

Idaho Department of Labor
Unemployment Insurance Compliance Bureau
Tax Support | Phone: (208) 332-3576
Web: labor.idaho.gov



EMPLOYER PORTAL AUTHORIZATION FORM

This form must be completed, signed, and returned to the Idaho Department of Labor to access the employer account listed below. You may return the form via Employer Portal secure messaging, fax to 208-334-6301, or mail to Idaho Department of Labor, ATTN Employer Accounts Unit, 317 W. Main St., Boise, Idaho 83735-0760.

Employer Information

Unemployment Insurance Tax Account Number (EAN): _____
Federal Employer Identification Number (FEIN): _____
Legal Business Name: _____
DBA: _____

Employer Portal User Information

User's Email¹: _____ User's Phone: _____
User's Name: _____ User's Title: _____
User's Signature: _____

¹If the email is not registered as a user in Employer Portal, we will be unable to grant it access to the employer account. To register the email, go to [Employer Portal](#) and click "New User Registration".

Check all that apply:

- Administrator – Controls user access to the employer account and has all the permissions listed below.
- Manage New Hire Reports – Report newly hired employees to the Department.
- Manage UI Tax Filing – Report and pay unemployment insurance taxes online.
- Manage Tax Addresses – Maintain the mailing address for tax notices.
- Manage Benefit Addresses – Maintain the mailing address for separation statements.
- Manage Also Known As – Maintain employer names for use with benefit claims.
- Manage Separations – Report employee separations to the Department.
- View Benefit Charge Statements – View current and past benefit charge statements.
- Manage Worksites – Maintain the various employer worksites for unemployment insurance purposes.
- Manage Contacts – Keep tax contacts and benefit contacts' current.
- Remove Employer Portal User above – Remove user access to your unemployment insurance tax account.

Employer's Signature

Print Name of Employer

Employer's Title

Employer's Phone