

# 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

1. Click on the Sign in with ID.me green button.
2. Sign into your ID.me account or register a new account.
3. Receive your sign in code via cell phone text or call.
4. Enter the code where directed.
5. Once your identity is verified, the system will redirect you to the Claimant Portal automatically.
6. Update “Work History.” You must add all work history for the past two years whether or not your wages are showing on the screen.
7. Click “File Claim Application” under the “APPLY FOR BENEFITS” tab.

## FILE A WEEKLY CERTIFICATION

- 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 “MANAGE CLAIMS” tab.

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