

# How to File for Unemployment Benefits

## TO GET STARTED:

Visit [www.labor.idaho.gov/claimantportal](http://www.labor.idaho.gov/claimantportal).

To file for unemployment insurance benefits, use the **Claimant Portal**. You must **Sign in with ID.me** before you can use the Claimant Portal. **Find links to guides for using ID.me on the Claimant Portal page.**

The screenshot shows the Claimant Portal login page. At the top left, there are links for 'Home' and 'Login'. The main heading is 'Welcome to Claimant Portal'. Below this, a paragraph explains that the Claimant Portal is a secure, self-service system for managing unemployment benefits accounts. A list of services available through the portal includes applying for benefits, filing weekly certifications, managing profiles, accessing claim details, and viewing benefit payments. A 'Login' section features a prominent green button labeled 'Sign in with ID.me'. Below the button, a text box explains that ID.me is a trusted technology partner for digital identity protection. At the bottom, there is a section for 'Questions about Claimant Portal?' with links to a 'Quick Start Guide' and 'ID.me Instructions'.

## BEFORE YOU FILE:

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

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

Also gather all the following 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

# How to File for UI Benefits – Page 2

## 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 get 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 activities. You will report these on your weekly certifications. You must complete at least 2 work-seeking activities per week. Register for work at [IdahoWorks.gov](https://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 getting benefits.
- **Monetary Determination**  
Along with your guide, you will be sent a Monetary Determination. 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 on 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.

# How to File for UI Benefits – Page 3

- **Issues**

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

- **Out of the Area**

Anytime you go 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 go inactive** in 2 circumstances. 1) You don't file weekly certifications for 2 straight weeks. 2) You file and earn more than 1.5 times your weekly benefit amount for 2 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 [www.labor.idaho.gov](http://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](http://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](#).