If your employer filed an unemployment insurance (UI) claim on your behalf, you can create a Personal Identification Number (PIN) by following the steps below:

1. Select **UI Benefit Payment Methods** under Online Services to get started.
2. Read the **Advisory and Acknowledgement** details.
3. Click the checkbox to accept and acknowledge the terms and conditions.

4. Enter your **Social Security Number**, and then **Re-enter for verification**.
5. Skip the field labeled “**If you have already set up a PIN, enter it here.**”
6. Enter a 4-digit PIN of your choice in the field labeled “**If you need to set up a PIN, enter it here.**”
7. Re-enter your 4-digit PIN in the field labeled “**Re-enter for verification.**”
8. Click the **Continue** button. (The Personal Information page will display.)
9. Enter your **Date of Birth** and your **Mailing Zip Code**.
10. Click the **Continue** button. (The Payment Information page will display.)

**Personal Information**

* Required

<table>
<thead>
<tr>
<th>Field</th>
<th>Input Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>MM/dd/yyyy</td>
</tr>
<tr>
<td>Mailing Zip Code:</td>
<td></td>
</tr>
</tbody>
</table>

**Payment Information**

You have two options for receiving payments: **Direct Deposit** or **Debit Card**

* Required

What is your preferred method of payment? *

- Direct Deposit
- Debit Card

Your current payment method is **Debit Card**.

**Continue** **Clear This Page** **Exit**

11. Click the radio button for your preferred method of payment.
12. Click the **Continue** button.

13. Follow the on-screen instructions.