# Claimant Portal: Guide to Filing Weekly Certifications



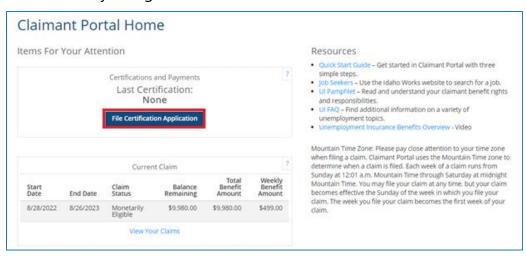
#### **BEFORE YOU FILE:**

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

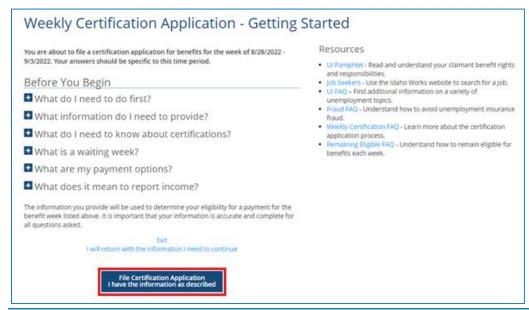
**Remember**: A claim should be filed during the week you become unemployed or work less than full-time hours. You can begin filing weekly certifications the Sunday following the day you file or reopen your claim.

For help logging into Claimant Portal with ID.me, see <u>ID.me Instructions</u> at <u>www.labor.idaho.gov/ClaimantPortal</u>.

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**.



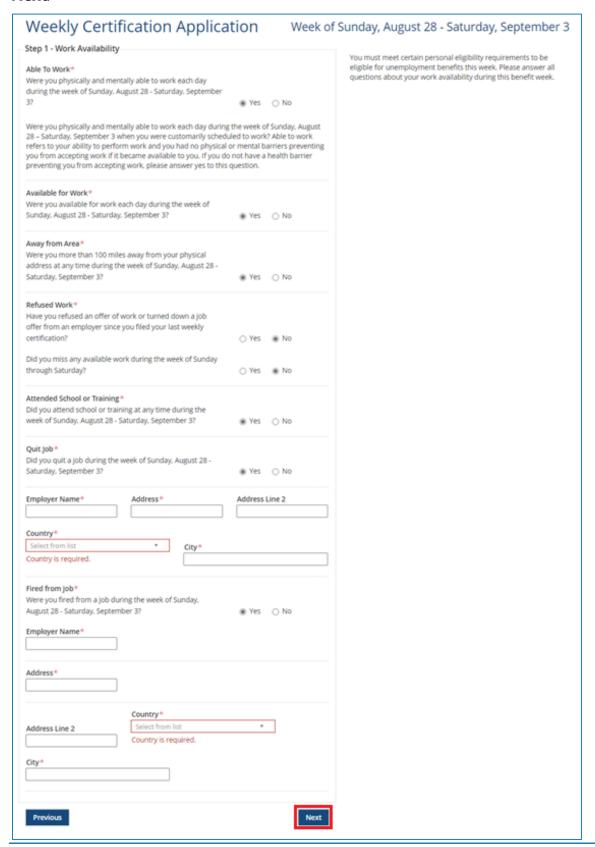




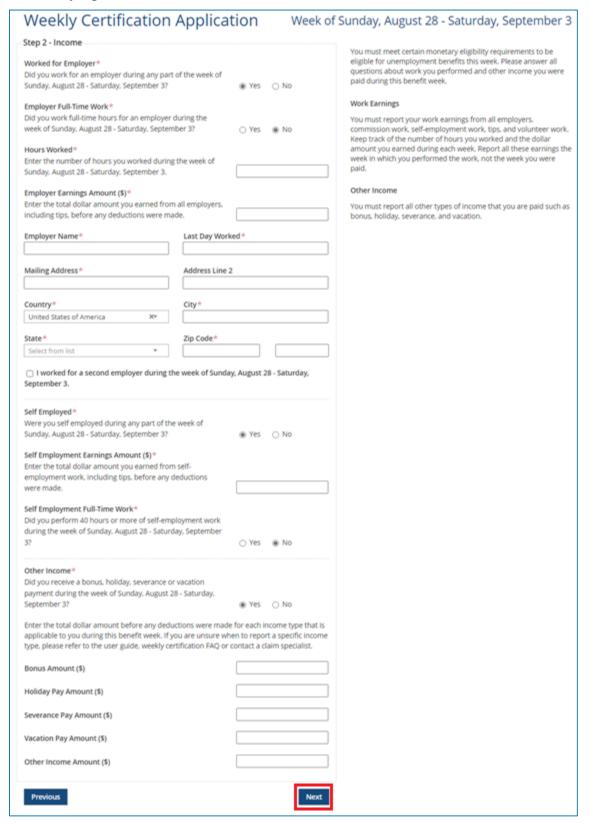




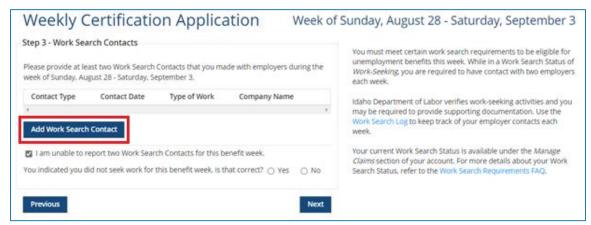
**STEP 2:** For each question, select the answer that best describes your availability for the week. Click **Next**.



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



**STEP 4:** Click on **Add Work Search Contact**. (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.)

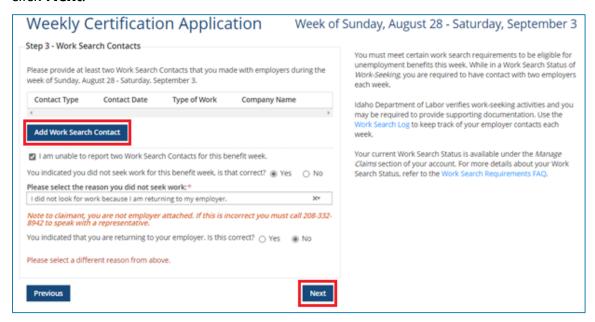


You will be asked for specific information based on how you contacted the employer. Enter all fields marked with a red asterisk (\*). When you are finished filling in the form, click **Save Contact**.

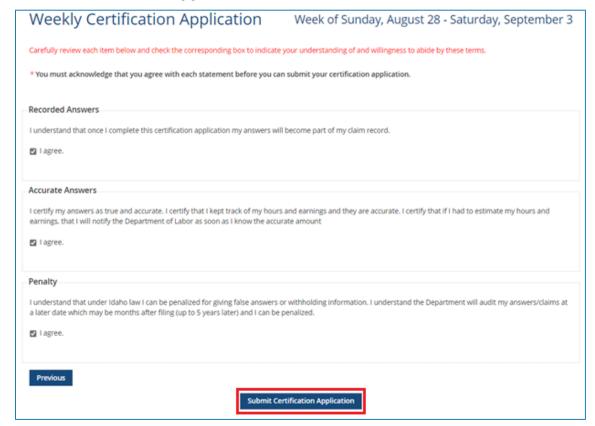


Click **Add Work Search Contact** again to add more contacts. You are required to make 2 work search contacts per week.

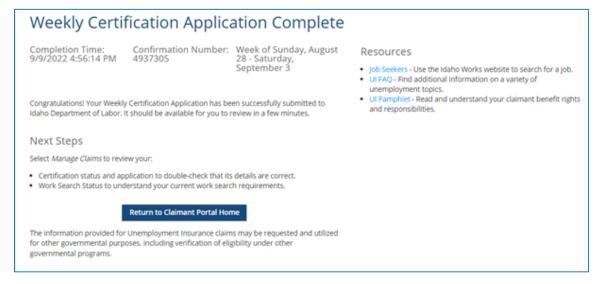
Repeat the process to enter your second work search contact. Once all your contacts are entered, click **Next**.



**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.



Find answers to common questions on the <u>FAQ page</u> at 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 <a href="https://www.labor.idaho.gov/officedirectory">www.labor.idaho.gov/officedirectory</a>.

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