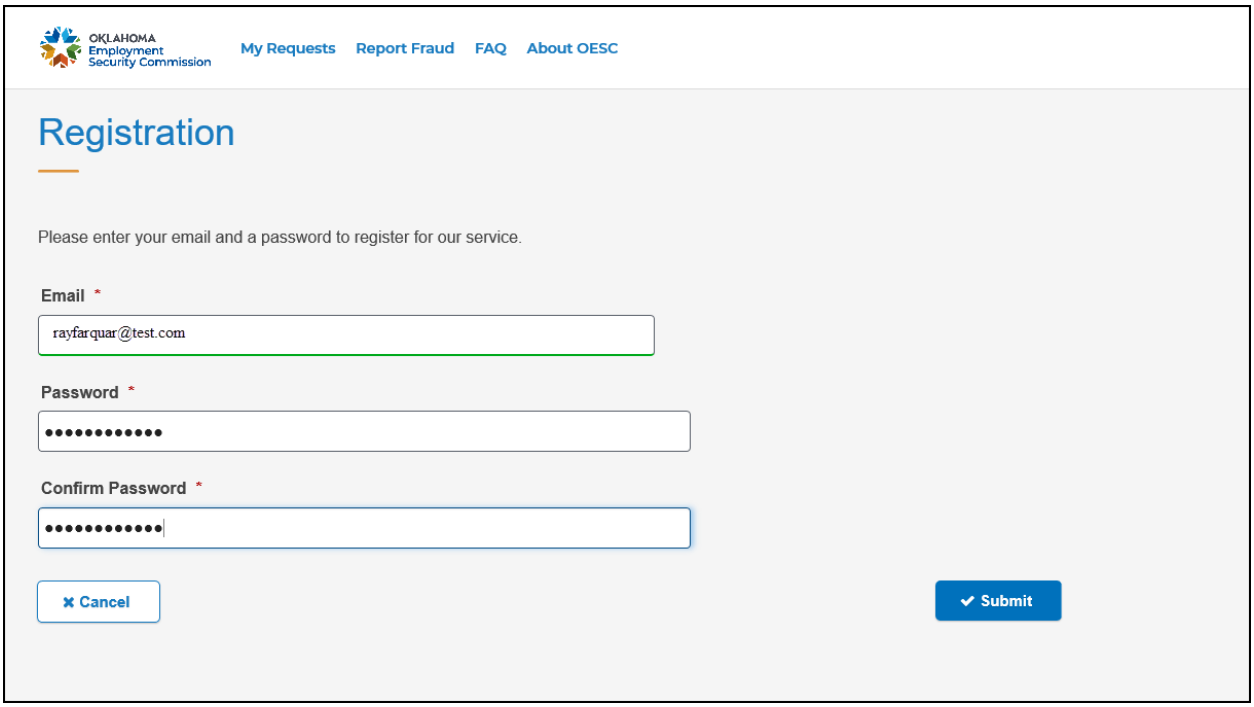
When you need to establish a claim or file the weekly claim, you must first create an account and associate your social security number to that account. To do this, go to www.ui.ok.gov and follow these instructions: Use the “Sign In” button if you have already created an account. Select the “Create an Account” button if you have never created an account.



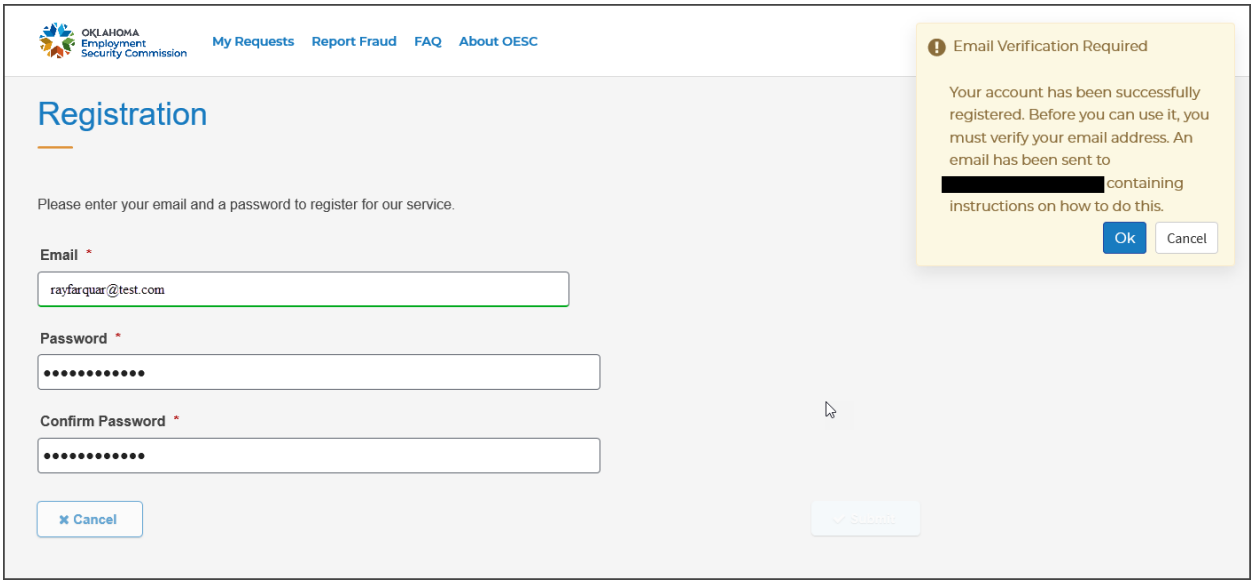
To Create an Account: You can sign in if you already have your credentials, or register if you do not.



Enter your email address and create a password. When completed select “Submit.” Do not share your password with anyone.

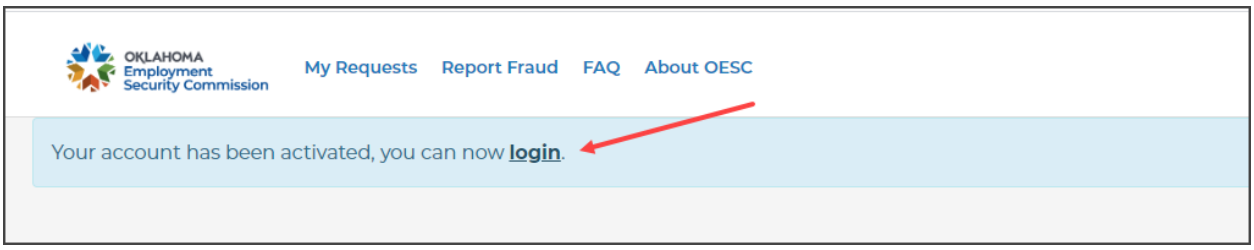


Now follow the pop-up email verification instructions.

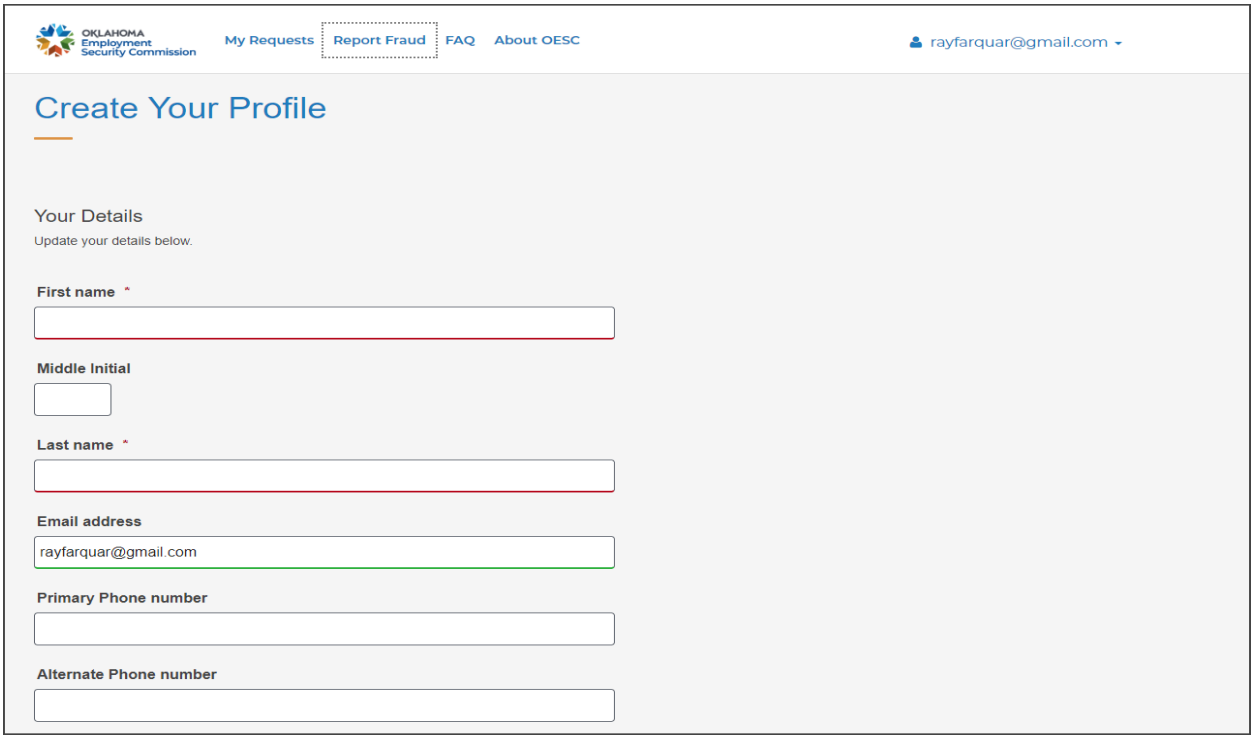


Logon to your email account and follow the instructions to activate your unemployment account.

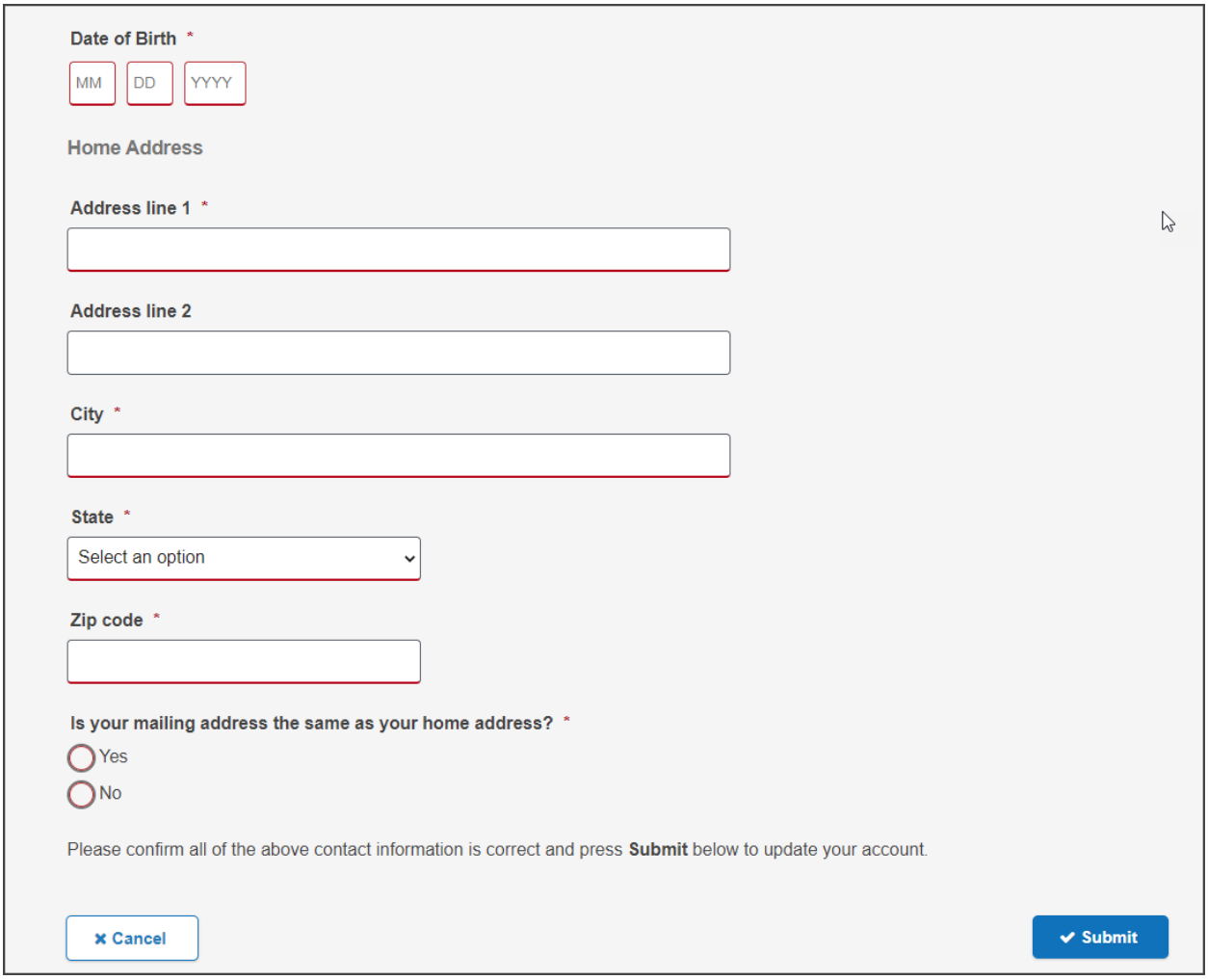
Your account is now activated. Select “Login” to continue.



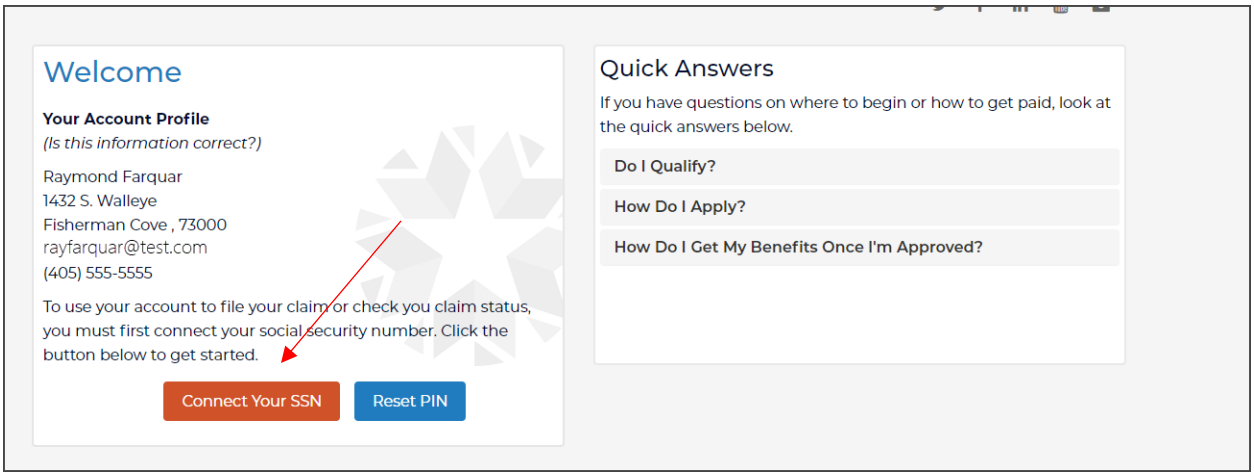
You can now create your profile. Enter all required information.



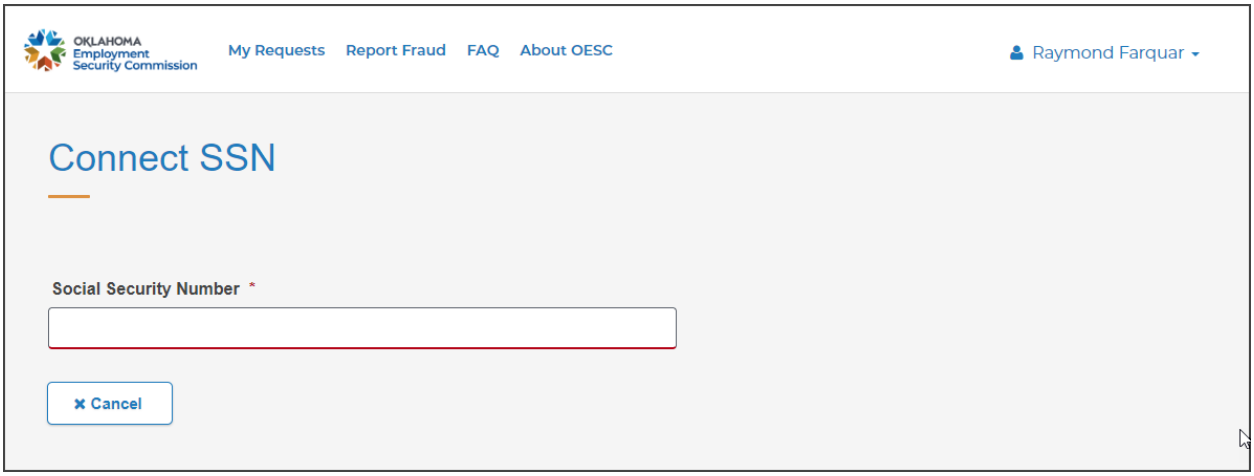
Continue to enter all required information. Select “Submit” once completed.



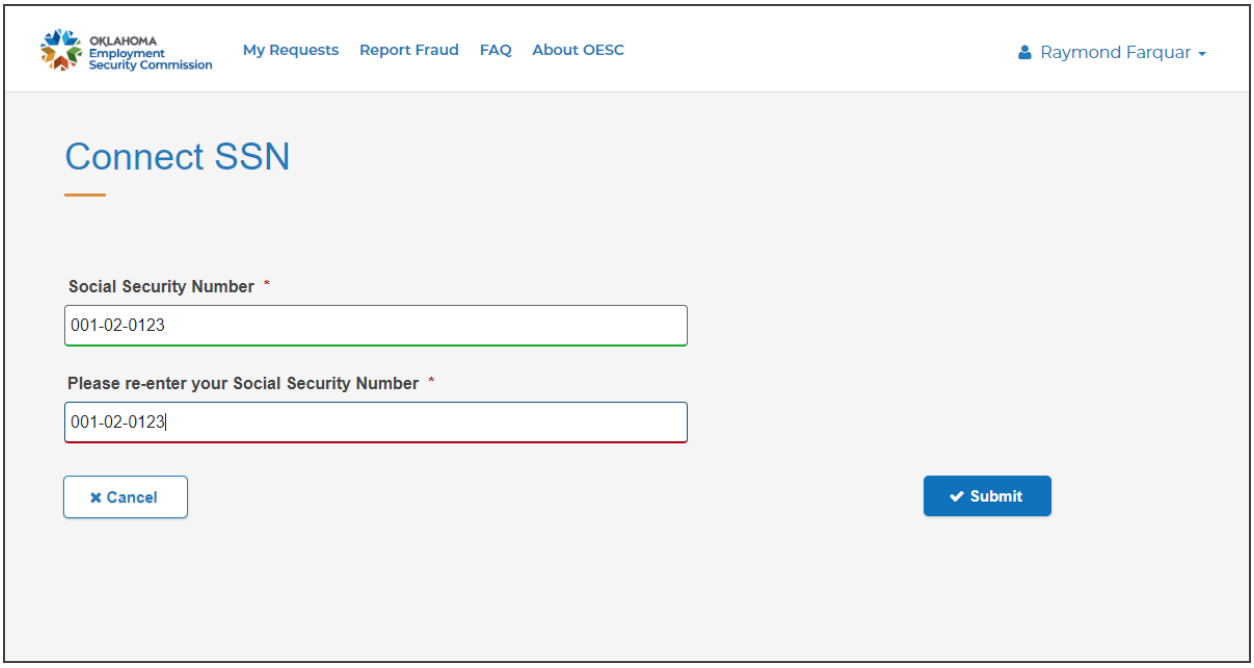
Now you have to connect your SSN to the account. Select that option to continue.



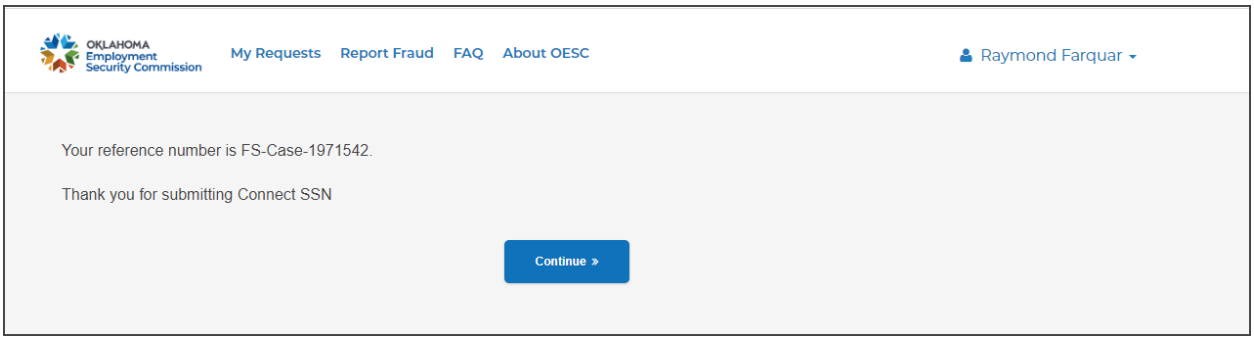
Input your SSN.



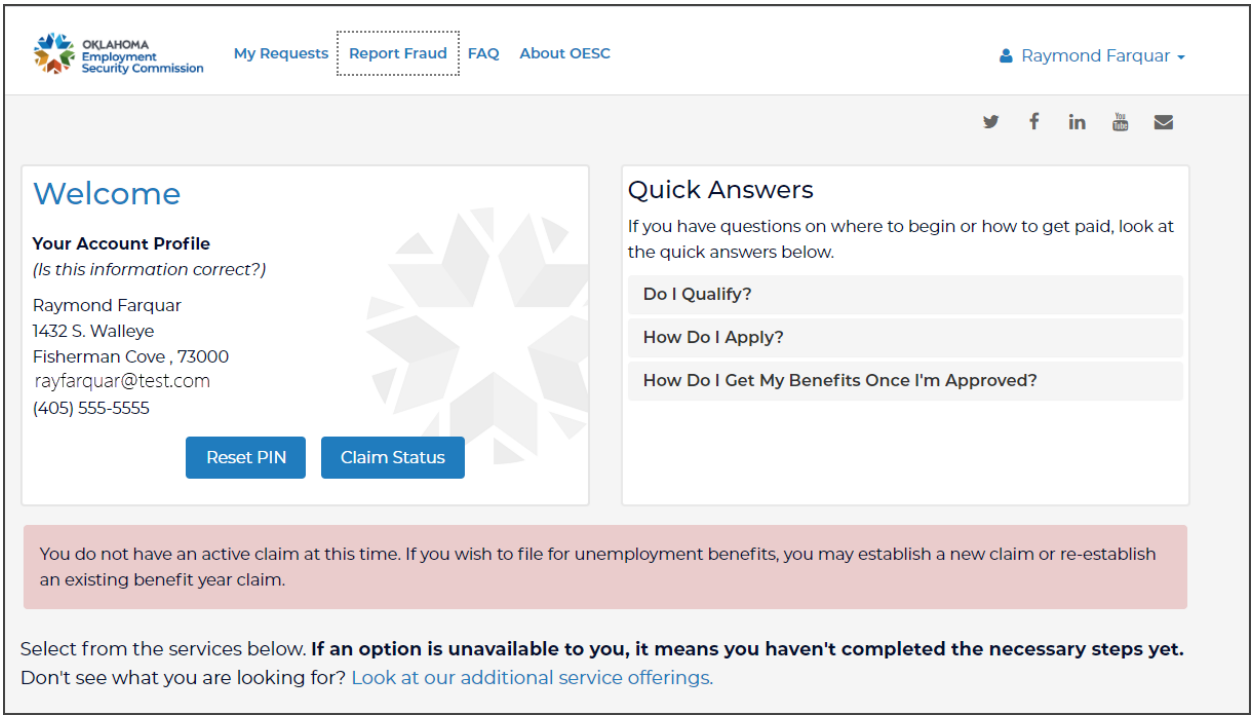
Re-enter your SSN and select "Submit."



Note your reference number and hit “Continue.”



Now you can see your account profile and apply for traditional unemployment benefits.



Select “Apply for Traditional Unemployment Benefits.” Then select “Start Below.”

Select from the services below. **If an option is unavailable to you, it means you haven't completed the necessary steps yet.**
Don't see what you are looking for? Look at our additional service offerings.

Apply For Benefits

If you haven't submitted an initial application for benefits, start here. All Oklahomas must first submit an application for traditional unemployment benefits.

If your applicaiton for traditional unemployment benefits is denied, you may apply for the Pandemic Unemployment Assistance.

- Apply for Traditional Unemployment Benefits
- Apply for Pandemic Unemployment Assistance

File Your Weekly Claim

If your claim for either Traditional Unemployment Compensation of PUA application has been accepted, you must file a weekly claim to ensure you recieve your benefits.

- File your Weekly Traditional Unemployment Benefits Claim
- File your Weekly Pandemic Unemployment Assistance Claim

Support Services

We offer support services to help you manage your unemployment benefits.

- View Your Oklahoma Unemployment Claim
- Lost or Stolen Unemployment Benefit Card
- Report Fraud on a Unemployment Claim

Additional Services

- Reset PIN
- Suspended Account Reactivation

Getting Unemployment Benefits into Your Hands

Many of you are here due to the disruption of your work lives caused by COVID-19 and the current energy crisis.

OESC is improving the application process to get your claim approved and questions answered as quickly as possible.

OESC has expanded its call center to better serve its claimants. You may still experience longer-than-expected wait times and filing online remains the quickest way to file your claim. Read below to learn what you need to apply, view your claim status, or answer common questions.

For further questions, please use the OESC Virtual Agent located in the bottom right corner of your browser window.

MESSAGE CENTER See All

Our OKC-Eastside office is closed. It will reopen Monday, June 29th.

The phone lines at our Tulsa Oklahoma Works office are down. We are working with our providers to get this restored as soon as possible.

Our local offices are experiencing high call volumes. If you experience difficulty getting through, you may need to call again, or try one of our other offices across the state. Many offices are able to do appointments over the phone. For

HOW TO APPLY
- Your Eligibility
- Info You Need
- Follow up

START BELOW

YOUR QUESTIONS ANSWERED
- COVID-19
- Payment
- Claim Support

LEARN MORE

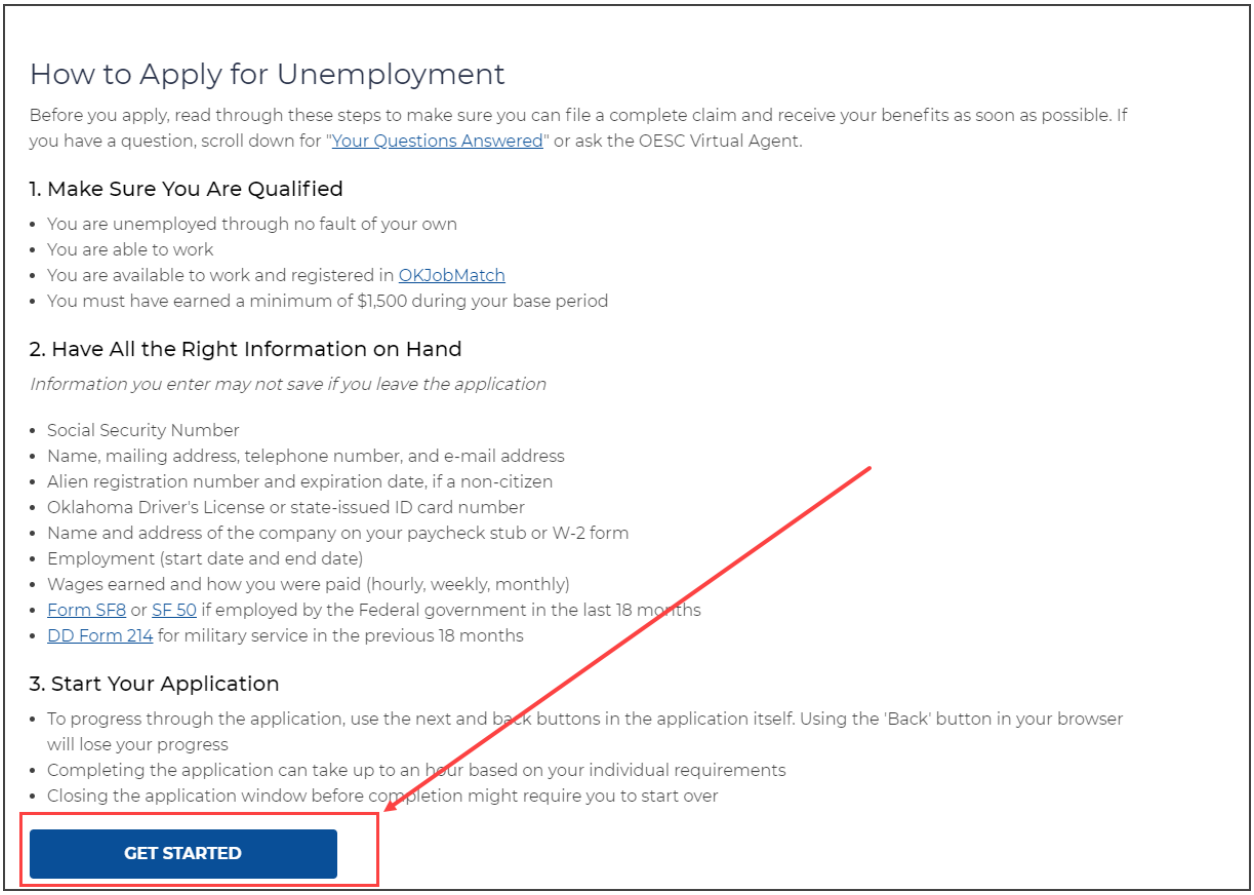
YOUR CLAIM & STATUS
- Check Status
- Weekly Certification
- Reset Pin

MANAGE CLAIM

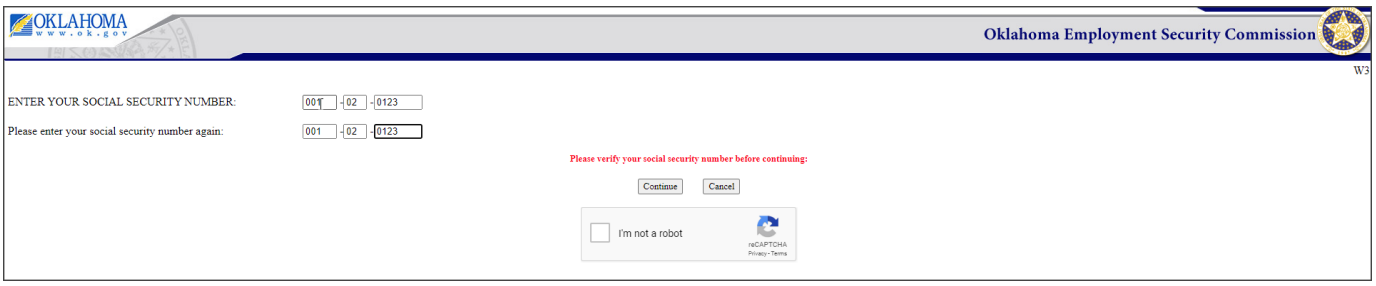
JOB PROFILE
- Create a Profile
- Search for Work

EXPLORE JOBS

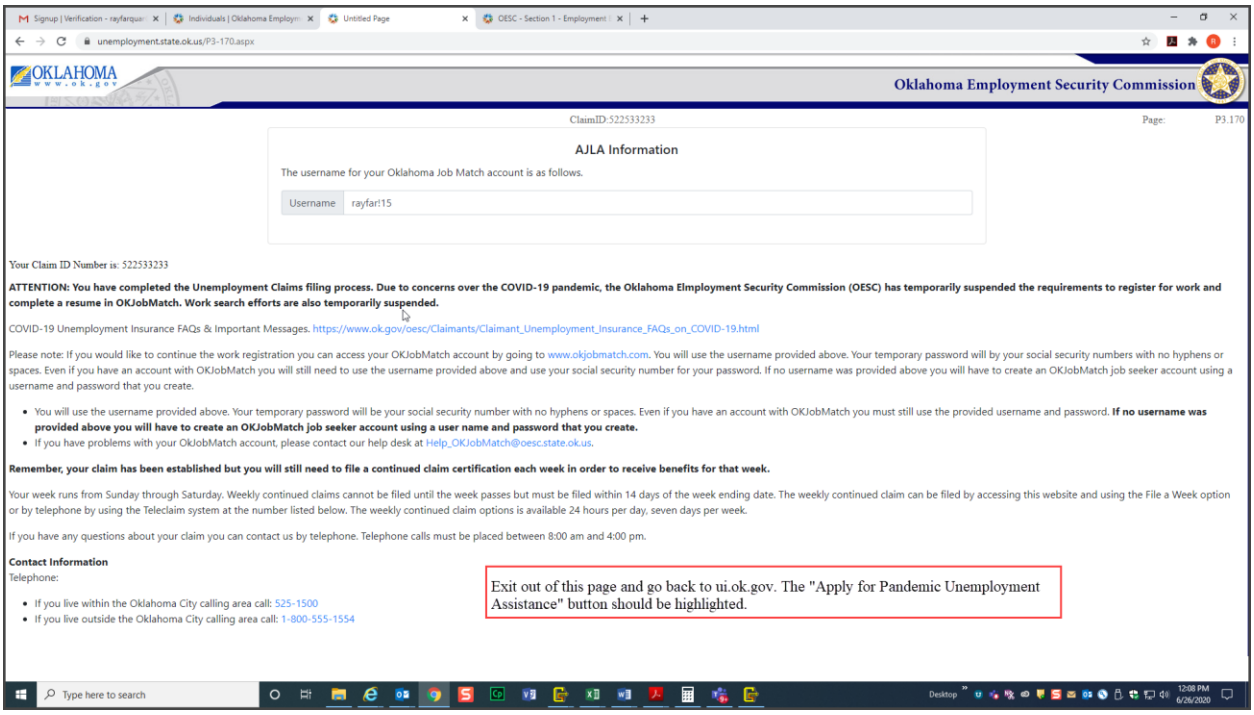
Select “Get Started.”



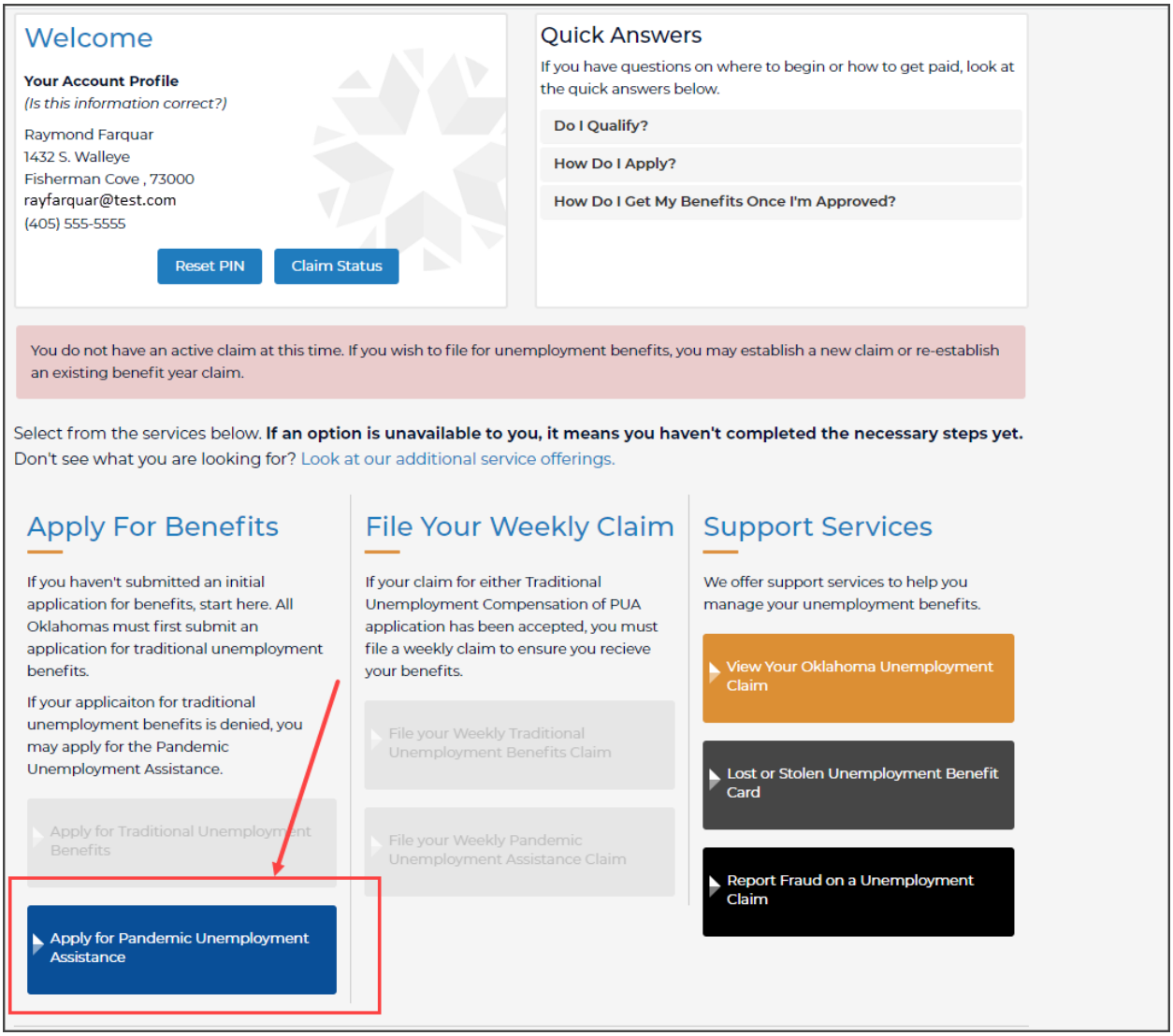
Verify your SSN and select “Continue.” The system will walk you through filing a traditional Unemployment claim. Follow each step.



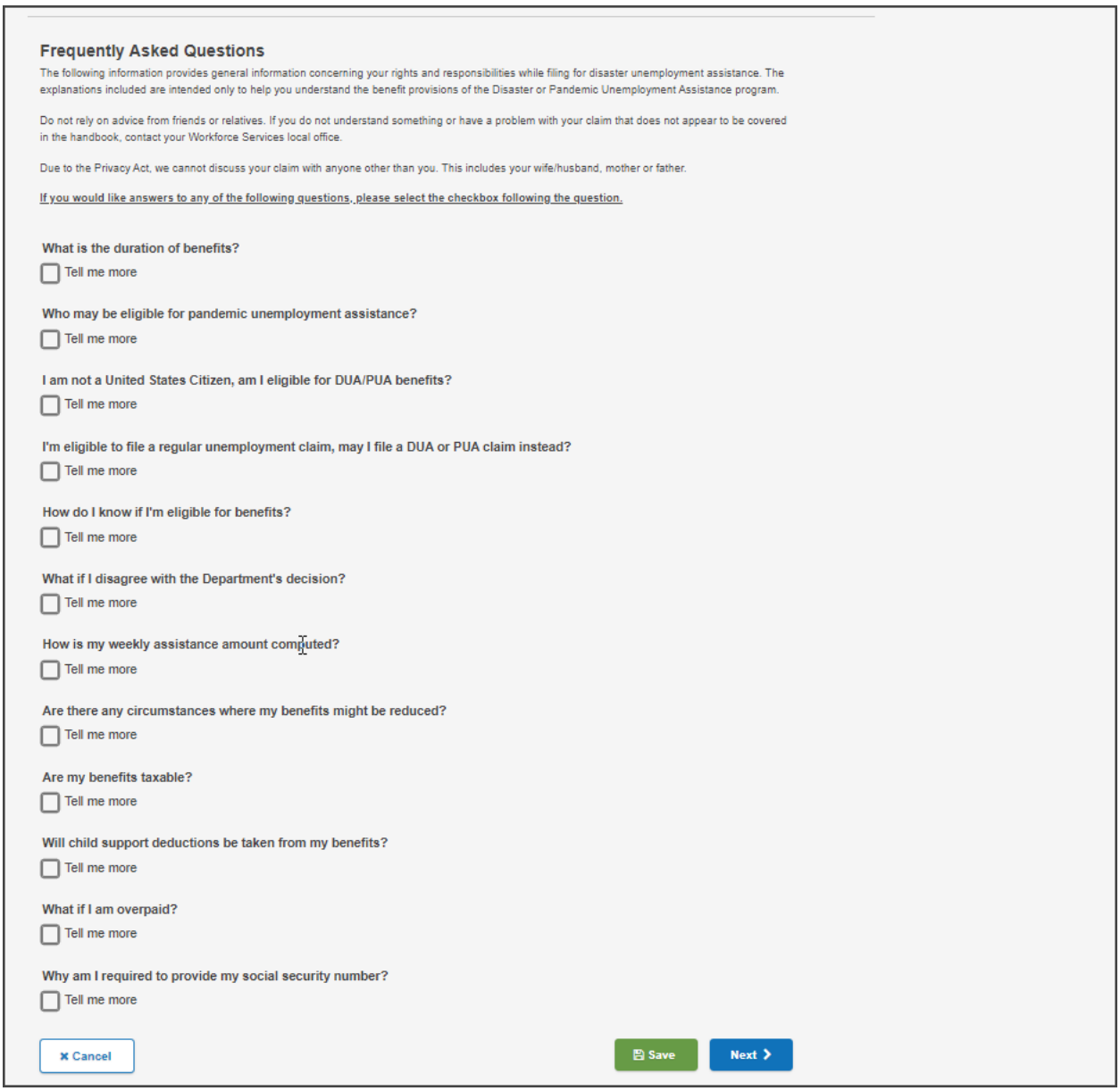
You must be denied traditional unemployment benefits prior to filing for Pandemic Unemployment Assistance (PUA). If denied, exit out of this page and go back to www.ui.ok.gov.



If you are not monetarily eligible and have no pending wage requests, you will be able to file for Pandemic Unemployment Assistance (PUA). Select to apply for PUA.



You may select tell me more under each frequently asked question for additional information.



Frequently Asked Questions

The following information provides general information concerning your rights and responsibilities while filing for disaster unemployment assistance. The explanations included are intended only to help you understand the benefit provisions of the Disaster or Pandemic Unemployment Assistance program.

Do not rely on advice from friends or relatives. If you do not understand something or have a problem with your claim that does not appear to be covered in the handbook, contact your Workforce Services local office.

Due to the Privacy Act, we cannot discuss your claim with anyone other than you. This includes your wife/husband, mother or father.

If you would like answers to any of the following questions, please select the checkbox following the question.

What is the duration of benefits?
☐ Tell me more

Who may be eligible for pandemic unemployment assistance?
☐ Tell me more

I am not a United States Citizen, am I eligible for DUA/PUA benefits?
☐ Tell me more

I'm eligible to file a regular unemployment claim, may I file a DUA or PUA claim instead?
☐ Tell me more

How do I know if I'm eligible for benefits?
☐ Tell me more

What if I disagree with the Department's decision?
☐ Tell me more

How is my weekly assistance amount computed?
☐ Tell me more

Are there any circumstances where my benefits might be reduced?
☐ Tell me more

Are my benefits taxable?
☐ Tell me more

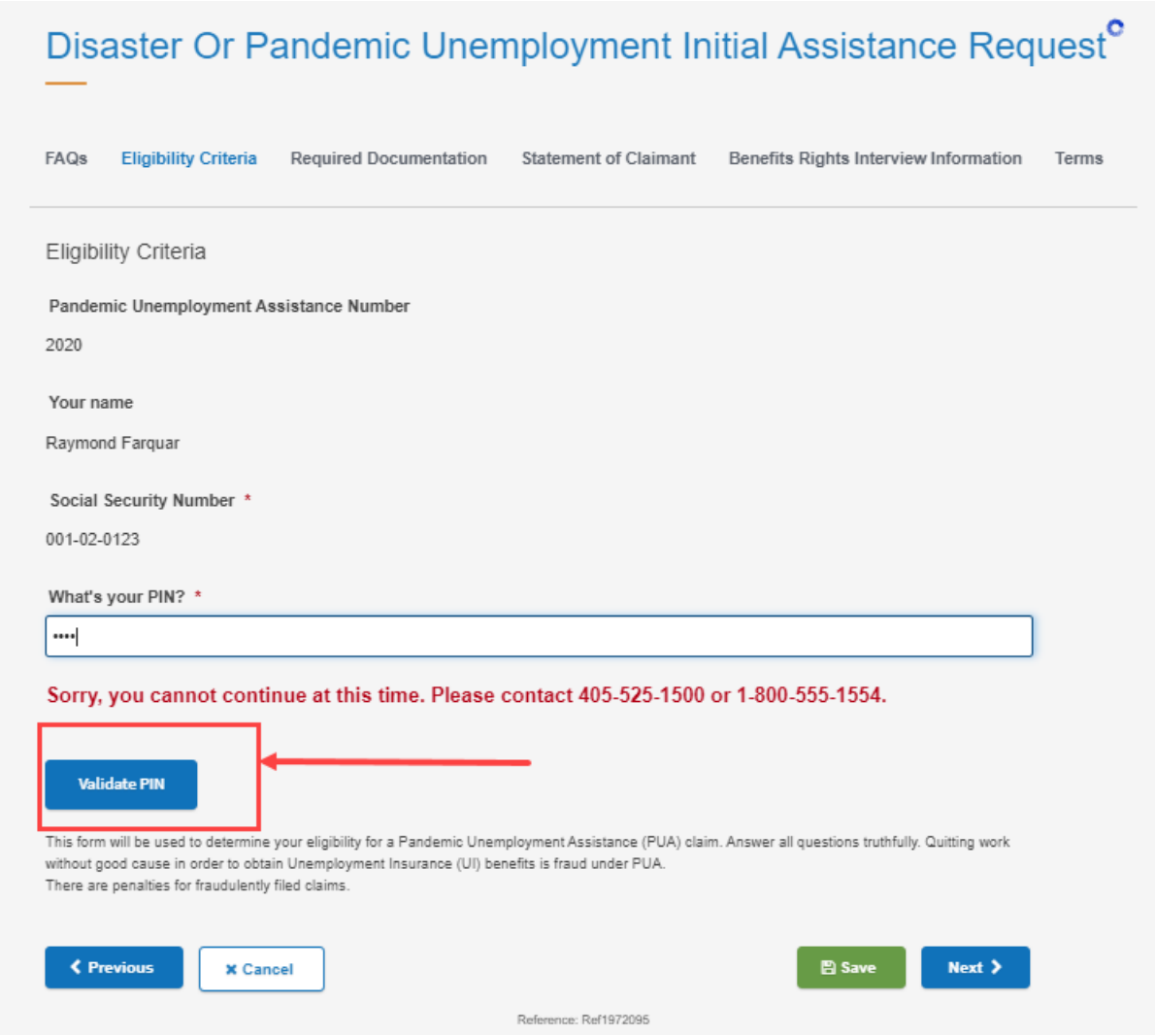
Will child support deductions be taken from my benefits?
☐ Tell me more

What if I am overpaid?
☐ Tell me more

Why am I required to provide my social security number?
☐ Tell me more

✖ Cancel Save Next ›

Input your PIN and select “Validate PIN” when done.



Now answer all questions honestly and to the best of your ability. The below answers are used as an example only. Please answer these questions on your own.

Have you filed a regular Oklahoma state unemployment claim within the last year? *

- (●) Yes
- ( ) No

Were you denied benefits on that claim? *

- (●) Yes
- ( ) No

Have you applied for unemployment benefits of any kind in any other state in the last 18 months? *

- ( ) Yes
- (●) No

Are you self employed? *

- (●) Yes
- ( ) No

In what capacity? *

professional barber

Have you suffered a loss of business or work? *

- (●) Yes
- ( ) No

On what date? *

04 | 15 | 2020

Are you a member of the clergy or do you work for religious organization that is not covered by regular unemployment insurance? *

- ( ) Yes
- (●) No

Are you performing any work at this time? *

- ( ) Yes
- (●) No

ⓘ All earnings from any source must be reported during the week in which they are earned.

Do you have the ability to telework with pay for your current employer? *

- ( ) Yes
- (●) No

Are you receiving paid leave for the time you are off work? This will include sick leave or other paid leave benefit. *

- ( ) Yes
- (●) No

Continue to answer all questions.

Please indicate if any of the following apply:

Have you been diagnosed with COVID-19 or are you experiencing symptoms of COVID-19 and seeking medical attention? *

- ○ Yes
- ● No

Has a member of your household been diagnosed with COVID-19? *

- ○ Yes
- ● No

Are you providing care for a family member or a member of your household who has been diagnosed with COVID-19? *

- ○ Yes
- ● No

Do you have primary caregiving responsibility to a child or other person in the household who is unable to attend school or another facility that is closed as a direct result of the COVID-19 public health emergency and the school or facility is closed as you are required to have that care in order to work? *

- ○ Yes
- ● No

Are you unable to reach your place of employment because of a quarantine imposed as a direct result of the COVID-19 public health emergency? *

- ● Yes
- ○ No

Are you unable to reach your place of employment because you have been advised by a health care provider to self-quarantine due to concerns related to COVID-19? *

- ○ Yes
- ● No

Were you scheduled to commence employment but do not have a job or are you unable to reach the job as a direct result of the COVID-19 public health emergency? *

- ○ Yes
- ● No

Did you become the breadwinner or major support for your household because the head of household has died as a direct result of COVID-19? *

- ○ Yes
- ● No

Did you have to quit your job as a direct result of COVID-19? *

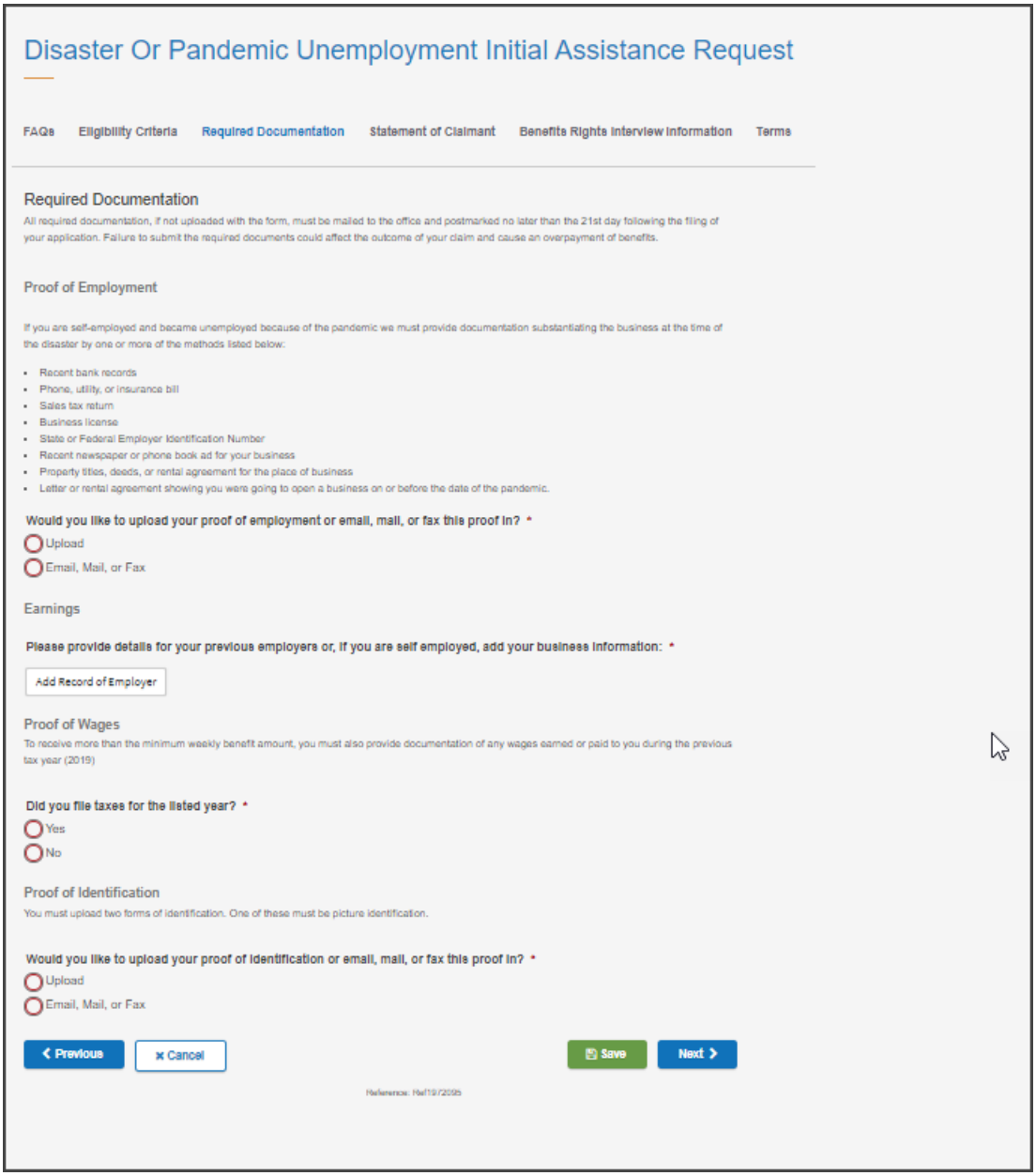
- ○ Yes
- ● No

Was your place of employment closed as a direct result of the COVID-19 public health emergency? *

- ● Yes
- ○ No

< Previous | × Cancel | Save | Next >

On this page you can upload your proof of employment and proof of earnings. You may also mail or fax it in. You will have the same options available when providing your proof of identification.



Disaster Or Pandemic Unemployment Initial Assistance Request

FAQs | Eligibility Criteria | Required Documentation | Statement of Claimant | Benefits Rights Interview Information | Terms

Required Documentation

All required documentation, if not uploaded with the form, must be mailed to the office and postmarked no later than the 21st day following the filing of your application. Failure to submit the required documents could affect the outcome of your claim and cause an overpayment of benefits.

Proof of Employment

If you are self-employed and became unemployed because of the pandemic we must provide documentation substantiating the business at the time of the disaster by one or more of the methods listed below:

- Recent bank records
- Phone, utility, or insurance bill
- Sales tax return
- Business license
- State or Federal Employer Identification Number
- Recent newspaper or phone book ad for your business
- Property titles, deeds, or rental agreement for the place of business
- Letter or rental agreement showing you were going to open a business on or before the date of the pandemic.

Would you like to upload your proof of employment or email, mail, or fax this proof in? *

Upload

Email, Mail, or Fax

Earnings

Please provide details for your previous employers or, if you are self employed, add your business information: *

Add Record of Employer

Proof of Wages

To receive more than the minimum weekly benefit amount, you must also provide documentation of any wages earned or paid to you during the previous tax year (2019)

Did you file taxes for the listed year? *

Yes

No

Proof of Identification

You must upload two forms of identification. One of these must be picture identification.

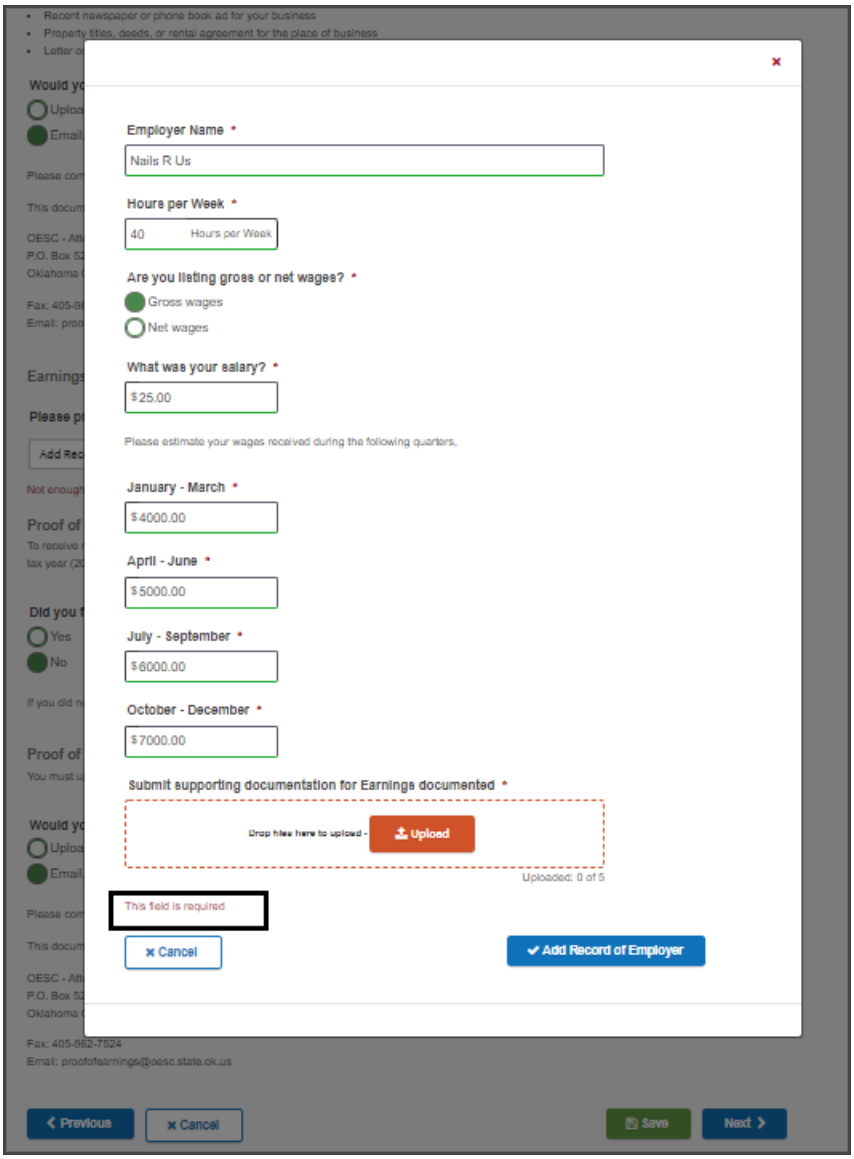
Would you like to upload your proof of identification or email, mail, or fax this proof in? *

Upload

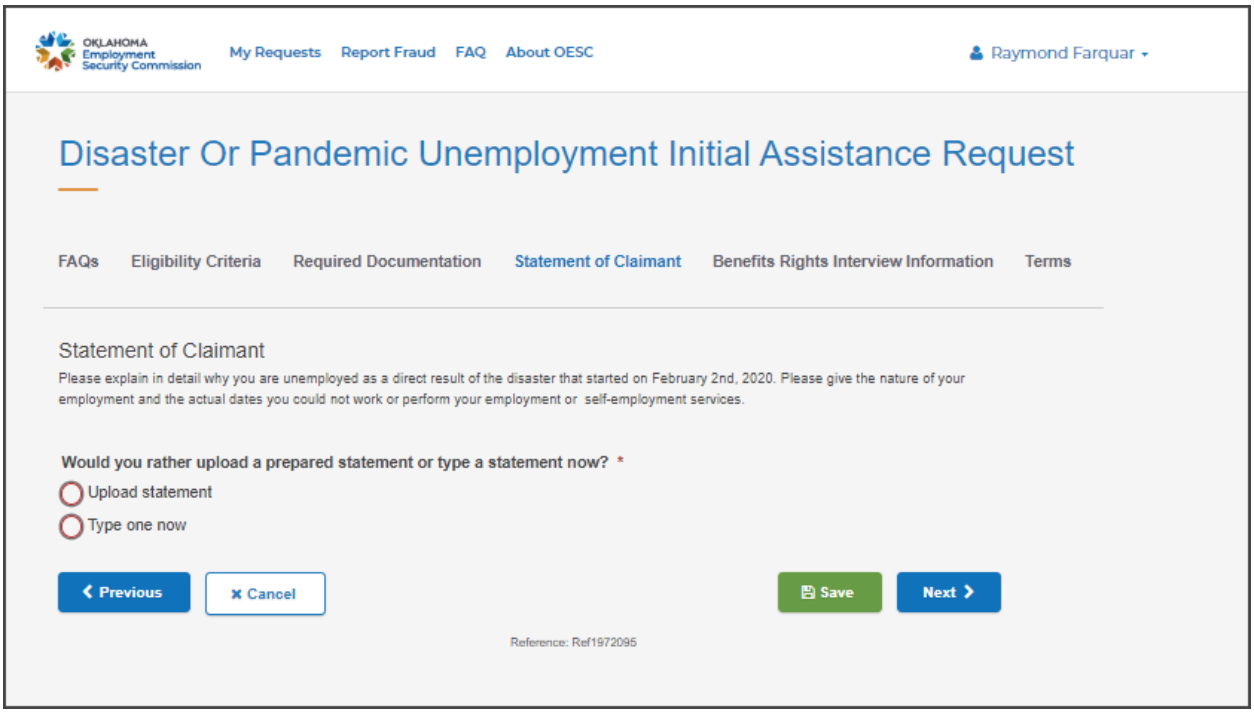
Email, Mail, or Fax

Previous | Cancel | Save | Next

Enter your employment information here and upload proof of earnings if available. Always save and then hit “Next” when ready to move on.



On this page you can either type or upload a statement explaining why you are unemployed due to the disaster/pandemic. When completed, save and hit “Next.”



This is the Benefits Rights Interview (BRI). You must read and confirm if you do or do not understand all conditions.

FAQs | Eligibility Criteria | Required Documentation | Statement of Claimant | Benefits Rights Interview Information | Terms

Benefits Rights Interview Information

Conditions to File

One of the following conditions must have resulted as a direct result of the disaster to qualify for Federal Disaster Unemployment Assistance:

Are not eligible for regular or extended benefits under State of Federal law or Pandemic Emergency Unemployment Compensation (PEUC) including an individual who has exhausted all rights to regular unemployment or extended benefits under State or Federal law.

Is self-employed, is seeking part-time employment, does not have sufficient work history, or otherwise would not qualify for regular unemployment or extended benefits under State or Federal law or pandemic emergency unemployment compensation under Section 2107 and meets the regular, extended or PEUC benefits.

I have read the conditions to file: *

- (●) I understand
- ( ) I do not understand

Compensation Deductions

Eligibility is on a week-to-week basis. Continued unemployment must be a direct result of the disaster. DUA benefits may be denied or reduced by receipt of the following types of compensation.

- Any benefits or insurance proceed
- Supplemental unemployment insurance benefits
- Workers' compensation by virtue of the death of the head of the household as the result of the major disaster.
- Vacation, holiday, bonus or sick pay
- Retirement, pension or annuity
- Private income protection insurance
- Severance pay or wages in lieu of notice
- Child support deductions

I have read the compensation deductions: *

- (●) I understand
- ( ) I do not understand

Work Search

If you were self-employed, you must be engaged in activities to re-establish your business. You must actively seek work each week unless waived. You must also be able and available to seek and accept work with the exception of those injured during the disaster.

I have read the work search information: *

- (●) I understand
- ( ) I do not understand

Accept Suitable Work

You must actively seek work each week unless waived. You must also be able and available to seek and accept work with the exception of those injured during the disaster.

BRI continued. When completed, save and select “Next.”

I have read the school attendance information: *

- (●) I understand
- ( ) I do not understand

Change of Address

If you move, you must notify the Commission of your new address. The U.S. Postal Service does not forward our mail.

I have read the change of address information: *

- (●) I understand
- ( ) I do not understand

Non-Citizen

Non-citizens must have authorization to work in the United States in order to be eligible for unemployment benefits. If you are not a U.S. citizen, your alien status will be verified through the U.S. Citizenship and Immigration Services. You may be asked to provide a copy of the front and back o. f your alien registration card so your work authorization can be verified. Failure to provide the requested documentation will result in a denial of benefits. You will be contacted by mail if you are required to provide documentation

I have read the non-citizen information: *

- (●) I understand
- ( ) I do not understand

Direct Deposit/Debit Card

All claimants will be issued a debit card at the time the waiting period processes. Do not throw the debit card away. You have two options to receive unemployment insurance payments. You may receive your payments via the prepaid debit card or you may transfer the payments from the prepaid debit card into your own U.S. banking account, for no fee. To receive payments to the debit card, you must activate the card by following the instructions sent with the card. To set up this recurring direct transfer, you must activate your card and then visit www.goprogram.com or call 1-866-320-8699 and use the automated system to enter your banking information. If you wish to set up direct deposit without activating your card, you must visit www.goprogram.com.

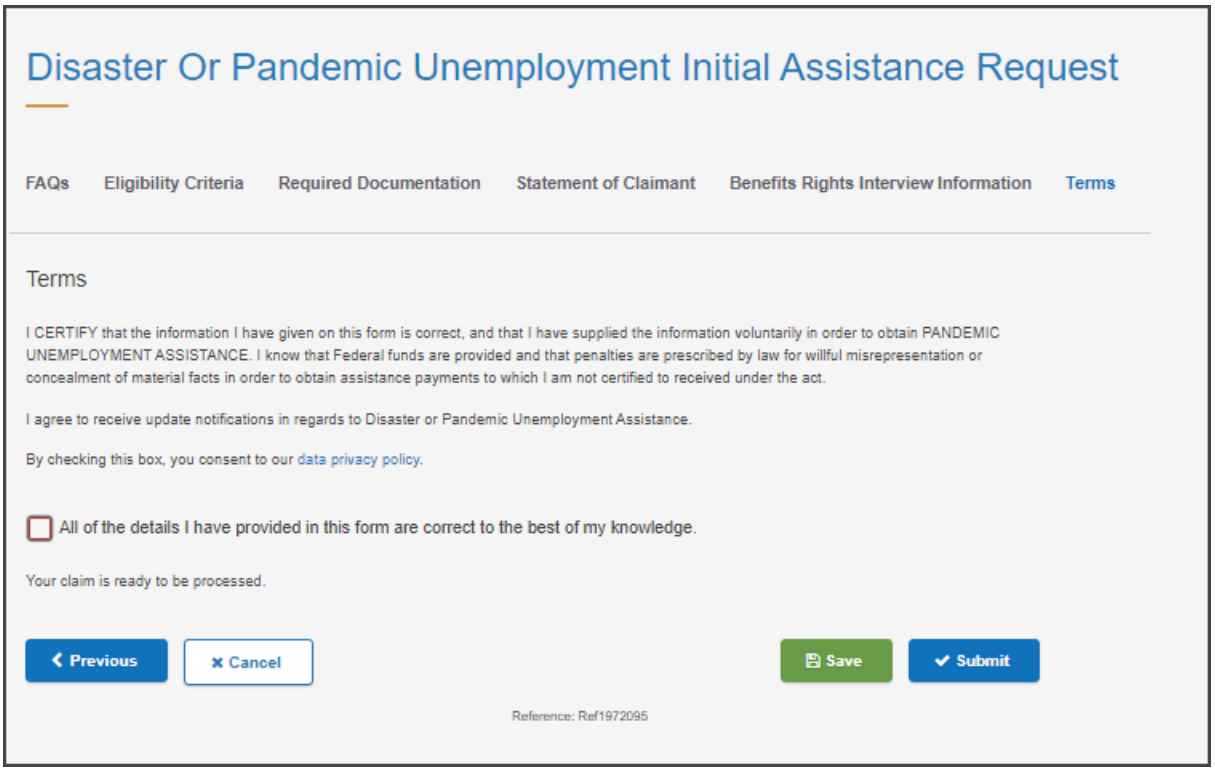
You are encouraged to view the debit card and direct deposit information by visiting https://www.ok.gov/oesc and selecting the link "Important Information Regarding Debit Cards and Direct Deposit." For general information or prepaid accounts, visit www.cfpb.gov/prepaid. If you do not have internet access, you may obtain a copy of the information at any local Workforce office.

I have read the direct deposit information: *

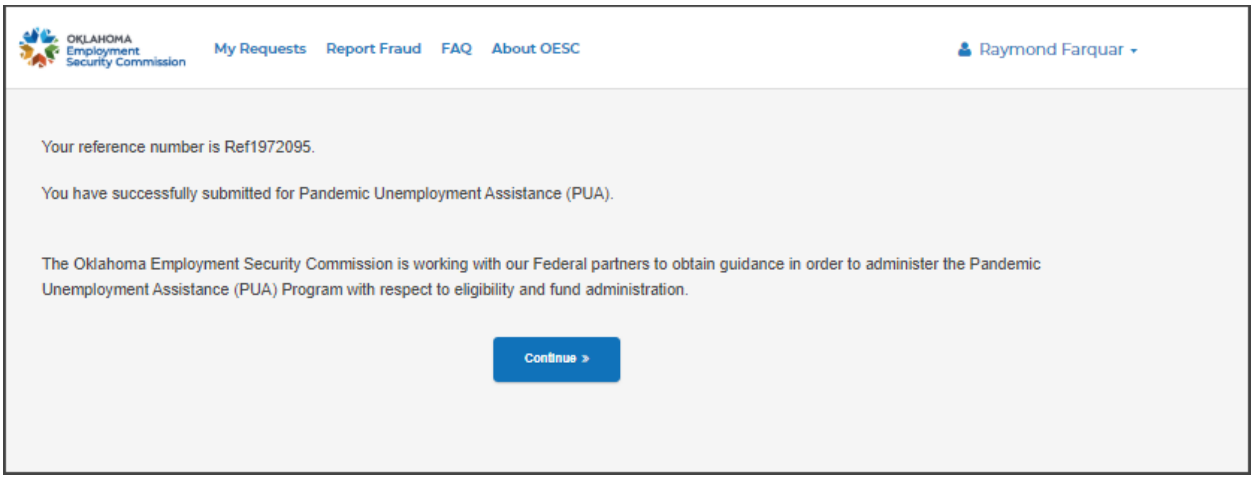
- (●) I understand
- ( ) I do not understand

< Previous | ✖ Cancel | Save | Next >

Confirm that all information provided is correct and supplied voluntarily. Then save and hit "Submit."



Note your reference number and Select "Continue."

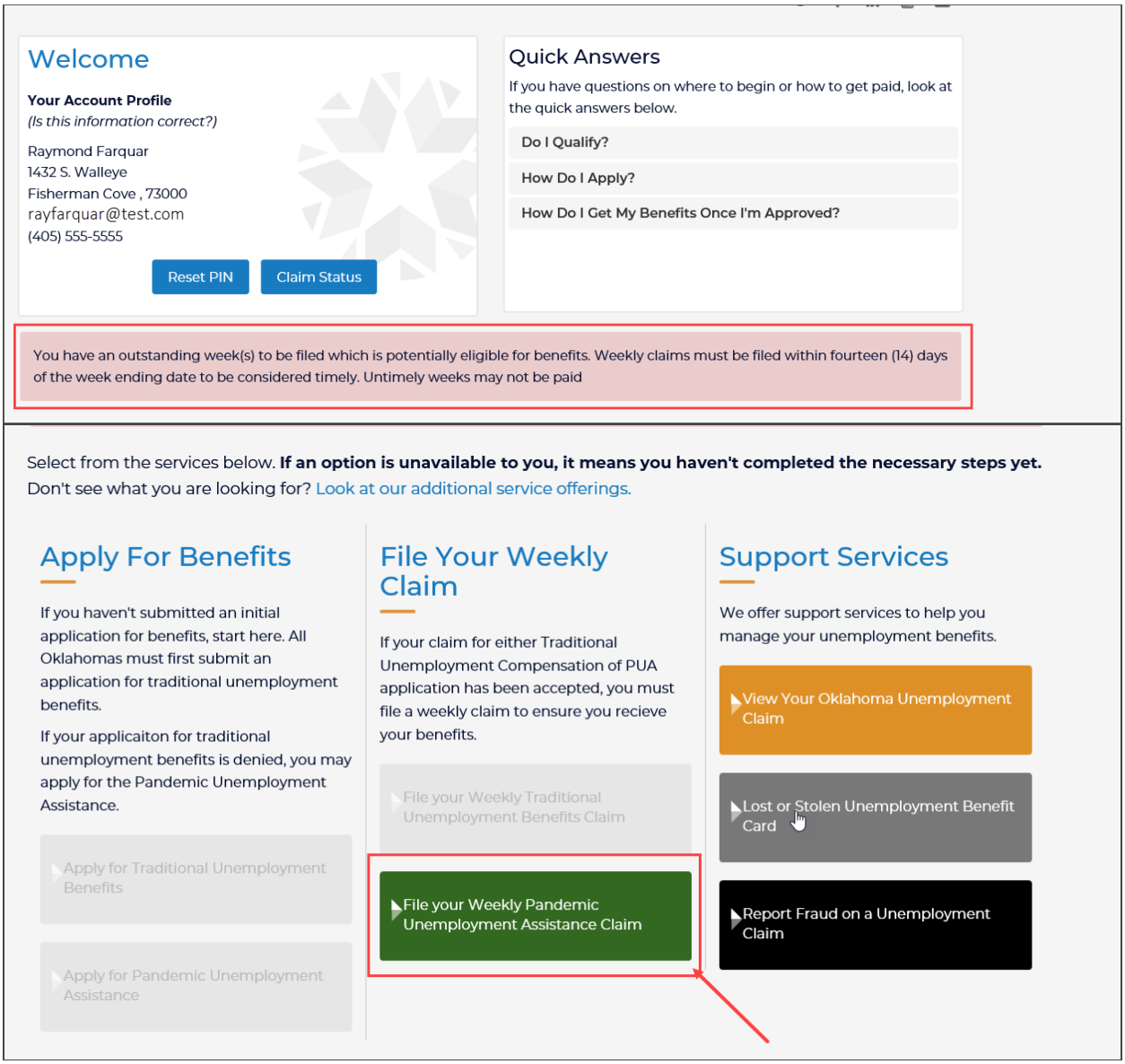


You now have a completed PUA claim and must file weekly PUA claims in order to receive benefits. The soonest any weekly claim can be filed is on Sunday, as our weeks go Sunday through Saturday. Weekly claims can be filed on the same website as you filed your Initial and PUA claims.

How to file a weekly PUA Claim.

OKLAHOMA
Employment Security Commission

Here we'll show you how to file a Weekly Pandemic Unemployment Assistance Claim. Remember, the soonest you can file for any week is on Sunday, as our weeks go Sunday through Saturday. You file your weekly claims in the same website as your PUA Claims, www.ui.ok.gov. Select "File Your Weekly Pandemic Unemployment Assistance Claim"



Enter your PIN and acknowledge the information is correct. When finished, select “Next.”

General Information | Claimant Information | Claim Details | Other Payments | Additional Details | Summary | Terms

General Information

WARNING: Giving false information or answering questions for someone other than yourself is considered fraud and is punishable by law.

Pandemic Unemployment Assistance Number

2020

☐ Show SSN

SSN *

*****-0123

What's your PIN? *

••••

Validate PIN

This form must be submitted on a weekly basis requesting Pandemic Unemployment Assistance (PUA).

The first payable week for PUA is the week beginning on or after 02/02/2020. The last payable week is the week ending 12/26/2020.

Please put dates in the week claimed date block and continue with the next week on a new submission.

Weeks begin on Sunday and end on Saturday.

The date you submit this Weekly PUA Pay Request must be after the Saturday of the week you are requesting PUA benefits. You will not be allowed to submit this Weekly PUA Pay Request if the current date is before the Saturday of the week you are requesting PUA benefits.

Please complete and submit as many Weekly PUA Pay Request Forms needed to get in a current claim filing status.

Contact Information Acknowledgement

Your contact information including your mailing address needs to be kept up to date. Important information such as your debit card and tax information will be mailed to you. In addition, fact-finding on any potential issue is sometimes conducted by mail. An incorrect address will lead to returned mail and will sometimes cause a delay in benefits. Report any change of address immediately after moving. The United States Postal Service will not forward mail issued by the Oklahoma Employment Security Commission.

○ I understand

○ I do not understand

✖ Cancel

Next ›

Reference: Ref1986004

Confirm all Claimant Information and be sure to notice the week ending you're filing for. If correct, select "Yes" and then "Next."

General Information | Claimant Information | Claim Details | Other Payments | Additional Details | Summary | Terms

Claimant Information

Your name

Raymond Farquar

Your email address

rayfarquar@test.com

Your address

[redacted]

Your phone number

(405) 555-5555

Are these details correct? *

- (●) Yes
- ( ) No

Deductions

Unemployment insurance is taxable.

Fraud

Unemployment in the state of Oklahoma is governed by Oklahoma State Statute Title 40. Title 40 Section 2-203 (B) states: with respect to each week, he or she must provide the commission with a true and correct statement of all material facts relating to: his or her unemployment; ability to work; availability for work; activities or conditions which could restrict the individual from seeking or accepting full-time employment immediately; applications for or receipt of workers' compensation benefits; employment and earnings; and the reporting of other income from retirement, pension, disability, self-employment, education or training allowances.

Intentionally providing false information or answering questions for someone other than yourself will constitute unemployment fraud and is punishable by law!

- (●) I understand
- ( ) I do not understand

Do you wish to file for the week 06/14/2020 through 6/20/2020? *

- (●) Yes
- ( ) No

Continued Filing

Continued weeks may not be filed until after the week has passed.

Your weekly claim will not be complete until you select the "Certify answers" button at the end of your weekly claim filing.

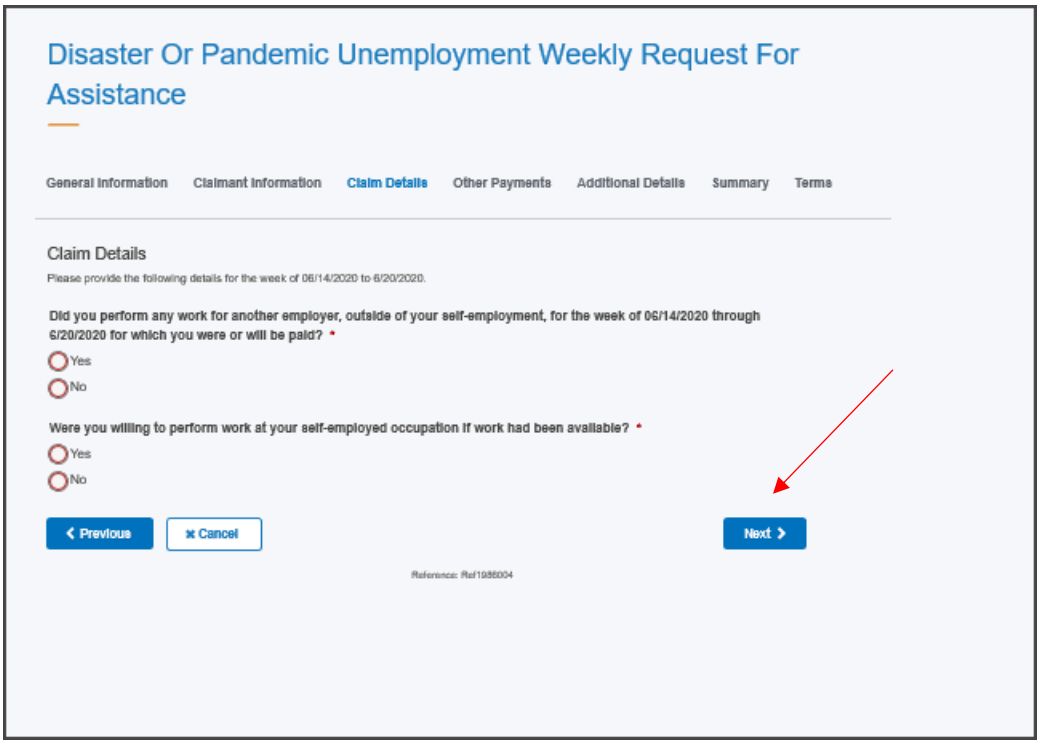
The information you provide will be used to create a record of your claim.

Your information is used to determine your eligibility for benefits and will be kept confidential.

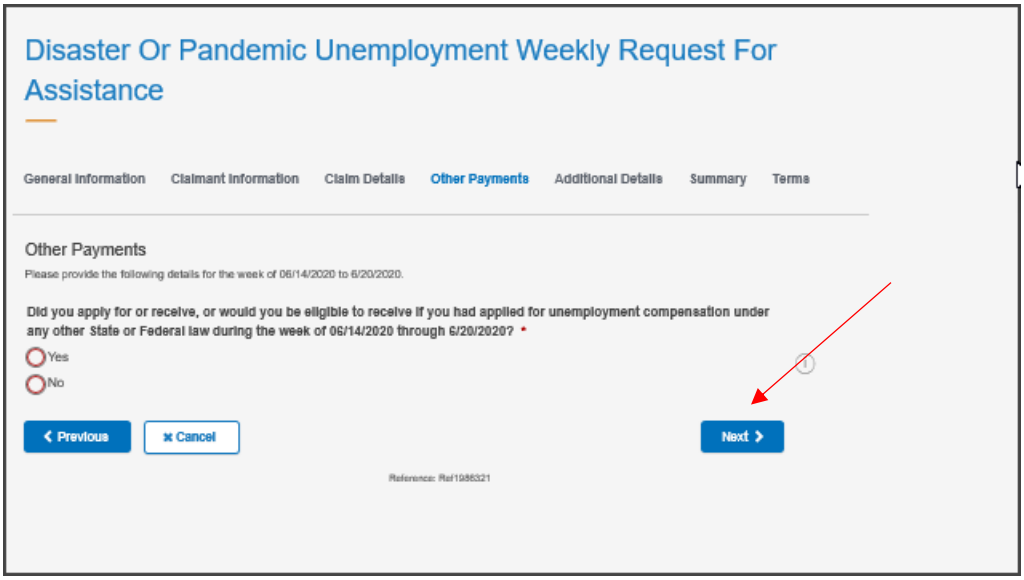
< Previous | ✖ Cancel | Next >

Reference: Ref1986004

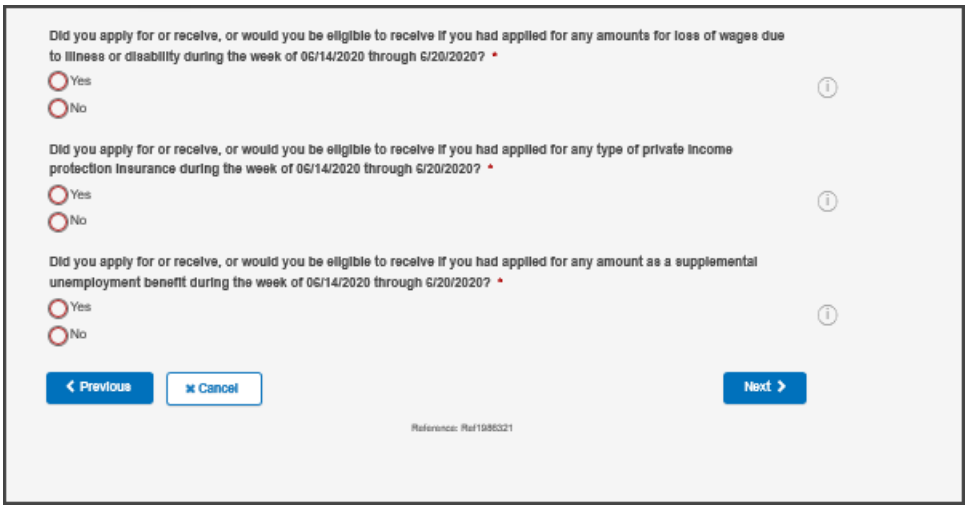
Answer all questions about the week being filed for honestly and to the best of your knowledge. When done answering questions in Claim Details, select “Next.”



Answer questions about potential payments and hours worked honestly and to the best of your knowledge. When done with the Other Payments screen, select “Next.” Note: you will not have to answer questions in the Other Payments screen if you did not receive earnings for the week.



Continue answering all questions on each page and select “Next” when done.



Review your answers in “Summary” and select “Next” if they are correct. If they are not correct, select “Previous.”

General Information | Claimant Information | Claim Details | Other Payments | Additional Details | Summary | Terms

Summary

You indicated that you did not perform work for the week of 06/14/2020 through 6/20/2020.

You have indicated that you were self employed during the week of 06/14/2020 through 6/20/2020.

You have indicated that you performed activities to restore your business during the week of 06/14/2020 through 6/20/2020.

You have indicated that your self employment did not include work or activity on a farm.

You have indicated you were able and available to work during the week of 06/14/2020 to 6/20/2020.

You have indicated that you accepted all offers of work during the week of 06/14/2020 through 6/20/2020.

Previous | Cancel | Next

Reference: Ref1986321

In Terms, certify all answers are correct and supplied voluntarily. When done, select “Submit.”

Disaster Or Pandemic Unemployment Weekly Request For Assistance

General Information | Claimant Information | Claim Details | Other Payments | Additional Details | Summary | Terms

Terms

I CERTIFY that the information I have given on this form is correct, and that I have supplied the information voluntarily in order to obtain PANDEMIC UNEMPLOYMENT ASSISTANCE. I know that Federal funds are provided and that penalties are prescribed by law for willful misrepresentation or concealment of material facts in order to obtain assistance payments to which I am not certified to received under the act.

☑ All of the details I have provided in this form are correct to the best of my knowledge.

Previous | Cancel | Submit

Reference: Ref1986321

Review your answers and note your weekly claim reference number. Continue and your claim is complete.

Your reference number is Ref1986321.

Thank you for submitting Disaster or Pandemic Unemployment Weekly Request for Assistance

Pandemic Unemployment Assistance Number: 2020

Show :

SSN: *****-0123

What's your PIN?: ****

Contact Information Acknowledgement: I understand

Your name: [redacted]

Your email address: [redacted]

Your address [redacted]

Your phone number: (405) 555-5555

Are these details correct?: Yes

Fraud acknowledgement: I understand

Do you wish to file for the week 06/14/2020 through 6/20/2020?: Yes

Did you perform any work for another employer, outside of your self-employment, for the week of 06/14/2020 through 6/20/2020 for which you were or will be paid?: No

Were you willing to perform work at your self-employed occupation if work had been available?: Yes

How many hours did you work for pay during the week of 06/14/2020 to 6/20/2020? If you performed no work please enter 0:

Did you perform activities to restore your business (i.e. premises, tools records, etc.) to it's condition prior to the disaster during the week of 06/14/2020 through 6/20/2020?: Yes

Explain in detail what work was performed to restore your business. Your explanation must include the activity performed, the day/date the activity was performed, and the number of hours spent on the activity. : checked out different jobs

Did your self-employment include work/activity on a farm?: No

Remember, you must do this every week beginning on Sundays. You have a 14 grace period to file for any given week. If you wait longer than 14 days to file for any given week, you run the risk of losing it.

Notes

OKLAHOMA
Employment Security Commission