

Instruction Guide for Claimants

Proof of Employment



Step-by-Step Instructions

Welcome!

You should have received correspondence from the Maine Dept. of Labor asking you to provide Proof of Employment. This correspondence provides you with a list of acceptable documentation you may upload and clarifies whether you have 21 days or 90 days to respond.

This tutorial will provide you with step-by-step instructions of how to upload the requested documentation through your ReEmployME account.

The steps provided are the same for all individuals who have applied for PUA, whether you are a self-employed person or work for an employer.

Step 1: Claimant will receive a Request for Proof of Employment with either a 21-day or 90-day deadline.

MAINE DEPARTMENT OF LABOR	MAINE DEPARTMENT OF LABOR Bureau of Unemployment Compensation Pandemic Unemployment Assistance Proof of Employment Request	
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Date Mailed: 03/12/2021

CLAIMANT INFORMATION

Claimant Name

SSN: ***-**-

Claimant Address:

Benefit year: 01/01/2020

AUGUSTA, ME, 04330

NOTICE INFORMATION

What is this notice for?

This notice informs you of the process required to submit documentation to confirm your employment or self-employment.

MAINE DEPARTMENT OF LABOR	MAINE DEPARTMENT OF LABOR Bureau of Unemployment Compensation Pandemic Unemployment Assistance Proof of Employment Request	
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What are acceptable forms of documentation?

Documentation: Employment	Documentation: Self-Employment	Documentation: Planned Commencement of Employment	Documentation: Planned Commencement of Self-Employment
<ul style="list-style-type: none">• Paycheck stub• W-2 Form• Earnings and leave statement with employer's name and address	<ul style="list-style-type: none">• State or Federal employment identification number• Business license• Tax returns• Business receipts• Signed affidavits from persons verifying your self-employment	<ul style="list-style-type: none">• Letters offering employment• Statements or affidavits verifying an offer of employment by individuals with name and contact information included	<ul style="list-style-type: none">• Business license• State or Federal employment identification number• Written business plan• Lease agreement

Accepted document formats are: Adobe (.pdf), Microsoft Word (.doc, .docx), or image files (.gif, .jpg, .jpeg, .png, or .bmp). The maximum size for each document is 1 MB.

Step 2: Login to ReEmployME.

- Enter www.maine.gov/reemployme into your web browser

Welcome

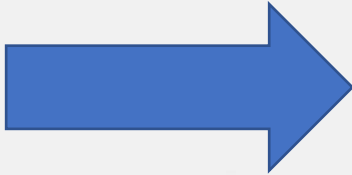
LOGIN-001

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](#)**

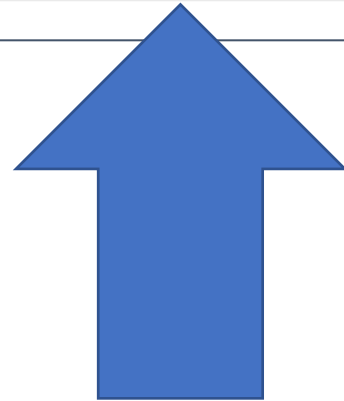


[BUC Staff Login](#)

Step 3: Select Provide PUA Proof of Employment

Welcome [Home](#) | [Log out](#)

Unemployment Claim ▾	Weekly Claim ▾	Update Address	Benefit Maintenance ▾	Inquiry ▾	Correspondences ▾	File Appeal ▾	View & Print 1099 ▾
Provide PUA Proof of Earnings	Provide PUA Proof of Employment	MEUC Application ▾	Identity Verification with ID.me	PUA Identity Documents ▾	Online Interview ▾		



Step 4: Select the link to start the upload process.

CIN-214

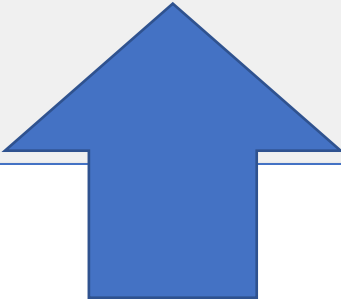
PUA Proof of Employment

SSN ***_** Claimant Name

Click below link to provide proof of employment for tax year 2019.

[Provide your Proof of Employment for Tax year 2019](#)

Home



Step 5: Answer required question(s).


CIN-216


Add PUA Proof of Employment

* Required Information

SSN ***_*: Claimant Name

1. * Self Employed? ☐ Yes ☐ No





CIN-216

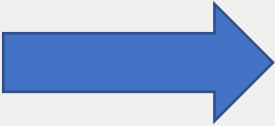
Add PUA Proof of Employment


* Required Information

SSN ***_*: Claimant Name

1. * Business Name

2. * Business Address





Step 6: Select the type of document to be uploaded.

CIN-216

Add PUA Proof of Employment

* Required Information

SSN Claimant Name

Below are the acceptable forms of documentation:

Self-Employment:

- State or Federal employment identification number
- Business license
- Tax returns
- Business receipts
- Signed affidavits from persons verifying your self-employment

Planned Commencement of Self-Employment:

- Business license
- State or Federal employment identification number
- Written business plan
- Lease agreement

1. * Document Type

2. Other Document Type

3. * Upload 2019 employment documentation:
(Allowable file formats: PDF, DOC, DOCX, GIF, JPG, JPEG, PNG and BMP.
The maximum size for each document is 1 MB.)

-Select-

-Select-

State or Federal employment identification number

Business license

Tax returns

Business receipts

Signed affidavits from persons verifying your self-employment

Written business plan

Lease agreement

Other

Upload

If you own multiple businesses and file more than one schedule, you must upload each schedule separately. You can add proof of employment for an additional employer after submitting this information.

Cancel

<Back

Next>



Step 7: Click “Browse” and select the document and click “Upload.”

CIN-216

Add PUA Proof of Employment
* Required Information

SSN ***-**-**** Claimant Name

Below are the acceptable forms of documentation:

Self-Employment:

- State or Federal employment identification number
- Business license
- Tax returns
- Business receipts
- Signed affidavits from persons verifying your self-employment

Planned Commencement of Self-Employment:

- Business license
- State or Federal employment identification number
- Written business plan
- Lease agreement

1. * Document Type

2. Other Document Type

3. * Upload 2019 employment documentation:
(Allowable file formats: PDF, DOC, DOCX, GIF, JPG, JPEG, PNG and BMP.
The maximum size for each document is 1 MB.)

Business receipts

+ Browse

Build Notes 2-25-2021 (002)_P1.docx

Upload

If you own multiple businesses and file more than one schedule, you must upload each schedule separately. You can add proof of employment for an additional employer after submitting this information.

Cancel

<Back

Next>

Step 8: For additional employment proof, click on the link.
Otherwise, click submit.

CUV-214

PUA Proof of Employment

SSN Claimant Name

Thank you for submitting your Proof of Employment.

You can provide the additional proof of employment by clicking below link.

If you don't have any other employment proof to submit, then click on *Submit*.

Employer/Business Name	Employer/Business Address	Self Employed?	Document Type	2019 Proof of Employment
test	test	Yes	Business receipts	View

[Provide additional Proof of Employment for Tax year 2019](#)

Home

Submit

Step 9: Last screen you will see.

CIN-214

PUA Proof of Employment

SSN ***-**-**** Claimant Name

Thank you for submitting your Proof of Employment.

This review is a manual process and may take several weeks to process.

Employer/Business Name	Employer/Business Address	Self Employed?	Document Type	2019 Proof of Employment
test	test	Yes	Business receipts	View


Home

Step 10: Inquiry (documentation approved)

Unemployment Claim ▾Weekly Claim ▾Update AddressBenefit Maintenance ▾Inquiry ▾Correspondences ▾File Appeal ▾View & Print 1099 ▾

Provide PUA Proof of EarningsProvide PUA Proof of EmploymentMEUC Application ▾Identity Verification with ID.mePUA Identity Documents ▾Online Interview ▾

CIN-214



PUA Proof of Employment

SSN ***-**-**** Claimant Name _____

We have been able to verify your employment information.

You do not need to take any further action to provide Proof of Employment.

Employer/Business Name	Employer/Business Address	Self Employed?	Document Type	2020 Proof of Employment
test	test	Yes	Other - test	View

Home

Step 10: Inquiry (documentation rejected)

Unemployment Claim ▾Weekly Claim ▾Update AddressBenefit Maintenance ▾Inquiry ▾Correspondences ▾File Appeal ▾View & Print 1099 ▾

Provide PUA Proof of EarningsProvide PUA Proof of EmploymentMEUC Application ▾Identity Verification with ID.mePUA Identity Documents ▾Online Interview ▾

CIN-214

PUA Proof of Employment

SSN ***-**-****Claimant Name

Your Proof of Employment Documentation has been rejected.

Employer/Business Name	Employer/Business Address	Self Employed?	Document Type	2020 Proof of Employment	Comments
test	test	Yes	Lease agreement	View	

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.

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.

