

**Filing**  
**Weekly Claim Reports**  
**for**  
**Pandemic Unemployment**  
**Assistance**

# Pandemic Unemployment Assistance

Pandemic Unemployment Assistance (PUA) is a program under the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020.

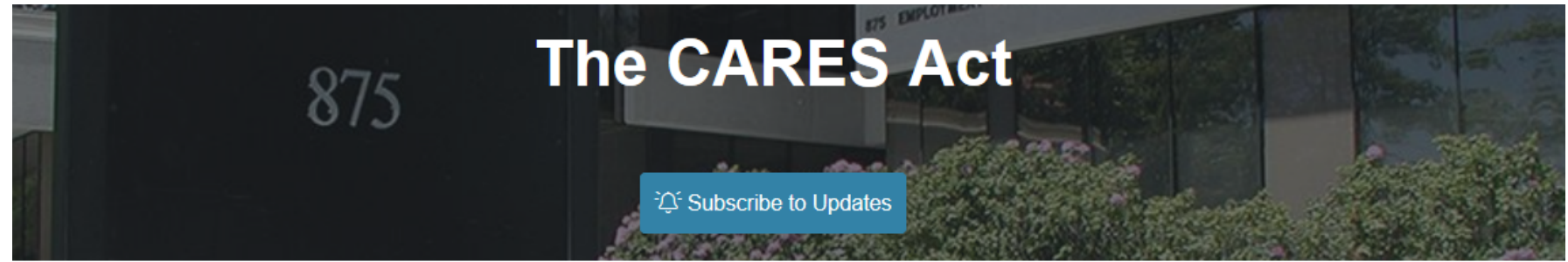
**PUA** provides unemployment assistance to workers who are **not eligible** for regular Unemployment Insurance (UI) compensation.

After you have filed your new PUA claim application, you will begin submitting your **weekly claim reports** for each week you are requesting benefits. This document will help you navigate the **weekly claim report**.

This guidance applies to **anyone** who has submitted a PUA application.

You can find the PUA weekly claim reports on our website at:

<https://govstatus.egov.com/ui-benefits/CARES>



Select Language ▾

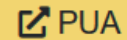
Powered by Google Translate

CDC website

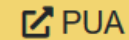
中文

Español

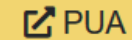
The Pandemic Unemployment Assistance (PUA) program is open and accepting applications. Self-employed, contract, and gig workers not eligible for regular unemployment benefits who are **filing for the first time** should use the instructions and initial application form to complete their first claim. You can submit claims by e-mail, mail, or fax (see details below).



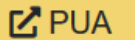
PUA Application:  
English



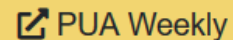
PUA Application:  
Español



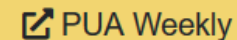
PUA Application: Tiếng Việt



PUA Application: Русский



PUA Weekly Certification:  
English



PUA Weekly Certification:  
Español



PUA Weekly Certification: Tiếng Việt



PUA Weekly Certification: Русский

Self-employed, contract, and gig workers who have **already filed initial and weekly claims and have an established PIN** should complete the PUA application and certification process at <http://workinginoregon.org/pua/en/> (English) or the <http://workinginoregon.org/pua/sp/> (Spanish).

[Instructions on How to File a PUA Application](#)

## ***Pandemic Unemployment Assistance***

The federal CARES Act was signed into law on March 27, 2020. The Act provides enhanced Unemployment Insurance (UI) benefits and Pandemic Unemployment Assistance (PUA) for Oregonians. Here's what you need to know.

There are three ways to start a new application for PUA benefits:

**Before you begin** working on your weekly claim report, please **save the form** to your device.

**You will lose your progress** if you do not first **save the form**.

Once the weekly claim report is saved, please **open it directly in Acrobat or Acrobat Reader**, if possible. This makes it easy for you to tab through the application.

**IMPORTANT:** The fillable PDF form will NOT automatically save.

It is strongly recommended that you **often save** data entered into a form by using the Save button on the form, or by clicking File > Save (or Save As).

PUA Weekly Request - English.pdf - Adobe Acrobat Pro

File Edit View Window Help

Open... Ctrl+O

Create

Save Ctrl+S

Save As... Shift+Ctrl+S

Save As Other...

Send File...

Revert

Close Ctrl+W

Properties... Ctrl+D

Print... Ctrl+P

Exit Ctrl+Q

Tools Fill & Sign Comment

Highlight Existing Fields

**WEEKLY REQUEST FOR UNEMPLOYMENT ASSISTANCE (PUA)**

	Week Claimed	
	Week Dates	
	Beginning (Sunday)	Ending (Saturday)

**APPLICANT REQUEST**

own above). You are eligible for PUA if you are out of work as a direct result of the COVID-19

he appropriate box(es) and or providing the additional information requested.

oyment during the week.

self-employment.

normal self-employment during this week?  YES  NO

GROSS Payment Received, whether services were performed during the week or not \$ \_\_\_\_\_

2. Was this work performed in an effort to RESUME your normal self-employment activity?  YES  NO

**B. Employment**

1. If you were not self-employed, did you do other work during the week claimed?  YES  NO

2. Number of Hours Worked \_\_\_\_\_

3. GROSS Amount Earned, whether payment has been received \$ \_\_\_\_\_

**C. Complete the information requested in the payment box below if you answer "Yes" to any questions in item 1 below.**

1. Did you apply for or receive:

a. Any insurance payments for loss of wages due to illness or disability?  YES  NO

b. Any payments from private income protection insurance?  YES  NO

c. Any payments of a supplemental unemployment benefit?  YES  NO

Please provide your **full name** and **Customer Identification Number (CID)**.

Your CID can be found on every document we have sent you.

If you do not know your number, obtain it by contacting your:

- UI Contact Center
- Local [WorkSource Oregon](#) Office

You may use your Social Security Number if you do not know your CID. However, anything sent by email should be sent using encrypted email.

**You must** provide the **first and last day of the week** you are claiming so our department knows which week you are requesting to claim.

Note: You can **only** submit **one** week of benefits in each weekly claim report.

WEEKLY REQUEST FOR PANDEMIC UNEMPLOYMENT ASSISTANCE (PUA)		
Claimant Name (Last, First, Middle)	<b>Week Claimed</b>	
	Week Dates	
Customer Identification Number	Beginning (Sunday)	Ending (Saturday)
APPLICANT REQUEST		
<p>You are claiming benefits for the "week claimed" (shown above). You are eligible for PUA if you are out of work as a direct result of the COVID-19 public health emergency.</p> <p>Please answer the following questions by checking the appropriate box(es) and or providing the additional information requested.</p>		
<p>Complete Section A and C if you worked in self-employment during the week. Go directly to sections B and C if you did not work in self-employment.</p>		
<b>A. Self-Employment</b>		
1. Did you perform any work related to your normal self-employment during this week?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
GROSS Payment Received, whether services were performed during the week or not	\$ _____	
2. Was this work performed in an effort to RESUME your normal self-employment activity?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>B. Employment</b>		
1. If you were not self-employed, did you do other work during the week claimed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
2. Number of Hours Worked	_____	
3. GROSS Amount Earned, whether payment has been received	\$ _____	
<b>C. Complete the information requested in the payment box below if you answer "Yes" to any questions in item 1 below.</b>		
1. Did you apply for or receive:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
a. Any insurance payments for loss of wages due to illness or disability?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
b. Any payments from private income protection insurance?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
c. Any payments of a supplemental unemployment benefit?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
d. Were any amounts payable to you from any retirement, pension, or annuity payments from a plan contributed or maintained by an employer you received payment from in 2019?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Type of each Payment Amount	Period Covered	
	From	To

Complete Section A if you did **self-employment work** during the week you are claiming.

If you did **NOT** do self-employment work, go directly to Section B.

APPLICANT REQUEST																
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Did you perform any normal **self-employment work** during this week?

Answer **YES** if the work you performed was related to your self-employment.



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4.	Did you refuse any work during this week?	<input type="checkbox"/> YES <input type="checkbox"/> NO														

# GROSS Payment Received, whether services were performed during the week or not

If you answered **YES** to the question above, provide your GROSS pay for this week, whether services were performed during the week or not.

**For example**, GROSS pay could be for payments received that week for previous work completed.



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i. If "YES", explain.																
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# Was this work performed in an effort to **RESUME** your normal self-employment activity?

Answer **YES** if you performed your regular self-employment job duties.

Answer **NO** if you engaged in any other self-employment activities not related to the normal or regular self-employment work you had been performing.

**For example**, you are self-employed as a barber, but have decided to make hand made masks at this time.



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i. If "YES", explain.																
4. Did you refuse any work during this week?		<input type="checkbox"/> YES <input type="checkbox"/> NO														

Complete Section B if you performed work, other than self-employment during the week you are requesting benefits.

If you did NOT perform other work, go directly to Section C.

APPLICANT REQUEST																
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If you were not self-employed, did you do other work during the week claimed?



Answer **YES** if you performed work unrelated to self-employment. This could include work as an employee of a business or gig economy work.

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3. Are you currently impacted by the COVID-19 public health emergency?		<input type="checkbox"/> YES <input type="checkbox"/> NO														
i. If "YES", explain.																
4. Did you refuse any work during this week?		<input type="checkbox"/> YES <input type="checkbox"/> NO														

# Number of Hours Worked

Enter the **total hours you worked** during the week in which you are requesting benefits.

If you do not have a set schedule, you will need to **keep track of the hours you work** so you can accurately report it on your weekly claim.



APPLICANT REQUEST																
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# GROSS Amount Earned, whether payment has been received.

If **you are employed as an employee**, report any earnings you will receive from work performed during the week, regardless of whether you have received the pay.

**For example**, if you earn \$150 in gross pay each week, but you are paid at the beginning of each month, you will report \$150 on your weekly claim.



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Complete all questions in section C, regardless of the type of work you performed in Section A and B.

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i. If "YES", explain.																
4. Did you refuse any work during this week?		<input type="checkbox"/> YES <input type="checkbox"/> NO														

## The first question in Section C has four sub questions.

If you answered **YES** to any of the sub questions, please provide details about each payment in the box below.



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i. If "YES", explain.																
4. Did you refuse any work during this week?		<input type="checkbox"/> YES <input type="checkbox"/> NO														

Were you able and available for work during this week based on our state requirements?

Answer YES if you were able and available for work based on the Oregon Employment Department's current [temporary rules](#).

Not sure? Select the blue hyperlink above to review current rules.



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i. If "YES", explain.																
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# Are you currently impacted by the COVID-19 public health emergency?

Answer **YES** if you are currently impacted by the COVID-19 public health emergency.

For example, answer **YES** if you are unable to work because of COVID-19.

Answer **NO** if you are not currently impacted by the COVID-19 public health emergency.



APPLICANT REQUEST																
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i. If "YES", explain.																
4. Did you refuse any work during this week?		<input type="checkbox"/> YES <input type="checkbox"/> NO														

If “YES”, explain.

If **YES**, please explain in the space below how you are currently impacted by the COVID-19 public health emergency.

APPLICANT REQUEST																
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4. Did you refuse any work during this week?		<input type="checkbox"/> YES <input type="checkbox"/> NO														



Did you refuse any work during any of the weeks claimed above?

Answer **YES** if an employer offered you work but you refused, regardless of the reason.



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i. If "YES", explain.																
4. Did you refuse any work during this week?		<input type="checkbox"/> YES <input type="checkbox"/> NO														

# Please read the Applicant Certification section prior to signing your name and date.

Your signature is required along with the date you are signing the document.

If you are using secure upload, your typed name will be accepted as a signature.

By signing your weekly claim report, you are self-certifying that the information you are providing is true.

Falsifying information will result in the denial of current and future PUA benefits. You will have to pay back any benefits paid, and you may face federal criminal prosecution.

**B. Employment**

1. If you were not self-employed, did you do other work during the week claimed?  YES  NO

2. Number of Hours Worked \_\_\_\_\_

3. GROSS Amount Earned, whether payment has been received \$ \_\_\_\_\_

---

**C. Complete the information requested in the payment box below if you answer "Yes" to any questions in item 1 below.**

1. Did you apply for or receive:

a. Any insurance payments for loss of wages due to illness or disability?  YES  NO

b. Any payments from private income protection insurance?  YES  NO

c. Any payments of a supplemental unemployment benefit?  YES  NO

d. Were any amounts payable to you from any retirement, pension, or annuity payments from a plan contributed or maintained by an employer you received payment from in 2019?  YES  NO

Type of each Payment Amount	Period Covered	
	From	To

2. Were you able and available for work during this week based on our [state requirements](#)?  YES  NO

3. Are you currently impacted by the COVID-19 public health emergency?  YES  NO

i. If "YES", explain.

4. Did you refuse any work during this week?  YES  NO

---

**APPLICANT CERTIFICATION**

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 entitled to receive under the ACT. The information gathered by the Employment Department may be used by other state and federal agencies for verification of eligibility for other programs. Therefore, I AUTHORIZE the Employment Department to release the information TO ANY SOURCE for purposes authorized under Employment Department law.

Signature \_\_\_\_\_ Date (Month, Day, Year) \_\_\_\_\_

After completing the weekly claim report, **save a final version of the file to your device.** **Review it** to make sure all fields are complete.

The **preferred method** to submit your weekly claim report is through the **Online Claim System.**

If you are unable to submit your weekly claim report through the Online Claim System, you may also submit it by fax or mail.

**Mail:** You can mail your PUA weekly claim reports to Oregon Employment Department at P.O. Box 14165, Salem, OR 97311.

**Fax:** We have several fax machines linked to the 503-371-2893 fax number for your PUA application and weekly claim reports.

**The next few slides will show you how to use the Online Claim System to upload your weekly claim reports.**

Please visit our website at:  
[www.oregon.gov/employ](http://www.oregon.gov/employ) to  
submit your weekly claim report  
through the **Online Claim  
System**.

From the homepage, select  
**Use the Online Claim System**.

OREGON.GOV

Home Job Seekers Unemployment Businesses Agency Information Modernization Paid Family and Medical Leave Insurance Forms Videos

Resources and guidance for employers, workers, and job seekers can be found on our [COVID-19 page](#).

For regular UI benefits, file your initial or weekly [UI claim online](#).

Self-employed, gig workers, or independent contractors can apply for [Pandemic Unemployment Assistance \(PUA\)](#) on our [CARES Act page](#).

State of Oregon  
Employment  
Department

STAY HOME. SAVE LIVES.

**Job Seekers**

- Find a Job
- Find Job Fairs & Events
- Veterans Services
- WorkSource Centers
- More

**Unemployment**

- Use the Online Claim System
- Answer UI Questions
- iMatchSkills Register/Login
- Appeals Process

**Businesses**

- Payroll Taxes
- Hire an Employee
- Look Up Economic Information
- Incentive Programs
- More

**Career & Business Information**

- Earned Income Tax Credit
- Look Up Wages & Job Info
- Local Industry Profiles
- Contact Local Economists
- More at [www.QualityInfo.org](http://www.QualityInfo.org)

From the Online Claim System menu, please select **Pandemic Unemployment Assistance**.



Welcome to Your Online Claim System		Español
<b>File Your New Claim</b>	Establish a new claim for Oregon unemployment benefits. <a href="#">Help</a> <b>If you are filing due to COVID-19, please watch this training video.</b>	
<b>Claim a Week of Benefits</b>	Claim a week of unemployment benefits once your claim is established. Just like claiming by phone but easier! * Please see notes below. <a href="#">Help</a> <b>If you completed your New Claim this week, please wait until Sunday to Claim a Week of Benefits.</b> <b>If you are out of work due to COVID-19, please read the FAQs</b> prior to claiming a week of benefits.	
<b>Pandemic Unemployment Assistance</b>	Pandemic Unemployment Assistance (PUA) Intake and Weekly Claims. <a href="#">Help</a>	
<b>Status of Weekly Report</b>	See the status of your current weekly claim report (if claimed by Internet or phone) <a href="#">Help</a> Please note: This system is only updated once per day. Please wait until the next business day before checking again.	
<b>Status of Your Claim and Weekly Reports</b>	View your weekly payment details, claim balance and expiration date, work search records, and UI Basics Review results. Please note: This system is only updated once per day. Please wait until the next business day before checking again. <b>IMPORTANT:</b> The status of your claim will not be available until your claim has been processed. <a href="#">Help</a>	
<b>Restart Your Claim</b>	Restart your Oregon claim (use if your claim is established and you are now unemployed after a period of work or if there is a gap in weekly reporting). <a href="#">Help</a>	
<b>Change Your Address</b>	Update your address for unemployment insurance purposes. <a href="#">Help</a>	

40% Progress

## Login to Upload your Pandemic Unemployment Assistance Information

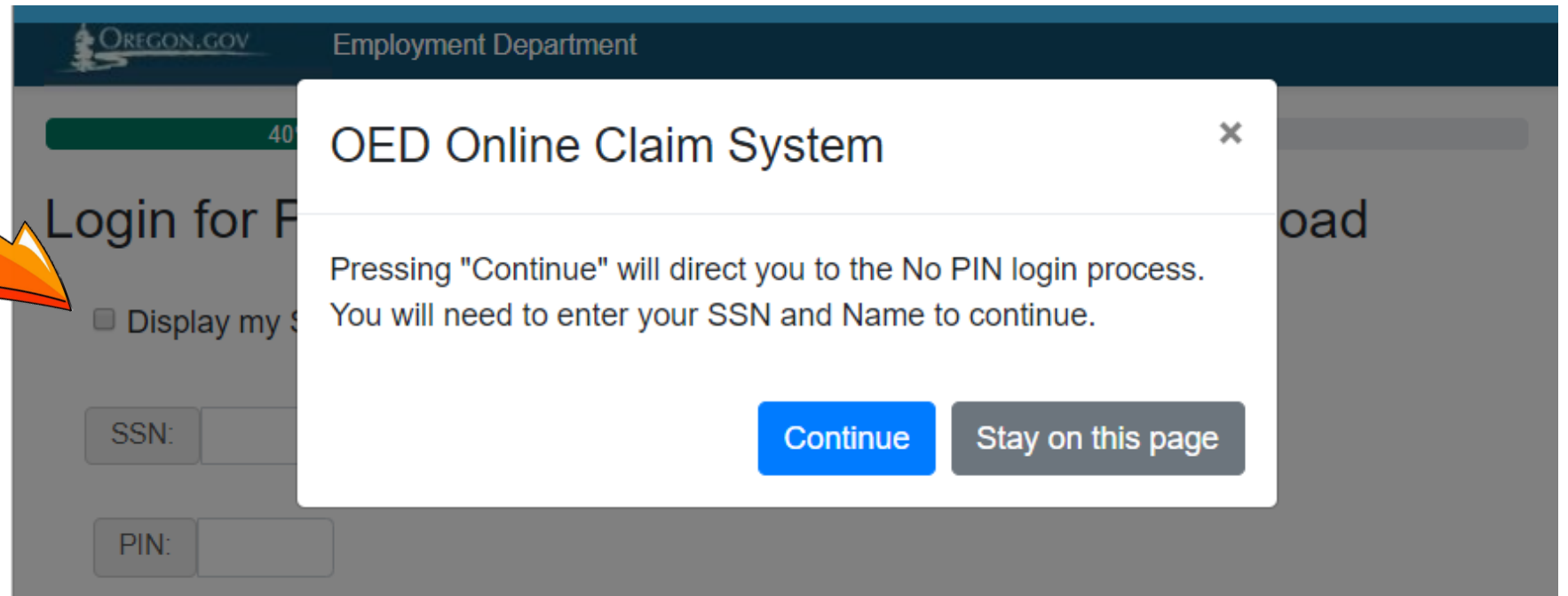
 Display my SSNSSN: PIN: [Continue without a PIN](#)[Continue](#)[Cancel and Return to Menu](#)

Enter your Social Security Number and four digit PIN to login to the PUA upload website. Select **Continue**.

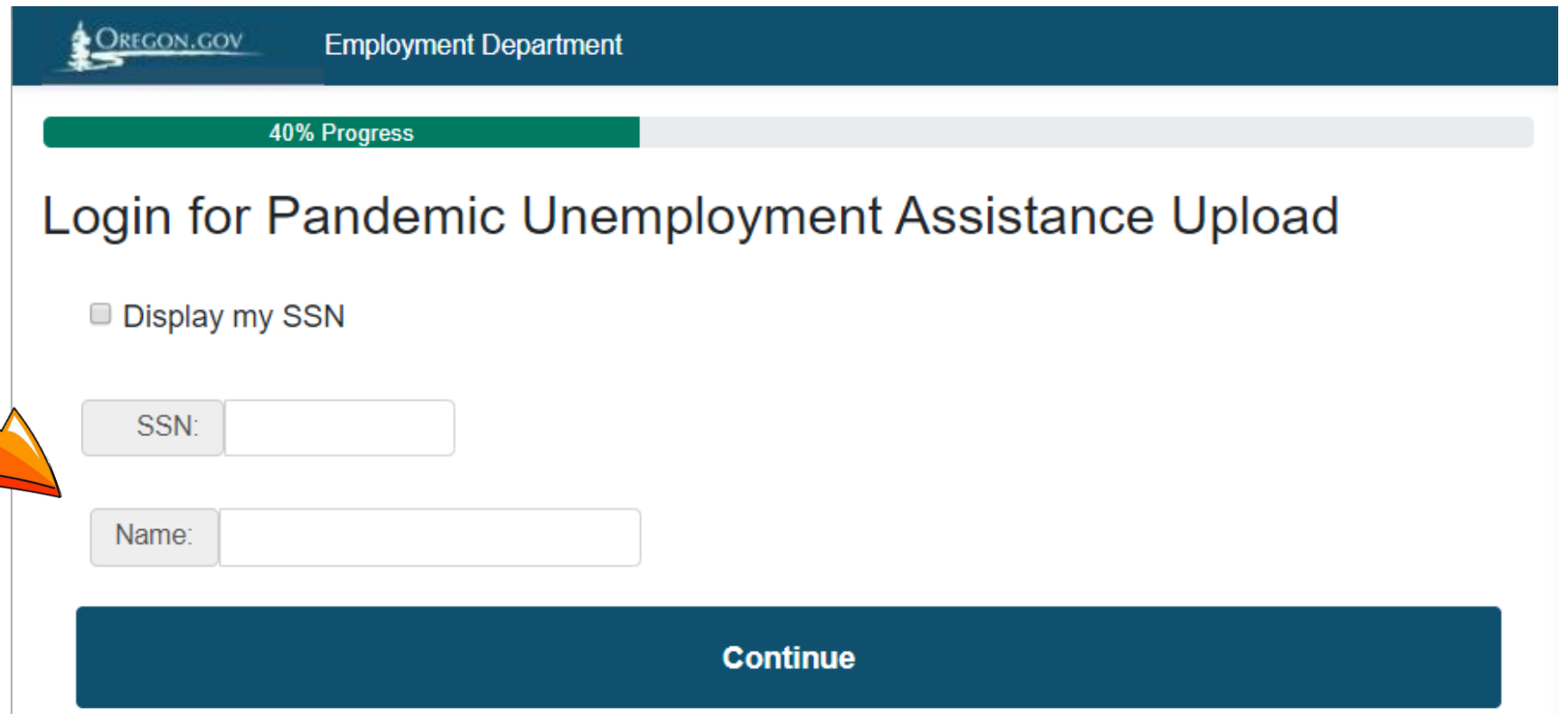
If you do not have a PIN, select **Continue without a PIN**.



If you selected **Continue without a PIN**, a pop up will appear confirming your request. Select **Continue**.



Enter your Social Security Number and Name to login without a PIN. Select **Continue**.




60% Progress

## Certification for Pandemic Unemployment Assistance

I certify that the information I am providing is correct, and I have supplied the information voluntarily, in order to obtain Pandemic Unemployment Assistance. I know federal funds are provided for this program and that penalties for intentional misrepresentation in order to receive payments may be subject to criminal prosecution.

Signature:

ContinueCancel and Return to Menu

To continue to the PUA secure upload, you must certify that the information you are providing is correct.

Please **type your name in the signature field** and select **Continue**.



75% Progress

## Pandemic Unemployment Assistance Upload

Download and complete this Form:

-  [Self Certification/Intake Form](#)
-  [Instructions for Application](#)

Please download and complete the Self Certification/Intake Form for Pandemic Unemployment Assistance. Once completed you can submit it to us using the "Attach File" option below. We will be reviewing and making determinations on your benefit eligibility in the order we receive them. Make sure the form is fully complete before uploading it. Incomplete forms WILL DELAY the processing of your claim.

**Note:** If you are unable to complete the Self Certification/Intake Form within 30 minutes, you will be prompted to re-enter your SSN and PIN number to upload the document.

Telephone Number:	<input type="text" value="(503) 292-2057"/>
Email:	<input type="text" value="test@oregon.gov"/>
Document Type:	<input type="text" value="Weekly Claim Certification ▼"/>
Attach file:	<input type="button" value="Choose File"/> test.pdf



Please provide your telephone number and email address when submitting your weekly claim report.

From the **Document Type** dropdown, select **Weekly Claim Certification**. This will identify the type of document you will be uploading.

Next, select **Choose File** to upload your weekly claim report.

When you are ready to submit your weekly claim report, select the **Upload** button.

90% Progress

## Pandemic Unemployment Assistance Upload



Success! Your file has been received.

Type: Weekly Claim Certification

Filename: test.pdf

You may upload another file, or press

**COMPLETE MY SUBMISSION**

if you are finished.

Telephone Number:

(503) 292-2057

Email:

test@oregon.gov

Document Type:

-- please select --

Attach file:

Choose File

No file chosen

**Upload**

**COMPLETE MY SUBMISSION**

When you are **finished** uploading your weekly claim reports, select **COMPLETE MY SUBMISSION**.

If you need to submit **multiple weekly claim reports** to catch up on prior weeks, please repeat the prior step for **each** weekly claim report.

100%

## Pandemic Unemployment Assistance Upload completed

You have successfully submitted your information to the Secure Server.

**Your Confirmation Number is 64652249**

We will review and process the information you have submitted. If we have additional questions or need information from you, we will contact you.

You will receive information by mail or email once your Pandemic Unemployment Assistance claim is processed into our system.

You have successfully submitted your weekly claim report to the secure server if you receive a **confirmation number**.

### Important things to remember:

You cannot claim multiple weeks using one weekly claim report. You must submit a weekly claim report for each week you wish to claim.

You cannot submit a weekly claim report until the week you are claiming has ended. Your weekly claim report will not be accepted if it is submitted early.

Make sure you submit your weekly claim reports each week you wish to receive payment.

**IMPORTANT:** Make sure you claim your benefits each week you wish to receive payment.

Find more information about our Pandemic Unemployment Assistance Program by visiting our webpage:

<https://govstatus.egov.com/ui-benefits/CARES>

