

Claimant Portal: Guide to Filing Weekly Certifications

BEFORE YOU FILE:

If you have an active claim, you must certify weekly that you were able, available and looking for work.

Remember: A claim should be filed during the week you become unemployed or work less than full-time hours. You can begin filing weekly certifications the Sunday following the day you file or reopen your claim.

For help logging into Claimant Portal with ID.me, see [ID.me Instructions](#) at www.labor.idaho.gov/ClaimantPortal.

STEP 1: Once you log in to the Claimant Portal, click the **File Certification Application** button.

Claimant Portal Home

Items For Your Attention

Certifications and Payments

Last Certification:
None

File Certification Application

Current Claim

Start Date	End Date	Claim Status	Balance Remaining	Total Benefit Amount	Weekly Benefit Amount
8/28/2022	8/26/2023	Monetarily Eligible	\$9,980.00	\$9,980.00	\$499.00

[View Your Claims](#)

Resources

- [Quick Start Guide](#) – Get started in Claimant Portal with three simple steps.
- [Job Seekers](#) – Use the Idaho Works website to search for a job.
- [UI Pamphlet](#) – Read and understand your claimant benefit rights and responsibilities.
- [UI FAQ](#) – Find additional information on a variety of unemployment topics.
- [Unemployment Insurance Benefits Overview](#) - Video

Mountain Time Zone: Please pay close attention to your time zone when filing a claim. Claimant Portal uses the Mountain Time zone to determine when a claim is filed. Each week of a claim runs from Sunday at 12:01 a.m. Mountain Time through Saturday at midnight Mountain Time. You may file your claim at any time, but your claim becomes effective the Sunday of the week in which you file your claim. The week you file your claim becomes the first week of your claim.

This screen will tell you what information you need to show you were eligible for benefits. If you have all your information, click **File Certification Application**.

Weekly Certification Application - Getting Started

You are about to file a certification application for benefits for the week of 8/28/2022 - 9/3/2022. Your answers should be specific to this time period.

Before You Begin

- + What do I need to do first?
- + What information do I need to provide?
- + What do I need to know about certifications?
- + What is a waiting week?
- + What are my payment options?
- + What does it mean to report income?

The information you provide will be used to determine your eligibility for a payment for the benefit week listed above. It is important that your information is accurate and complete for all questions asked.

[Exit](#)
I will return with the information I need to continue

File Certification Application
I have the information as described

Resources

- [UI Pamphlet](#) - Read and understand your claimant benefit rights and responsibilities.
- [Job Seekers](#) - Use the Idaho Works website to search for a job.
- [UI FAQ](#) - Find additional information on a variety of unemployment topics.
- [Fraud FAQ](#) - Understand how to avoid unemployment insurance fraud.
- [Weekly Certification FAQ](#) - Learn more about the certification application process.
- [Remaining Eligible FAQ](#) - Understand how to remain eligible for benefits each week.

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STEP 2: For each question, select the answer that best describes your availability for the week. Click **Next**.

Weekly Certification Application

Week of Sunday, August 28 - Saturday, September 3

Step 1 - Work Availability

Able To Work*
Were you physically and mentally able to work each day during the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Were you physically and mentally able to work each day during the week of Sunday, August 28 - Saturday, September 3 when you were customarily scheduled to work? Able to work refers to your ability to perform work and you had no physical or mental barriers preventing you from accepting work if it became available to you. If you do not have a health barrier preventing you from accepting work, please answer yes to this question.

Available for Work*
Were you available for work each day during the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Away from Area*
Were you more than 100 miles away from your physical address at any time during the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Refused Work*
Have you refused an offer of work or turned down a job offer from an employer since you filed your last weekly certification?
 Yes No

Did you miss any available work during the week of Sunday through Saturday?
 Yes No

Attended School or Training*
Did you attend school or training at any time during the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Quit Job*
Did you quit a job during the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Employer Name* **Address*** **Address Line 2**

Country* **City***
Country is required.

Fired from Job*
Were you fired from a job during the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Employer Name*

Address*

Address Line 2 **Country***
Country is required.

City*

You must meet certain personal eligibility requirements to be eligible for unemployment benefits this week. Please answer all questions about your work availability during this benefit week.

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STEP 3: For each question, select the answer that best describes any income you earned the week you are certifying. Click **Next**.

Weekly Certification Application

Week of Sunday, August 28 - Saturday, September 3

Step 2 - Income

Worked for Employer*
Did you work for an employer during any part of the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Employer Full-Time Work*
Did you work full-time hours for an employer during the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Hours Worked*
Enter the number of hours you worked during the week of Sunday, August 28 - Saturday, September 3.

Employer Earnings Amount (\$)*
Enter the total dollar amount you earned from all employers, including tips, before any deductions were made.

Employer Name* **Last Day Worked***

Mailing Address* **Address Line 2**

Country* **City***

State* **Zip Code***

I worked for a second employer during the week of Sunday, August 28 - Saturday, September 3.

Self Employed*
Were you self employed during any part of the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Self Employment Earnings Amount (\$)*
Enter the total dollar amount you earned from self-employment work, including tips, before any deductions were made.

Self Employment Full-Time Work*
Did you perform 40 hours or more of self-employment work during the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Other Income*
Did you receive a bonus, holiday, severance or vacation payment during the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Enter the total dollar amount before any deductions were made for each income type that is applicable to you during this benefit week. If you are unsure when to report a specific income type, please refer to the user guide, weekly certification FAQ or contact a claim specialist.

Bonus Amount (\$)

Holiday Pay Amount (\$)

Severance Pay Amount (\$)

Vacation Pay Amount (\$)

Other Income Amount (\$)

You must meet certain monetary eligibility requirements to be eligible for unemployment benefits this week. Please answer all questions about work you performed and other income you were paid during this benefit week.

Work Earnings

You must report your work earnings from all employers, commission work, self-employment work, tips, and volunteer work. Keep track of the number of hours you worked and the dollar amount you earned during each week. Report all these earnings the week in which you performed the work, not the week you were paid.

Other Income

You must report all other types of income that you are paid such as bonus, holiday, severance, and vacation.

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STEP 4: Click on **Add Work Search Contact**. (If your work search status is anything other than *Work Seeking*, you will not see this screen. If you are *Employer Attached* or *Union Attached*, you will be asked if you maintained contact with your employer. If your status is *In Training*, you will be asked if you attended all classes or training for that week.)

Weekly Certification Application Week of Sunday, August 28 - Saturday, September 3

Step 3 - Work Search Contacts

Please provide at least two Work Search Contacts that you made with employers during the week of Sunday, August 28 - Saturday, September 3.

Contact Type	Contact Date	Type of Work	Company Name
*			

Add Work Search Contact

I am unable to report two Work Search Contacts for this benefit week.
You indicated you did not seek work for this benefit week, is that correct? Yes No

Previous **Next**

You must meet certain work search requirements to be eligible for unemployment benefits this week. While in a Work Search Status of *Work-Seeking*, you are required to have contact with two employers each week.

Idaho Department of Labor verifies work-seeking activities and you may be required to provide supporting documentation. Use the [Work Search Log](#) to keep track of your employer contacts each week.

Your current Work Search Status is available under the *Manage Claims* section of your account. For more details about your Work Search Status, refer to the [Work Search Requirements FAQ](#).

You will be asked for specific information based on how you contacted the employer. Enter all fields marked with a red asterisk (*). When you are finished filling in the form, click **Save Contact**.

Weekly Certification Application

Step 3 - Work Search Contacts

Enter the details of your Email work search contact.

Contact Date* Contact Name

Contact Phone

Company Name

Company Address Address Line 2

Country City

State ZIP Code

Company Email*

Type of Work or Job Title* Job Number, if applicable

Application Submitted*
Did you submit an application or resume? Yes No

Application Not Submitted Reason*
Please explain why you did not submit an application or resume.

Next Step*
What is the next step with this job search contact?

Cancel **Save Contact**

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Click **Add Work Search Contact** again to add more contacts. You are required to make 2 work search contacts per week.

Repeat the process to enter your second work search contact. Once all your contacts are entered, click **Next**.

Weekly Certification Application Week of Sunday, August 28 - Saturday, September 3

Step 3 - Work Search Contacts

Please provide at least two Work Search Contacts that you made with employers during the week of Sunday, August 28 - Saturday, September 3.

Contact Type	Contact Date	Type of Work	Company Name
Add Work Search Contact			

I am unable to report two Work Search Contacts for this benefit week.

You indicated you did not seek work for this benefit week, is that correct? Yes No

Please select the reason you did not seek work:*

I did not look for work because I am returning to my employer. ✕

Note to claimant, you are not employer attached. If this is incorrect you must call 208-332-8942 to speak with a representative.

You indicated that you are returning to your employer. Is this correct? Yes No

Please select a different reason from above.

Previous **Next**

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STEP 5: Review the statements on the screen pictured below. Check the **I agree** boxes, then click **Submit Certification Application**.

Weekly Certification Application Week of Sunday, August 28 - Saturday, September 3

Carefully review each item below and check the corresponding box to indicate your understanding of and willingness to abide by these terms.

* You must acknowledge that you agree with each statement before you can submit your certification application.

Recorded Answers

I understand that once I complete this certification application my answers will become part of my claim record.

I agree.

Accurate Answers

I certify my answers as true and accurate. I certify that I kept track of my hours and earnings and they are accurate. I certify that if I had to estimate my hours and earnings, that I will notify the Department of Labor as soon as I know the accurate amount

I agree.

Penalty

I understand that under Idaho law I can be penalized for giving false answers or withholding information. I understand the Department will audit my answers/claims at a later date which may be months after filing (up to 5 years later) and I can be penalized.

I agree.

Previous **Submit Certification Application**

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When the *Weekly Certification Application Complete* screen with your confirmation number appears, you are done. The certification has been submitted to the Department of Labor. You can check the status of your weekly certifications on the *MANAGE CLAIMS* tab of the Claimant Portal.

Weekly Certification Application Complete

Completion Time: 9/9/2022 4:56:14 PM	Confirmation Number: 4937305	Week of Sunday, August 28 - Saturday, September 3	Resources <ul style="list-style-type: none">• Job Seekers - Use the Idaho Works website to search for a job.• UI FAQ - Find additional information on a variety of unemployment topics.• UI Pamphlet - Read and understand your claimant benefit rights and responsibilities.
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Congratulations! Your Weekly Certification Application has been successfully submitted to Idaho Department of Labor. It should be available for you to review in a few minutes.

Next Steps

Select *Manage Claims* to review your:

- Certification status and application to double-check that its details are correct.
- Work Search Status to understand your current work search requirements.

[Return to Claimant Portal Home](#)

The information provided for Unemployment Insurance claims may be requested and utilized for other governmental purposes, including verification of eligibility under other governmental programs.

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

Idaho's unemployment insurance programs are 100% funded by U.S. Department of Labor as part of [Employment and Training Administration grants totaling \\$40,761,255](#).