Obtaining Idaho Wage Information for New Users

Instructions for first-time Claimant Portal users who need to print their Idaho wage history.

Claimant Portal is the online system for managing your unemployment insurance claims and retrieving wage information. Find Claimant Portal at labor.idaho.gov/claimantportal.

You MUST have an email account to use the Claimant Portal. See staff if you do not know how to set up an email address.

STEP 1: Begin Registration Process

Click “Register.”

Type an email address that you can check frequently.

Type a password. (8-40 characters, containing at least one letter, one number and one special character).

Retype the same password in the “Confirm Password” field.

Click “Submit.”

* A “Registration Successful” screen will appear. Now you need to verify your email.
STEP 2: Verify Your Email Address

Open your email account, find and open the “Claimant Portal Email Verification” email. This email contains a verification hyperlink that you will use to confirm your ownership of the email address.

The hyperlink will open the window shown below. Click the Login hyperlink on this screen to return to the Claimant Portal home page and log in.

If you do not see the email in your Inbox, check your Bulk, Spam and Trash folders. If you are still unable to find the email, click the “Resend Verification Email” button and try to verify your email again.

After you log in, this page will appear. Click on “Edit Your Profile.”

STEP 3: Complete Your Profile and Verify Your Identity

This screen will appear.

Be sure to type your name exactly as it appears on your driver’s license or state Identification card. This will be compared to information on file at the Department of Motor Vehicles (DMV) to verify your Identity.

When finished filling in Your Profile, click the “Submit” button.
Obtaining Wage Information — New Users

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NOTE: YOU WILL NOT BE ABLE TO PRINT YOUR WAGE INFORMATION IF YOUR IDENTITY IS NOT VERIFIED.

This screen will appear next.

- If Your Profile is Verified, continue to STEP 4.
- If Your Profile is Unverified* review Your Profile and make sure the information is correct with no typos or incorrect spellings. Then click Submit again.
- If Your Profile is still Unverified, check your driver’s license status on the Department of Motor Vehicles website. See instructions in the binder titled “How to Verify Status With Driver’s License Information.”
- If it checks as “Valid” return to this step and continue your registration.
- Click on “Verify Benefit Projection.”

STEP 4: Print Your Wage History

This page shows your quarterly wages provided by your Idaho employers.

This is the page you need to print.

Remember to Log Out when you are finished.