

Claimant Portal: Guide to Filing Weekly Certifications

IDAHO
DEPT. OF LABOR

FIRST – you need to apply for unemployment insurance benefits on the Claimant Portal. Claimant Portal is the system for filing and managing unemployment insurance claims.

Click here for the [Claimant Portal New Registration Guide](#)

Once you log in to the Claimant Portal, click on **FILE CERTIFICATION APPLICATION**.

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Claimant Portal
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ACCOUNT APPLY FOR BENEFITS MANAGE CLAIMS HISTORY HELP

Home

Claimant Portal Home

Items For Your Attention

Certifications and Payments
Last Certification: None

[File Certification Application](#)

Your Profile
Verified
[Edit Profile](#)

Current Claim					
Start Date	End Date	Claim Status	Balance Remaining	Total Benefit Amount	Weekly Benefit Amount
11/15/2020	11/13/2021	Monetarily Eligible	\$9,408.00	\$9,408.00	\$448.00

Apply for Benefits
Start the unemployment benefits process here. Update your profile and verify your identity. Manage your work history and view your benefit projection. Then file a claim application for unemployment benefits.

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.

Manage Claims
After you apply for benefits, you can manage your claim. View your claim application details. Choose a payment method and tax withholding status. Know your current work search status. File a weekly certification application. Review any issues or overpayments. See benefit payments and 1099-Gs.

Resources

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ACCOUNT APPLY FOR BENEFITS MANAGE CLAIMS HISTORY HELP

Home > Apply > Certification Application

Weekly Certification Application - Getting Started

You are about to file a certification application for benefits for the week of 11/15/2020 - 11/21/2020. 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.

This screen will tell you what information is required to file a certification. If you have all of your information, click **File Certification Application**.

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STEP 1: For each question, select the applicable answer that best describes your availability for the week. Click **Next**.

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ACCOUNT APPLY FOR BENEFITS MANAGE CLAIMS HISTORY HELP

Home » Apply » Certification Application

1 Work Availability 2 Income 3 Work Search Contacts Submit

Weekly Certification Application

Week of Sunday, November 15 - Saturday, November 21

Step 1 - Work Availability

Able to Work*
Were you physically and mentally able to work each day during the week of Sunday, November 15 - Saturday, November 21? ☐ Yes ☐ No

Available for Work*
Were you physically and mentally able to work each day during the week of Sunday, November 15 - Saturday, November 21 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. ☐ Yes ☐ No

Away from Area*
Were you more than 100 miles away from your physical address at any time during the week of Sunday, November 15 - Saturday, November 21? ☐ Yes ☐ No

Refused Work*
Have you refused an offer of work or turned down a job offer from an employer in the last two years that you have not yet reported on your unemployment benefits claim, or did you miss any available work during the week of Sunday, November 15 - Saturday, November 21? ☐ Yes ☐ No

Attended School or Training*
Did you attend school or training at any time during the week of Sunday, November 15 - Saturday, November 21? ☐ Yes ☐ No

Quit job*
Did you quit a job during the week of Sunday, November 15 - Saturday, November 21? ☐ Yes ☐ No

Fired from job*
Were you fired from a job during the week of Sunday, November 15 - Saturday, November 21? ☐ Yes ☐ No

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

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Weekly Certification Application

Week of Sunday, November 15 - Saturday, November 21

Step 2 - Income

Worked for Employer*
Did you work for an employer during any part of the week of Sunday, November 15 - Saturday, November 21? ☐ Yes ☐ No

Self Employed*
Were you self employed during any part of the week of Sunday, November 15 - Saturday, November 21? ☐ Yes ☐ No

Other Income*
Did you receive a bonus, holiday, severance or vacation payment during the week of Sunday, November 15 - Saturday, November 21? ☐ Yes ☐ No

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 3: Click on *Add Work Search Contact*. (If your Work Search Status is **Employer Attached**, **Union Attached** or **In Training**, you will not see this screen. Instead, you will skip straight to the *Submit* screen.)

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1 Work Availability 2 Income 3 Work Search Contacts Submit

Weekly Certification Application Week of Sunday, November 15 - Saturday, November 21

Step 3 - Work Search Contacts

Please provide at least two Work Search Contacts that you made with employers during the week of Sunday, November 15 - Saturday, November 21.

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.

[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](#).

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

ACCOUNT APPLY FOR BENEFITS MANAGE CLAIMS HISTORY HELP

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1 Work Availability 2 Income 3 Work Search Contacts Submit

Weekly Certification Application Week of Sunday, November 15 - Saturday, November 21

Step 3 - Work Search Contacts

Enter the details of your Website work search contact.

Keep a record of each work search contact you make with an employer

Contact Date *	Contact Name
Contact Phone	Confirmation #
Company Name	
Company Address	Address Line 2
Country United States of America	City
State Select from list	ZIP Code
Company Website *	
Type of Work or Job Title *	Job Number, if applicable
Application Submitted * Did you submit an application or resume? <input type="radio"/> Yes <input type="radio"/> No	
Next Step * What is the next step with this job search contact?	

[Cancel](#) [Save Contact](#)

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ACCOUNT APPLY FOR BENEFITS MANAGE CLAIMS HISTORY HELP

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1 Work Availability 2 Income 3 Work Search Contacts Submit

Weekly Certification Application

Week of Sunday, November 15 - Saturday, November 21

Step 3 - Work Search Contacts

Please provide at least two Work Search Contacts that you made with employers during the week of Sunday, November 15 - Saturday, November 21.

Contact Type	Contact Date	Type of Work	Company Name	
Website	11/19/2020	type	name	Delete

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 want to look for work

Previous **Next**

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Click **Add Work Search Contact** again to add more contacts. You are required to make two work search contacts per week. Continue the process again to enter your second work search contact. Once you have entered all your contacts, click **Next**.

STEP 4: Review the statements on the screen pictured below. Check the *I agree* boxes, then click **Submit Certification Application**.

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1 Work Availability 2 Income 3 Work Search Contacts Submit

Weekly Certification Application

Week of Sunday, November 15 - Saturday, November 21

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**

When the **Weekly Certification Application Complete** screen appears, it means you are done.

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ACCOUNT APPLY FOR BENEFITS MANAGE CLAIMS HISTORY HELP

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Weekly Certification Application Complete

Completion Time: 11/24/2020 11:41:26 AM Confirmation Number: 3621350 Week of Sunday, November 15 - Saturday, November 21

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.

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