

Claimant Portal New Registration Guide

IDAHO
DEPT. OF LABOR

Instructions for customers who need to file an initial or reopened unemployment claim.

Claimant Portal is the online system for managing your unemployment insurance claims. Find Claimant Portal at labor.idaho.gov/claimantportal. Find other information and FAQs about unemployment insurance at labor.idaho.gov/uitips.

*You **MUST** have an email account to use the Claimant Portal. See staff or call a claim specialist if you do not know how to set up an email address.*

STEP 1: Begin Registration Process

Click "Register."

Note: User guides for the Claimant Portal are available to download on the home page and the top of each screen.

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.

labor.idaho.gov

Idaho Department of Labor

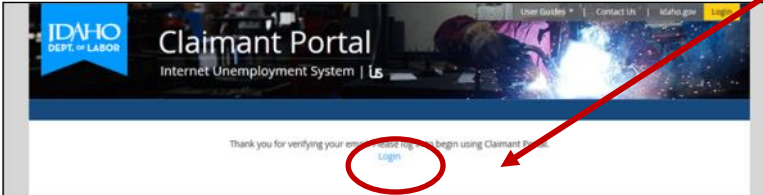
C.L. "Butch" Otter, Governor · Kenneth D. Edmunds, Director



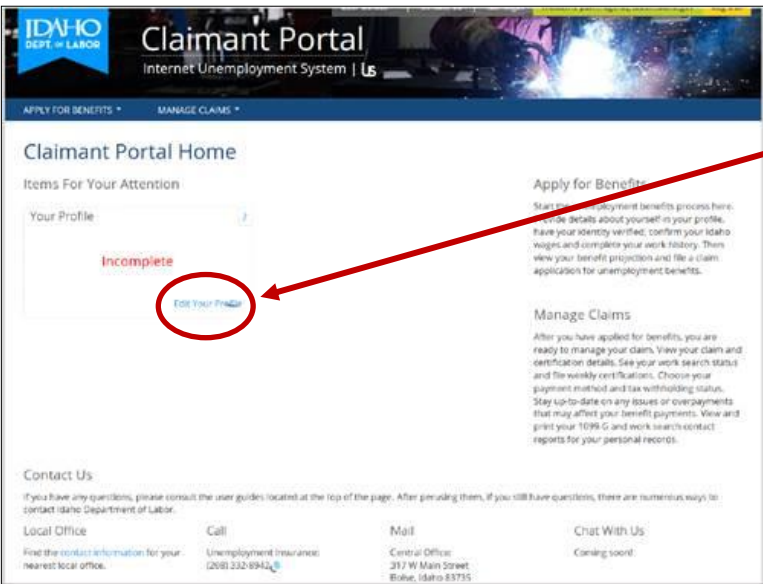
STEP 2: Verify Your Email Address

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.



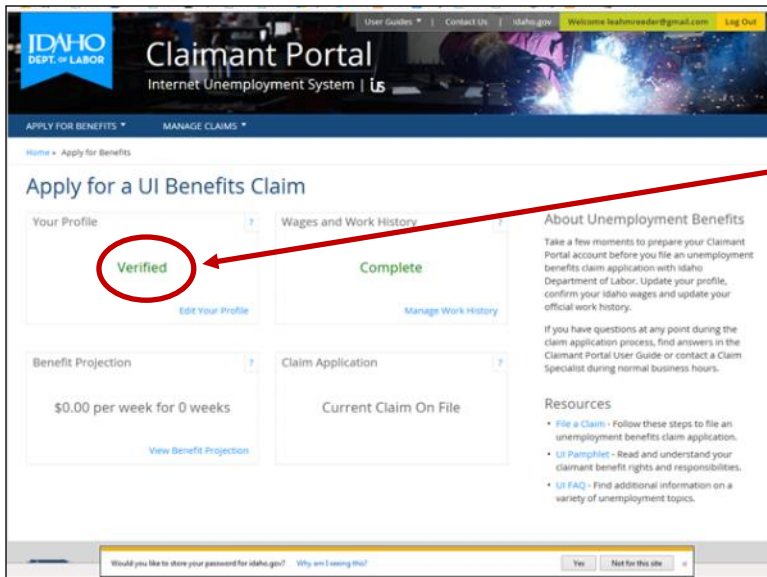
After you log in, this page will appear. Click on “Edit Your Profile.”

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.



This screen will appear next.

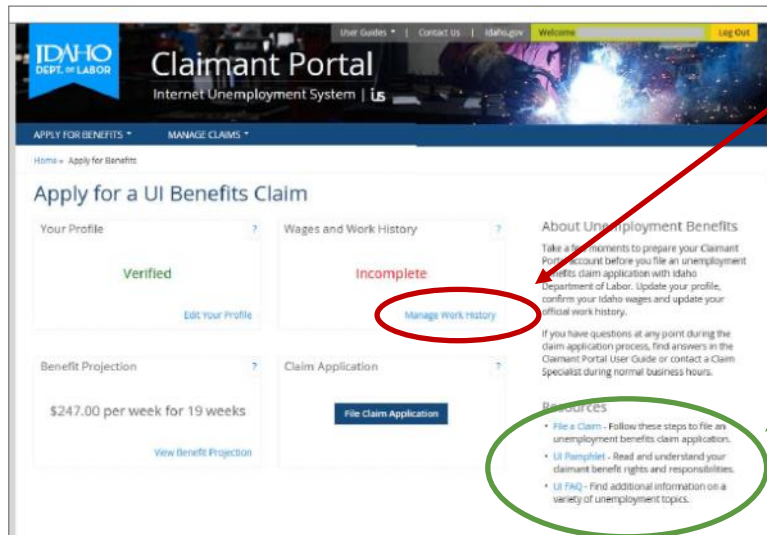
If Your Profile is **Verified**, continue to **STEP 4**.

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**, **continue your application for benefits or weekly certification and check your driver's license status on the Department of Motor Vehicles website. See instructions [here](#).**

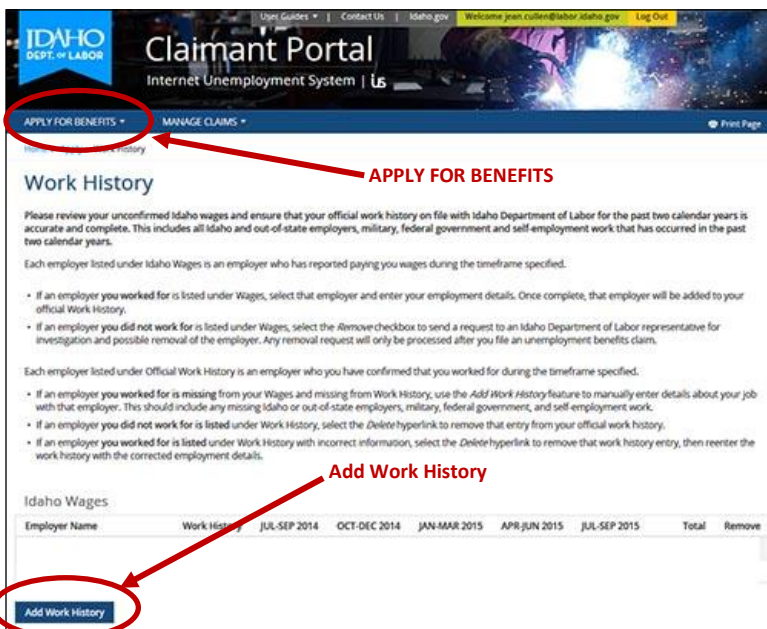
If it checks as "Valid" return to this step and continue your registration.

STEP 4: Add Wages and Work History



Click on Manage Work History.

Refer to user guides for more detailed instructions on completing the Wages and Work History information.



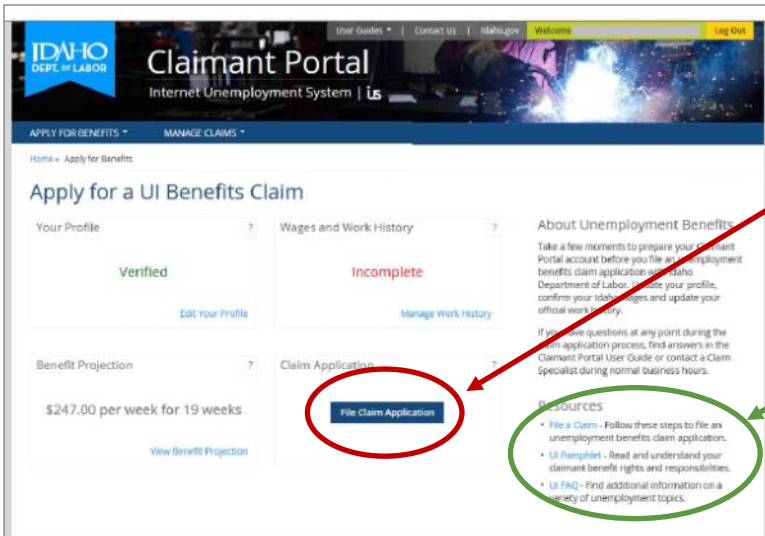
This screen appears next. Click on "Add Work History" at the bottom of the screen.

(Another screen appears where you will fill out the form.)

When you are finished, click the Submit button on the bottom of that screen to return to the screen shown here.

When you are finished adding work history, click on "APPLY FOR BENEFITS" at the top of the screen.

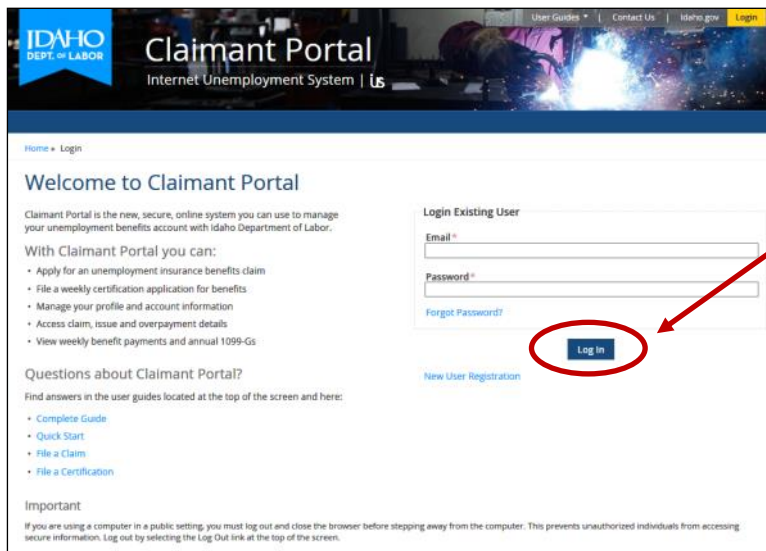
STEP 5: File Claim Application



You will return to this screen. Click on “ File Claim Application.”

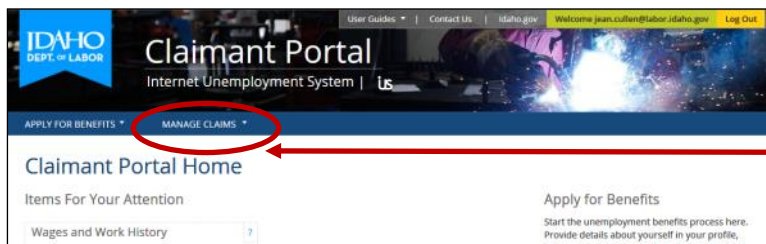
Refer to user guides for more detailed instructions on completing the rest of your application.

STEP 6: Filing Weekly Certification

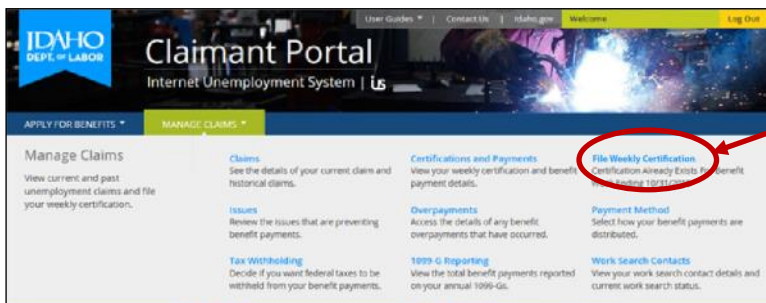


We recommend filing your weekly certification on Sunday or Monday.

Once your claim week is over, log in to your account.



Click on MANAGE CLAIMS.



Click on File Weekly Certification.