

# Claimant Portal Super Quick Guide

## DO YOU HAVE AN EMAIL ADDRESS?

If not, set one up, we can help!

## FILE A CLAIM: A FIVE-STEP PROCESS

1. Register a new Claimant Portal user account.
2. Log in to your email account; open the email from the Idaho Department of Labor and click the verification link.
3. Complete “Your Profile” and submit. The system will attempt to verify your identity.

**IF YOU ARE UNABLE TO VERIFY YOUR IDENTITY YOU CAN STILL ADD WORK HISTORY AND FILE A CLAIM. SEE STEP 3 IN CLAIMANT PORTAL NEW REGISTRATION GUIDE FOR MORE INFORMATION.**

4. Update “Work History.”

You must add all work history for the past two years whether or not your wages are showing on the screen.

**IF YOU DO NOT UPDATE YOUR WORK HISTORY BEFORE YOU FILE YOUR CLAIM APPLICATION, YOU WILL BE ROUTED BACK TO THE WORK HISTORY SECTION.**

*After you enter your work history, you may need to click the link located on a gray bar at the top of the screen labeled, “Your claim application is still in progress. Once you have completed your work history, click here to return to your claim application.”*

5. Click “File Claim Application,” under the “APPLY FOR BENEFITS” tab.

## FILE A WEEKLY CERTIFICATION

- You may select this option after your claim has been filed and there is a week available to claim (on Sunday). It can be found under the “MANAGE CLAIMS” tab.

## BENEFIT PROJECTION

- Verify identity.
- Go to “View Benefit Projection” under the “APPLY FOR BENEFITS” tab.