

How to File for Unemployment Benefits

TO GET STARTED:

Visit labor.idaho.gov/claimantportal.

To file for unemployment insurance benefits, use the **Claimant Portal**. To access the Claimant Portal, you must **Sign in with ID.me**. *Links to guides for using ID.me can be found on the Claimant Portal page.*

The screenshot shows the 'Welcome to Claimant Portal' page. At the top left, there are links for 'Home' and 'Login'. The main heading is 'Welcome to Claimant Portal'. Below this, a paragraph states: 'Claimant Portal is the secure, self-service system you can use to manage your unemployment benefits account with Idaho Department of Labor.' To the right, there is a 'Login' section with a prominent green button that says 'Sign in with ID.me'. Below the button, a text box explains: 'ID.me is our trusted technology partner in helping to keep your personal information safe. They specialize in digital identity protection and help us make sure you're you—and not someone pretending to be you—before we give you access to your information.' On the left side, under the heading 'With Claimant Portal you can:', there is a bulleted list of services: 'Apply for an unemployment insurance benefits claim.', 'File a weekly certification application for benefits.', 'Manage your profile and account information.', 'Access claim, issue and overpayment details.', and 'View weekly benefit payments and annual 1099-Gs.' Below this list, there is a section titled 'Questions about Claimant Portal?' with the text 'Find answers in the user guides.' and two links: 'Quick Start Guide' and 'ID.me Instructions'.

BEFORE YOU FILE:

Gather your work history for the past two (2) years, including:

- Gross earnings.
- Employer and supervisor names.
- Employer addresses and phone numbers.
- Dates of employment.

Also gather all the following personal information:

- Your current contact information.
- Your driver's license or state ID number.
- Your work authorization information and passport, if applicable.
- Your bank account and routing number, if you would like to be paid by direct deposit.
- The date your employer states you will be returning to full-time work, if applicable.

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HOW TO FILE:

Start by logging into your ID.me account. Once your identity has been verified, you will be returned to the Claimant Portal. There, you can file a claim application. Filing a claim should take 30-45 minutes.

AFTER YOU FILE:

1. **Report your waiting week.** This is the first week you are eligible and file a weekly certification that you are able, available and looking for work. You must report an unpaid waiting week before you can collect benefits. File your waiting week online the first Sunday after you open your claim.
2. **Submit a weekly certification for each week.** File a weekly certification every week until you are back to full employment. Benefit weeks are from Sunday through Saturday. We recommend filing your weekly certifications on Sundays. Remember you are filing for the past week.
3. **Start looking for work as soon as you file your claim, if applicable.** Keep track of your work search actions. You will report these on your weekly certifications. You must complete at least five (5) work-seeking actions per week. Make sure to register for work at IdahoWorks.gov.

To file your initial claim or weekly report, go to the [Claimant Portal](#).

NEED TO KNOW INFORMATION:

- **Idaho Labor Unemployment Insurance Claimant Guide**
Read this guide. You are responsible for reading and following all directions. The guide has information that will stop you from making mistakes while filing your claim. A mistake could stop you from receiving benefits.
- **Monetary Determination**
You will receive a Monetary Determination with your guide. This is a statement that includes your weekly and total benefit amount, based on the wages your employer reported to us. If the information is wrong, call us to prevent a delay with your claim.
- **Severance pay**
If you are paid severance all at once, you must report it the week you are paid. If you are paid severance in parts, report the amount for the week it is paid. For help, call 208-332-8942.
- **Reporting wages on your weekly certification**
You must report any wages you earn if you work during a week you claim benefits. Report your total wages before taxes and deductions. Report wages for the week the work was done, even if you haven't been paid yet.

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- **Issues**

Our staff will contact you by phone or email if we need more information. Continue to file your weekly certifications carefully and honestly. If you realize you made a mistake while filing, call (208) 332-8942. To prevent delays with your payment, call within 24 hours.

- **Out of the area**

Anytime you travel more than 100 miles away from your home or place of residence, you must report your absence on your weekly certification. This includes weekend trips, medical appointments, personal travel, vacations and job searches that take you out of the area.

- **Inactive claims**

Your claim will become inactive in two circumstances. 1) You don't file weekly certifications for two straight weeks. 2) You file and earn more than 1.5 times your weekly benefit amount for two straight weeks.

To re-open your claim, go to the [Claimant Portal](#). Reopen your claim *during* the week you have reduced hours or are laid off. You *must* enter your most recent work history. Don't forget to file your weekly certification the Sunday after you reopen your claim.

Find answers to common questions on the [FAQ page](#) at labor.idaho.gov.

Make an appointment with an unemployment insurance navigator for help using or understanding the unemployment insurance system. Visit the local or mobile office directory for dates, times and locations at labor.idaho.gov/officedirectory.