

Claimant Portal Super Quick Guide

IDAHO
DEPT. OF LABOR

DO YOU HAVE AN EMAIL ADDRESS?

If not, set one up, we can help!

FILE A CLAIM: A FOUR-STEP PROCESS

1. Register a new Claimant Portal user account.
2. Log in to your email account; open the email from the Idaho Department of Labor and click the verification link.
3. Log in to the Claimant Portal and complete “Your Profile” and submit. The system will attempt to verify your identity.
4. Click “File Claim Application,” under the “APPLY FOR BENEFITS” tab.

FILE A WEEKLY CERTIFICATION THE FIRST SUNDAY AFTER YOU APPLY

- You may select this option after your claim has been filed and there is a week available to claim (on Sunday). It can be found under the “APPLY FOR BENEFITS” tab.