

# PUA Application Process

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**Department of Labor: Division of Employment Services**  
**Pandemic Unemployment Assistance Program**

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 **HIRE MARIANAS**

### Sign In

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**Pandemic Unemployment Assistance (PUA)**

[Individuals File a PUA Claim](#)

[Click here for PUA Claimant Guide](#)

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[COVID-19 Employer Login](#)

The screenshot shows the Northern Mariana Islands Portal. The top navigation bar includes links for Home, My Dashboard, Register or Sign in, Services for Individuals, Services for Employers, and Labor Market Analysis. The left sidebar contains a menu with sections: My Individual Workspace (My Dashboard, How We Can Help You, Directory of Services), Quick Menu (Job Search, Résumé Builder), and Services for Individuals (Career Services, Job Seeker Services, Education Services, Labor Market Services, Community Services and Benefits, Financial Services, Employer Services, Unemployment Services, Veteran Services, Youth Services). The main content area features the HIRE MARIANAS logo and the heading "Your re-employment process starts here". Below this is a section titled "Welcome to Northern Mariana Islands Portal" followed by "CNMI DEPARTMENT OF LABOR" and "Pandemic Unemployment Assistance (PUA) Program". The subheading is "INITIAL CLAIM APPLICATION FOR PUA BENEFITS". The text "Before you begin:" is followed by a section titled "UNEMPLOYED" which states: "For the purposes of a PUA claim, **unemployed** means:" followed by a bulleted list: "• You were laid off or furloughed from your job for a reason related to the COVID-19 Pandemic", "• You continue to work, but your work hours were reduced because of COVID-19 reasons and are earning less than \$495 during any particular week. This is typically called a **Partial unemployed**", "• You were unable to work or had to quit your job because of the pandemic", "• You are self-employed and you were unable to continue your business due to the pandemic", and "• **If you are back to work already, you MAY claim the weeks in which you were out of work or on reduced hours.**". Below this list, a paragraph states: "As you answer the questions on the system, please keep the meaning of **unemployed** in mind. You are **NOT UNEMPLOYED** if you return to full time work hours, or to the customary part-time hours that you worked before the pandemic started. Claiming unemployment benefits if you a result in serious consequences." The final section, titled "COVERED", begins with the text "Under the law, valid reasons for unemployment due to COVID-19 are:".

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**HIRE MARIANAS**

Your re-employment process starts here

## Welcome to Northern Mariana Islands Portal

CNMI DEPARTMENT OF LABOR  
Pandemic Unemployment Assistance (PUA) Program

### INITIAL CLAIM APPLICATION FOR PUA BENEFITS

Before you begin:

#### UNEMPLOYED

For the purposes of a PUA claim, **unemployed** means:

- You were laid off or furloughed from your job for a reason related to the COVID-19 Pandemic
- You continue to work, but your work hours were reduced because of COVID-19 reasons and are earning less than \$495 during any particular week. This is typically called a **Partial unemployed**
- You were unable to work or had to quit your job because of the pandemic
- You are self-employed and you were unable to continue your business due to the pandemic
- **If you are back to work already, you MAY claim the weeks in which you were out of work or on reduced hours.**

As you answer the questions on the system, please keep the meaning of **unemployed** in mind. You are **NOT UNEMPLOYED** if you return to full time work hours, or to the customary part-time hours that you worked before the pandemic started. Claiming unemployment benefits if you a result in serious consequences.

Under the law, valid reasons for unemployment due to COVID-19 are:

#### COVERED

Read through the whole section and then select “Next” to continue.

You might come across messages referring to:

- Guam
- Hire Guam
- GovGuam

Please disregard. These messages are being updated to reflect the CNMI.



# Have your Social Security Number ready.

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- Veteran Services
- Youth Services
- Senior Services
- Disability Services

**HIRE MARIANAS**

We need to verify whether you are in the system or not - Please enter your social security number and click "Next" to continue.  
Click "Back" to return to the previous page.

**Pandemic Unemployment Assistance Claim Filing Process**

Eligibility Registration Work History Certification Complete

\* Indicates required fields.

**Social Security Number**

\* Social Security Number (SSN):

Do not enter dashes (for example, 999001111)

\* Re-enter Social Security Number:

<< Back Next >>

Services Site Map Site Search Page Preferences Feedback Assistance

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Home Register or Sign in

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19.0

“\*”

Indicates  
required  
fields.

- Write down your:  
Username,  
Password,  
Security  
Question and  
Response.

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Senior Services

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HIRE MARIANAS

Please enter the following login information and click the Next button when you are finished.

Be sure to remember your User Name and Password. You will need them to access this system again.

Pandemic Unemployment Assistance Claim Filing Process

Eligibility

Registration

Work History

Certification

Complete

\* Indicates required fields.

For help click the information icon next to each section.

Please do not use any personal identification information as your user name (e.g. Social Security Number or FEIN). You will need your User Name and Password for all future activities in this system. Please write this information down and keep it in a secure place. To ensure account security, we strongly urge you NOT to share your User Name or Password with anyone for any reason.

Login Information

\* User Name:

Enter User Name (3 - 20 characters, and must include characters, letters or numbers.  
Allowable characters are + @ . \_

\* Password:

Enter Password (8 - 18 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! \* \_ +).

\* Confirm Password:

\* Security Question:

None Selected

\* Security Question Response:

# During the Registration Section:

- Demographic information
  - DOB, Gender, and Name
- Residential Address/ Mailing Address
- Phone Numbers
- Preferred Notification Method:
  - Example: Email, Text, or Internal Hire Marianas Email Notification
- Citizenship
- Disability
- Child Support Deduction(s)
- Education
- Employment
  - Supplemental sheet if you are a farmer/fisherman/self-employed
- Occupational Licenses and Certificates

# During the Registration Section:

- Employment – Status
- Military Service
- Payment Information
  - Direct Deposit
    - Voided or Bank Statement
    - ONLY Checking or Savings
  - Paper Check
- Taxable Options (Federal Tax 10 %) now or when filing your Tax Return
- Employment History
  - Add all Employers that you have worked.
- Pension/Retirement Information



# Important Agreement

1. All information submitted is true and complete.
2. You are responsible to read the PUA Handbook and any other official written material.
3. Acknowledge that any FALSE STATEMENT is punishable in accordance with Local Law and Section 2102 of the CARES Act of 2020 and that you may be subject to fines, imprisonment, restitution and loss of future benefits.



# Paper Applications Pickup and Dropoff:

## SAIPAN

CNMI Department of Labor  
Division of Employment  
Services  
Building #1334, Ascencion  
Dr.  
Capital Hill, Saipan MP  
96950

## TINIAN

Edu's Plaza, 1<sup>st</sup> Floor  
San Jose Village  
Tinian, MP 96950  
  
Or  
Tinian Public Library  
San Jose Village  
Tinian, MP 96950

## ROTA

Sinapalo Youth Center  
Sinapalo 1 Village  
Rota, MP 96950

**PUA Hotline and Email:**  
**info@puamarianas.com**

**8:00 am through 4:00 pm, Monday – Friday**

**SAIPAN:**

670-989-9089

670-989-9090

670-989-9080

670-989-9081

670-989-9083

670-989-9084

**TINIAN:**

670-989-9000

**ROTA:**

670-989-9001