# Claimant Portal: Guide to filing weekly certifications



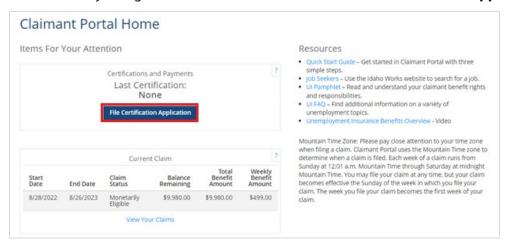
### **BEFORE YOU FILE**

If you have an active claim, you must certify weekly you were able, available and looking for work.

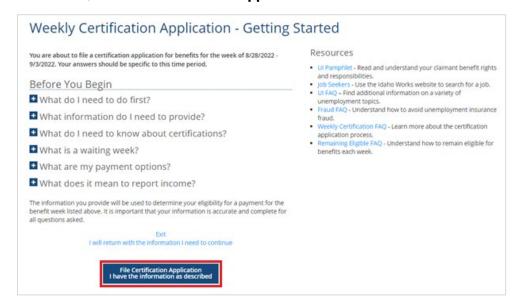
**Remember**: A claim should be filed during the week you become unemployed or work less than full-time hours. You can begin filing weekly certifications the Sunday following the day you file or reopen your claim.

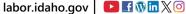
For help logging into the Claimant Portal with ID.me, see instructions on labor.idaho.gov/claimantportal.

**STEP 1:** Once you log in to the Claimant Portal, click the **File Certification Application** button.



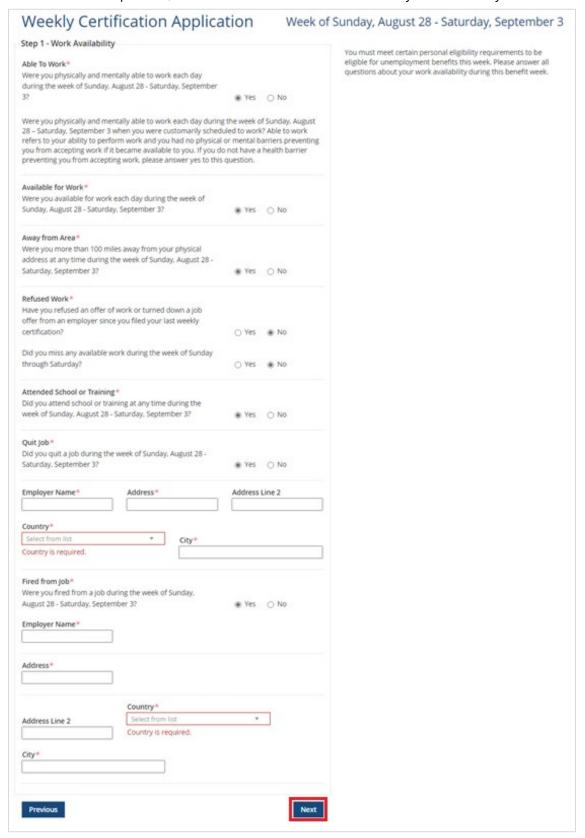
This screen will tell you what information you need to show you were eligible for benefits. If you have all your information, click **File Certification Application**.







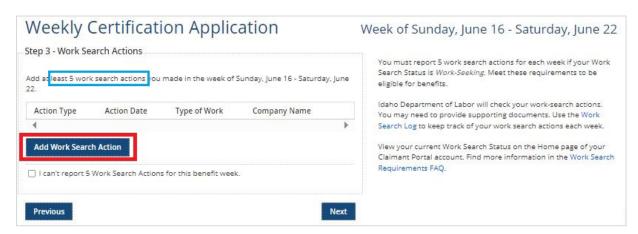
STEP 2: For each question, select the answer that best describes your availability for the week. Click Next.



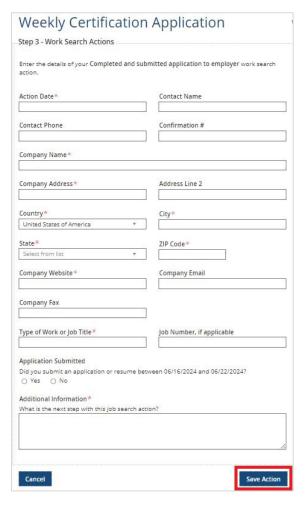
## **STEP 3:** For each question, select the answer that best describes any income you earned the week you are certifying. Click **Next**.

Weekly Certification Application Week of Sur	Other Income Enter Other income for the week of Sunday, November 17 -	
Step 2 - Income	Saturday, November 23.	
Worked for Employer *  Did you work for any employer in the week of Sunday,  November 17 - Saturday, November 23?      Yes   No	☐ I worked for a second employer during the week of Sunda November 23.	y, November 17 - Saturday,
Employer Full-Time Work*	Tips*  Did you receive tips in the in the week of Sunday, November	
Did you work full-time hours in the week of Sunday,  November 17 - Saturday, November 23?  O Yes  No	17 - Saturday, November 23?	
Principle of the second	Gross Tips *  Enter the total tips earned for the week of Sunday,	
Hours Worked*  Enter the number of hours you worked for the week of	November 17 - Saturday, November 23.	
Sunday, November 17 - Saturday, November 23.	Overtime*	
Employer Name* Mailing Address*	Did you work overtime in the week of Sunday, November 17 - Saturday, November 23?	
	Gross Overtime*	
Country City City Vinited States of America	Enter the total Overtime wages in the week of Sunday,	
Officed States of Afficial Ar	November 17 - Saturday, November 23.	
State* Zip Code*	Employer Earnings Amount (\$)	
Select from list ▼	This is the total dollar amount you earned from all employers before deductions, including tips,	0
Pay Rate*		
Do you get paid hourly in the week of Sunday, November 17	Self Employed*	
- Saturday, November 23?	Were you self-employed in the week of Sunday, November	6 V O N
Hourly Pay Rate*	17 - Saturday, November 23?	
Enter the hourly rate of pay for the week of Sunday,	Self Employment Earnings Amount (\$)*	
November 17 - Saturday, November 23.	Enter the total dollar amount you earned from self- employment before deductions. Include tips.	
Enter the hours worked each day in the fields below.	440 M M 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Sun Man Too Wed Thu Sai Sat	Self Employment Full-Time Work * Did you do 40 hours or more of self-employment work in the	
Sun Mon Tue Wed Thu Fri Sat 11/17/24 11/18/24 11/19/24 11/20/24 11/21/24 11/22/24 11/23/24	week of Sunday, November 17 - Saturday, November 23?	○ Yes ○ No
	Other Income *	
Total hours worked Total gross regular wages	Did you get a bonus, holiday, severance or vacation payment	
0.00 0	in the week of Sunday, November 17 - Saturday, November 23?	Yes
Income *  Did you have any Salary, Piece Rate, Commissions or Other Income in the week of Sunday, November 17 - Saturday,	Enter the total dollar amount you earned before deductions for benefit week. If you have questions about reporting income, see FAQ. Contact a Claim Specialist for more help.	
November 23?   ® Yes   No	Bonus Amount (\$)	
Salary	Holiday Pay Amount (\$)	
Enter salary for the week of Sunday, November 17 - Saturday, November 23.	AND CONTRACT TO THE PROPERTY OF THE PROPERTY O	
	Severance Pay Amount (\$)	
Piece Rate	Vacation Pay Amount (\$)	
Enter Piece Rate for the week of Sunday, November 17 - Saturday, November 23.		
	Other Income Amount (\$)	
Commissions Enter Commissions for the week of Sunday, November 17 -		
Saturday, November 23.	Previous	Next
90 to 2 100		

**STEP 4:** Click **Add Work Search Action**. (If your work search status is anything other than *Work Seeking*, you will not see this screen. If you are *Employer Attached* or *Union Attached*, you will be asked if you maintained contact with your employer. If your status is *In Training*, you will be asked if you attended all classes or training for that week.)



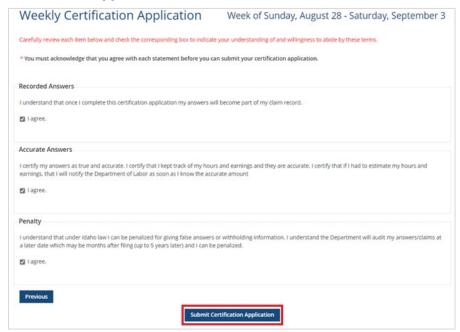
You will be asked for specific information based on your work search actions. Enter all fields marked with a red asterisk (\*). When you are finished filling in the form, click **Save Action**.



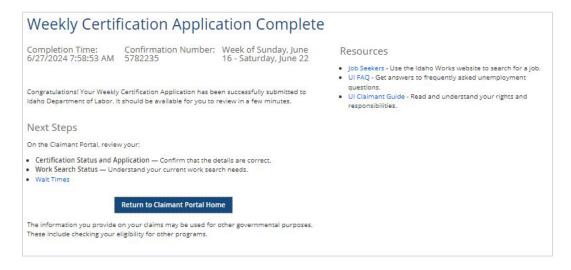
Click **Add Work Search Action** again to add more actions. You are required to complete five (5) work search actions per week.

Repeat the process to enter your next work search action. Once all your actions are entered, click **Next**.

### **STEP 5:** Review the statements on the screen pictured below. Check the **I agree** boxes, then click **Submit Certification Application.**



When the Weekly Certification Application Complete screen with your confirmation number appears, you are done. The certification has been submitted to the Department of Labor. You can check the status of your weekly certifications on the MANAGE CLAIMS tab of the Claimant Portal.



#### ADDITIONAL INFORMATION

Have questions? Take a look at the department's FAQs to find answers to common questions.

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 <a href="mailto:labor.idaho.gov/officedirectory">labor.idaho.gov/officedirectory</a>.