



# Instruction Guide for Claimants

## PUA Identity Verification





# Step-by-Step Instructions

Recent updates to the Continued Assistance Act now require claimants who have applied for Pandemic Unemployment Assistance (PUA) to verify their identity.

This new requirement is part of ongoing efforts to detect and prevent fraudulent unemployment claims.

# Step 1: Login to ReEmployME.

- Enter [www.maine.gov/reemployme](http://www.maine.gov/reemployme) into your web browser

Welcome

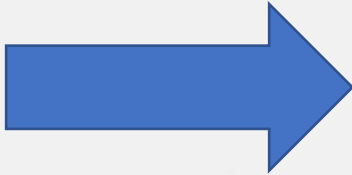
LOGIN-001

## Employer Services

- [Create ReEmployME Portal Account – Employer or PEO](#)
- [Create a ReEmployME Portal Account – Third Party Agent or Payroll Provider](#)
- [Register a New Business](#)
- [Update BIA Information](#)
- [Add Federal Identification Number \(FEIN\)](#)
- [Enroll in SIDES E-Response](#)
- [Upload Documents for Remote Audit](#)
- **[Employer Login](#)**

## Claimant Services

- [Create ReEmployME Account](#)
- [File a Claim](#)
- [File Weekly Claim](#)
- [Upload Documents for Identity Verification](#)
- [Identity Verification with ID.me](#)
- [LWA Quick Access](#)
- [Work Search Online Interview](#)
- **[Claimant Login](#)**



**[BUC Staff Login](#)**

## Step 2: Select PUA Identity Documents then Upload PUA Identity Documents

Home | Log out

Inquiry ▾ Correspondences ▾ File Appeal ▾ View & Print 1099 ▾

▾ Identity Verification with ID.me PUA Identity Documents ▾ Online Interview ▾

Claim In Weekly claim status

Upload PUA Identity Documents

➤ You do not have an active claim.

Links

Unemployment


## Step 2: Enter SSN twice then select “Next”.

CIN-261


### PUA Identity Document Upload

\* Required Information

#### Upload Documents for PUA Identity Verification



1. \* SSN  -  -
2. \* Confirm SSN  -  -



[<Back](#) [Next>](#)

# Step 3: Select Photo IDs from dropdown, then select “Browse”.

CIN-262

## PUA Identity Document Upload

\* Required Information

### Upload Documents for PUA Identity Verification

Provide two forms of Identification (scan or photos), one of which must be a government issued photo ID.

This could include Portable Document Format, Adobe documents (pdf), Word documents (doc, docx), and image files (gif, jpg, jpeg, png, or bmp).

Upload document can be of maximum 10 MB in size.

1. SSN

\*\*\*-\*\*-\*\*\*\*

2. \* Photo ID Proof Type

-Select-

3. \* Upload Photo ID Proof  
Click on Browse to select or  
directly drag and drop into  
the box to upload file

+ Browse

4. \* Second ID Proof Type

-Select-

5. \* Upload Second ID Proof  
Click on Browse to select or  
directly drag and drop into  
the box to upload file

+ Browse

<Back

Next>

# Step 4: Select “Next” once the Photo IDs appear below the Browse buttons.

CIN-262

## PUA Identity Document Upload

\* Required Information

### Upload Documents for PUA Identity Verification

*Provide two forms of Identification (scan or photos), one of which must be a government issued photo ID.*

*This could include Portable Document Format, Adobe documents (pdf), Word documents (doc, docx), and image files (gif, jpg, jpeg, png, or bmp).*

*Upload document can be of maximum 10 MB in size.*

1. SSN \*\*\*-\*\*-6666
2. \* Photo ID Proof Type Driver's License
3. \* Upload Photo ID Proof  
Click on Browse to select or directly drag and drop into the box to upload file  

+ Browse

ID.docx
4. \* Second ID Proof Type Passport
5. \* Upload Second ID Proof  
Click on Browse to select or directly drag and drop into the box to upload file  

+ Browse

Passport.jpg

<Back

Next>



# Step 5: Select “Submit.”

CIN-263

Verify PUA Identity Document Upload

\* Required Information

Upload Documents for PUA Identity Verification

1. SSN

\*\*\*\_\*\*-\*\*\*\*

2. Photo ID Type

Driver's License

3. Photo ID Proof File Name

ID.docx


4. Second ID Type

Passport

5. Second ID Proof File Name

Passport.jpg

<Back

  
Submit



## Step 6: A confirmation screen will appear.

### PUA Identity Document Upload

SUC-002

Documents Uploaded successfully.

[Home](#)

After the documentation you have submitted has been reviewed by the Department you will receive correspondence from the Department, by regular postal mail, letting you know whether your documentation has been approved.



Please visit the Bureau of Unemployment's website for answers to your Frequently Asked Questions, for more information.

**Thank you.**

If you have any questions, please contact our call center to speak with an Eligibility Agent. Our phone number is 1-800-593-7660.

