

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 Claimant Portal with ID.me, see [ID.me Instructions](#) at labor.idaho.gov/ClaimantPortal.

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

Claimant Portal Home

Items For Your Attention

Certifications and Payments
Last Certification:
None
File Certification Application

Start Date	End Date	Claim Status	Balance Remaining	Total Benefit Amount	Weekly Benefit Amount
8/28/2022	8/26/2023	Monetarily Eligible	\$9,980.00	\$9,980.00	\$499.00

[View Your Claims](#)

Resources

- [Quick Start Guide](#) - Get started in Claimant Portal with three simple steps.
- [Job Seekers](#) - Use the Idaho Works website to search for a job.
- [UI Pamphlet](#) - Read and understand your claimant benefit rights and responsibilities.
- [UI FAQ](#) - Find additional information on a variety of unemployment topics.
- [Unemployment Insurance Benefits Overview](#) - Video

Mountain Time Zone: Please pay close attention to your time zone when filing a claim. Claimant Portal uses the Mountain Time zone to determine when a claim is filed. Each week of a claim runs from Sunday at 12:01 a.m. Mountain Time through Saturday at midnight Mountain Time. You may file your claim at any time, but your claim becomes effective the Sunday of the week in which you file your claim. The week you file your claim becomes the first week of your claim.

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**.

Weekly Certification Application - Getting Started

You are about to file a certification application for benefits for the week of 8/28/2022 - 9/3/2022. Your answers should be specific to this time period.

Before You Begin

- + What do I need to do first?
- + What information do I need to provide?
- + What do I need to know about certifications?
- + What is a waiting week?
- + What are my payment options?
- + What does it mean to report income?

The information you provide will be used to determine your eligibility for a payment for the benefit week listed above. It is important that your information is accurate and complete for all questions asked.

[Exit](#)
I will return with the information I need to continue

File Certification Application I have the information as described

Resources

- [UI Pamphlet](#) - Read and understand your claimant benefit rights and responsibilities.
- [Job Seekers](#) - Use the Idaho Works website to search for a job.
- [UI FAQ](#) - Find additional information on a variety of unemployment topics.
- [Fraud FAQ](#) - Understand how to avoid unemployment insurance fraud.
- [Weekly Certification FAQ](#) - Learn more about the certification application process.
- [Remaining Eligible FAQ](#) - Understand how to remain eligible for benefits each week.

Guide to Filing Weekly Certifications – Page 2

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

Weekly Certification Application

Week of Sunday, August 28 - Saturday, September 3

Step 1 - Work Availability

Able To Work*
Were you physically and mentally able to work each day during the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Were you physically and mentally able to work each day during the week of Sunday, August 28 - Saturday, September 3 when you were customarily scheduled to work? Able to work refers to your ability to perform work and you had no physical or mental barriers preventing you from accepting work if it became available to you. If you do not have a health barrier preventing you from accepting work, please answer yes to this question.

Available for Work*
Were you available for work each day during the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Away from Area*
Were you more than 100 miles away from your physical address at any time during the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Refused Work*
Have you refused an offer of work or turned down a job offer from an employer since you filed your last weekly certification?
 Yes No

Did you miss any available work during the week of Sunday through Saturday?
 Yes No

Attended School or Training*
Did you attend school or training at any time during the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Quit job*
Did you quit a job during the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Employer Name* **Address*** **Address Line 2**

Country* **City***
Country is required.

Fired from Job*
Were you fired from a job during the week of Sunday, August 28 - Saturday, September 3?
 Yes No

Employer Name*

Address*

Address Line 2 **Country***
Country is required.

City*

You must meet certain personal eligibility requirements to be eligible for unemployment benefits this week. Please answer all questions about your work availability during this benefit week.

Guide to Filing Weekly Certifications – Page 3

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 Sun

Step 2 - Income

Worked for Employer*
Did you work for any employer in the week of Sunday, November 17 - Saturday, November 23? Yes No

Employer Full-Time Work*
Did you work full-time hours in the week of Sunday, November 17 - Saturday, November 23? Yes No

Hours Worked*
Enter the number of hours you worked for the week of Sunday, November 17 - Saturday, November 23.

Employer Name* **Mailing Address***

Country* **City***

State* **Zip Code***

Pay Rate*
Do you get paid hourly in the week of Sunday, November 17 - Saturday, November 23? Yes No

Hourly Pay Rate*
Enter the hourly rate of pay for the week of Sunday, November 17 - Saturday, November 23.

Enter the hours worked each day in the fields below.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total hours worked **Total gross regular wages**

Income*
Did you have any Salary, Piece Rate, Commissions or Other Income in the week of Sunday, November 17 - Saturday, November 23? Yes No

Salary
Enter salary for the week of Sunday, November 17 - Saturday, November 23.

Piece Rate
Enter Piece Rate for the week of Sunday, November 17 - Saturday, November 23.

Commissions
Enter Commissions for the week of Sunday, November 17 - Saturday, November 23.

Other Income
Enter Other income for the week of Sunday, November 17 - Saturday, November 23.

I worked for a second employer during the week of Sunday, November 17 - Saturday, November 23.

Tips*
Did you receive tips in the in the week of Sunday, November 17 - Saturday, November 23? Yes No

Gross Tips*
Enter the total tips earned for the week of Sunday, November 17 - Saturday, November 23.

Overtime*
Did you work overtime in the week of Sunday, November 17 - Saturday, November 23? Yes No

Gross Overtime*
Enter the total Overtime wages in the week of Sunday, November 17 - Saturday, November 23.

Employer Earnings Amount (\$)
This is the total dollar amount you earned from all employers before deductions, including tips.

Self Employed*
Were you self-employed in the week of Sunday, November 17 - Saturday, November 23? Yes No

Self Employment Earnings Amount (\$)*
Enter the total dollar amount you earned from self-employment before deductions. Include tips.

Self Employment Full-Time Work*
Did you do 40 hours or more of self-employment work in the week of Sunday, November 17 - Saturday, November 23? Yes No

Other Income*
Did you get a bonus, holiday, severance or vacation payment in the week of Sunday, November 17 - Saturday, November 23? Yes No

Enter the total dollar amount you earned before deductions for each income type in this benefit week. If you have questions about reporting income, see the [Weekly Certification FAQ](#). Contact a Claim Specialist for more help.

Bonus Amount (\$)

Holiday Pay Amount (\$)

Severance Pay Amount (\$)

Vacation Pay Amount (\$)

Other Income Amount (\$)

Guide to Filing Weekly Certifications – Page 5

STEP 4: Click on **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.)

Weekly Certification Application Week of Sunday, June 16 - Saturday, June 22

Step 3 - Work Search Actions

Add at least 5 work search actions you made in the week of Sunday, June 16 - Saturday, June 22.

Action Type	Action Date	Type of Work	Company Name
Add Work Search Action			

I can't report 5 Work Search Actions for this benefit week.

[Previous](#) [Next](#)

You must report 5 work search actions for each week if your Work Search Status is *Work-Seeking*. Meet these requirements to be eligible for benefits.

Idaho Department of Labor will check your work-search actions. You may need to provide supporting documents. Use the [Work Search Log](#) to keep track of your work search actions each week.

View your current Work Search Status on the Home page of your Claimant Portal account. Find more information in the [Work Search Requirements FAQ](#).

Weekly Certification Application

Step 3 - Work Search Actions

Enter the details of your Completed and submitted application to employer work search action.

Action Date* Contact Name

Contact Phone Confirmation #

Company Name*

Company Address* Address Line 2

Country* City*

State* ZIP Code*

Company Website* Company Email

Company Fax

Type of Work or Job Title* Job Number, if applicable

Application Submitted
Did you submit an application or resume between 06/16/2024 and 06/22/2024?
 Yes No

Additional Information*
What is the next step with this job search action?

[Cancel](#) [Save Action](#)

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**.

Guide to Filing Weekly Certifications – Page 6

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

Weekly Certification Application

Week of Sunday, August 28 - Saturday, September 3

Carefully review each item below and check the corresponding box to indicate your understanding of and willingness to abide by these terms.

* You must acknowledge that you agree with each statement before you can submit your certification application.

Recorded Answers

I understand that once I complete this certification application my answers will become part of my claim record.

I agree.

Accurate Answers

I certify my answers as true and accurate. I certify that I kept track of my hours and earnings and they are accurate. I certify that if I had to estimate my hours and earnings, that I will notify the Department of Labor as soon as I know the accurate amount.

I agree.

Penalty

I understand that under Idaho law I can be penalized for giving false answers or withholding information. I understand the Department will audit my answers/claims at a later date which may be months after filing (up to 5 years later) and I can be penalized.

I agree.

[Previous](#)

[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.

Weekly Certification Application Complete

Completion Time: 6/27/2024 7:58:53 AM Confirmation Number: 5782235 Week of Sunday, June 16 - Saturday, June 22

Congratulations! Your Weekly Certification Application has been successfully submitted to Idaho Department of Labor. It should be available for you to review in a few minutes.

Next Steps

On the Claimant Portal, review your:

- [Certification Status and Application](#) — Confirm that the details are correct.
- [Work Search Status](#) — Understand your current work search needs.
- [Wait Times](#)

[Return to Claimant Portal Home](#)

The information you provide on your claims may be used for other governmental purposes. These include checking your eligibility for other programs.

Resources

- [Job Seekers](#) - Use the Idaho Works website to search for a job.
- [UI FAQ](#) - Get answers to frequently asked unemployment questions.
- [UI Claimant Guide](#) - Read and understand your rights and responsibilities.

Find answers to common questions on the [FAQ page](#) at 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 labor.idaho.gov/officedirectory.