

UNEMPLOYMENT INSURANCE AGENCY UI 101

HOW DO I FILE A CLAIM?

- > Online at Michigan.gov/UIA using the MiWAM portal.
- > By phone 1-866-500-0017.

WHAT DO I NEED TO FILE?

- > Social Security Number.
- > Employment information for the past 18 months: employer name and address, first/last day worked/gross earnings.
- > Your address, phone number, date of birth.
- > Non-Citizens Alien registration and the expiration date of your work authorization card.
- > Driver's License or State ID.

WHAT'S NEXT?

How do I get paid?

- > Register for work before your first certification.
- > Actively search for work.
- > Every two weeks report (certify) that you are still unemployed by answering some questions.

How do I report?

- > Online 24/7 through your MiWAM account.
- > Phone MARVIN (1-866-638-3993) Monday-Friday, 8 a.m. to 4:30 p.m.

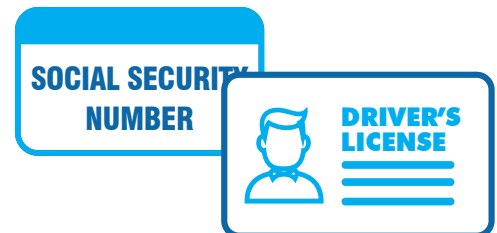
Payment posts within 2-3 business days from the date you report. Saturdays, Sundays, and holidays are not considered a business day.

There are two options for payment

- > Direct deposit through your bank or credit union - You will need your routing number and account number.
- > U.S. Bank debit card.

QUESTIONS ON YOUR CLAIM?

- > Visit Michigan.gov/UIA for tools and resources.
- > Access your MiWAM account 24/7.
- > Chat with an agent in MiWAM Monday-Friday, 8 a.m. to 4:45 p.m.
- > Schedule an appointment at Michigan.gov/UIA, with the option of a closed-captioned virtual meeting for those who are deaf or hard of hearing.
- > Ask UIA's 24/7 chatbot at Michigan.gov/UIA.
- > Call our Customer Service line at 1-866-500-0017, Monday-Friday, 8 a.m. to 5 p.m.



Chat with the UI AI chatbot
Welcome to Michigan.gov!
How can I help?

FACT SHEET #160 September 2025

CLAIMING UNEMPLOYMENT BENEFITS IN MICHIGAN

If you become unemployed, you may qualify for unemployment insurance benefits. These benefits are intended to provide temporary income while you seek new employment. To be eligible for unemployment insurance benefits, you must be unemployed and able to, available for, and actively seeking suitable full-time work.

Filing for and Receiving Benefits

For your claim to be filed on time, you must file by Friday of the week after your last day of work before separation. If your claim is late by less than 14 days, you will have an opportunity to establish good cause for filing late. If good cause is not established, your claim will begin the week it was filed. If your claim is late by 14 days or more, good cause is not considered, and your claim will begin the week it was filed.

Two Ways to File a New Claim or Re-open an Existing Claim

- **FASTEST AND PREFERRED METHOD:** Online – Visit Michigan.gov/UIA and sign into MiLogin to access or create an account on the Michigan Web Account Manager (MiWAM).
- **Telephone** – Call 1-866-500-0017. If you are hearing impaired, TTY service is available at 1-866-366-0004.

Information Needed to File a Claim

- Your Social Security card.
- Your state issued driver's license or ID card number or your MARVIN PIN (if you have one).
- The names and addresses of employers you worked for during the past 18 months along with your quarterly gross earnings.
- The last date of employment with each employer.
- Your most recent employer's Federal Employer ID number (FEIN) (especially if you have **not** filed a claim within the last three years or have been employed for less than six months) and Employer Account Number (EAN). Depending on your situation, knowing the account number may speed up the processing of your claim.
- If you are **not** a U.S. citizen or national, you will need your Alien Registration card and the expiration date of your work authorization.

Register for Work

- Use your MiLogin account to create your job seeker profile with [Pure Michigan Talent Connect](http://PureMichiganTalentConnect.com).
- Meet with staff from your local [Michigan Works!](http://MichiganWorks.org) office to verify your profile at least one business day before the first certification. The meeting can be done virtually or in person. Contact your local Michigan Works! office and ask if they provide virtual appointments.
 - Contact Michigan Works! At 1-800-285-WORKS (9675) or find your local Michigan Works! Service Center by clicking on the map at MichiganWorks.org.

The Register for Work requirement is not complete until you meet with Michigan Works! Service Center staff, who will verify your job seeker profile and send their verification to the Unemployment Insurance Agency (UIA). You will receive a confirmation email when the process is completed successfully. The two steps – creating a profile and meeting with Michigan Works! staff must be completed and verified at least one business day before you certify for the first time to receive unemployment benefits. Failing to complete these steps could prevent you from receiving your unemployment benefits.

Bi-Weekly Certifications

You must certify your eligibility every two weeks to receive payment. The preferred method of certifying is online, although phone certification is also available.

- Online: Visit Michigan.gov/UIA and sign into MILogin to access your MiWAM account. Your online account is accessible seven days a week, 24 hours a day.
- By Phone: Call MARVIN at 1-866-638-3993, Monday through Friday, 8:00 a.m. to 4:30 p.m.

Searching for Work

You are required to actively seek work and report at least one weekly work search activity for each week during your bi-weekly certification in order to receive benefits. **Your benefits will not be paid until your work search activities have been reported to UIA.** More information is available online at Michigan.gov/UIA.

- Enter your work search activity in your MiWAM account at Michigan.gov/UIA or
- When you certify with the Michigan Automated Response Voice Interactive Network (MARVIN) by calling 1-866-638-3993. After completing the automated questions, you must stay on the line to be connected with a UIA agent to provide your work search information for each week. You must provide your work search activity for each week prior to benefits being released.

Two Ways to Receive Benefits, Choose Either:

- Debit card.
- Direct deposit to your bank account.

For More Information

- More information is available on the UIA website at Michigan.gov/UIA to guide you through the unemployment insurance process including frequently asked questions, video tutorials, tools and other information that may answer your questions.
- View or download the claimant handbook, *Unemployment Benefits in Michigan*, at Michigan.gov/UIA.
- For step-by-step instructions on creating a MiWAM account, view the MiWAM Toolkit for Claimants at Michigan.gov/uia.
- If you have a question or problem with your claim, you may [schedule a telephone appointment, an in-person appointment or a virtual appointment](#) online at Michigan.gov/UIA or call our customer service line at 1-866-500-0017.

WORK SEARCH ACTIVITIES LIST

Make job search activities work for you

These job search activities provide great ideas to make your job search more successful. Save all confirmation emails or documentation to prove your work search activity.

Valid Work Search Activity	Documentation
Employer contact (application, informational interview, job interview).	Job title or reference number, employer or business name, information on how you made the contact (in-person, online, phone, email, or other) employer or business contact information.
Set up a new account or update the one you have on job search sites such as MITalent.org, Indeed, LinkedIn, CareerBuilder, Monster, Google Careers, or others. You can only use this activity once in a benefit year.	Screen shot of your account page.
Upload your resume at Pure Michigan Talent Connect and make it searchable for employers. You can only use this activity once in a benefit year.	Screen shot or copy of your resume. Print with date.
Attend either virtual or in-person job search seminars workshops or courses that help improve skills for finding employment. This may include training, such as digital literacy, GED, or ESL, when the training is job-related, and the individual remains available for work.	Name of the workshop, date, time, and location. A printout of the registration and attendance for a seminar. If at a Michigan Works! (MWA), use sign in sheet or other confirmation from MWA staff. Other classes (GED, ESL) can use attendance sheet or call instructor for verification. Includes the courses from Workforce Development Website
Participate in an in-person or virtual job fair or hiring event sponsored by MWA and contact at least one employer.	Name of the event, date and information about where or how you attended, name of employer. Registration paperwork (email, sign in sheet, other).
Using resources available at a Michigan Works office such as obtaining job postings for jobs listed by local employers and one contact made.	Date, and how or where you attended. List of postings provided and at least one contact made.
Participate in a Reemployment Services and Eligibility Assessment (RESEA) initial or follow-up appointment.	Name of activity, date, and where or how completed.

Continued ►

Valid Work Search Activity	Documentation
Search for job openings on job search sites such as MiTalent.org, Indeed, LinkedIn, CareerBuilder, Monster, Google Careers, or others. The same site can only be used for work search once a month.	Link to or a screen shot of your profile or a confirmation email from the site used.
Register for work with a private employment agency, recruiter or headhunter service.	Screen shot the page documenting your registration; or confirmation from the employment agency.
Participate in job search related webinars or course sponsored by placement agencies, including educational institutions.	Link to or screen shot of page documenting completion.
Attend an in-person or virtual job fair or hiring event and make contact with at least one employer.	Registration letter or email from job fair representative; Employer or business name, information on how you made the contact (in-person, online, phone, email, or other) employer or business contact information.
Participate in virtual or remote job shadowing.	Copy of a letter or email from the person/company you shadowed.
Participate in private sector paid or unpaid work experience or internship.	Letter or email from employer.
Participate in private on-the-job training (OJT). If this is a paid OJT, earnings must be reported during certification.	Name of company, position type of activity and where or how completed.
Complete an online interest inventory (e.g., Strong, My Next Move, Myers/Briggs).	Link to or screen shot of your results.
Complete ACT WorkKeys assessment.	Link to or screen shot of your results.
Obtain a National Work Readiness Credential.	Screen shot or scanned copy of certificate.
Participate in an occupational skills or computer course.	Screen shot or copy of your registration receipt.
Participate in LinkedIn Learning certified courses, or courses on a similar online learning platform that issue certificates of completion.	Link to or screen shot of the course completion page.
Enroll in the Clean Slate Program through your local Michigan Works. You can only use this activity once in a benefit year.	Copy of your enrollment in the program.

Help With Work Search Activities and Getting Back to Work

- Registering for and attending Virtual Job Fair events supported by the Michigan Department of Labor and Economic Opportunity count as official work search activities required by the Unemployment Insurance Agency. Check out upcoming Virtual Job Fairs by visiting Pure Michigan Talent Connect's Career Events website.
- Working with staff at your local Michigan Works! office is a great way to get your work search activities completed and documented! Visit michiganworks.org.