

# Obtaining Wage Information for New Users

## Instructions for first-time Claimant Portal users who need to print their Idaho wage history.

**Claimant Portal** is the online system for managing your unemployment insurance claims and retrieving wage information. Find Claimant Portal at [labor.idaho.gov/claimantportal](http://labor.idaho.gov/claimantportal).

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

## STEP 1: Begin Registration Process

Click "Register."

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.

## 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.

The top screenshot shows the Claimant Portal home page with a message: "Thank you for verifying your email address by logging into the Claimant Portal." Below the message is a "Login" button circled in red. The bottom screenshot shows the "Claimant Portal Home" page. Under "Items For Your Attention", there is a "Your Profile" section with a status of "Incomplete" and a "Edit Your Profile" button circled in red. To the right, there are sections for "Apply for Benefits" and "Manage Claims". At the bottom, there is a "Contact Us" section with various contact options.

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

The "Your Profile" form is divided into several sections: "Personal Information" (First Name, Middle Initial, Last Name, Sex, Date of Birth, Social Security Number, Driver's License Type), "Address Information" (Mailing Address, Address Line 2, Country, City, State, ZIP Code), "Physical Address" (Physical Address, Address Line 2, Country, City, State, ZIP Code), "Contact Information" (Primary Phone, Alternate Phone, Preferred Contact Method, Preferred Language), and "Demographic Information" (Marital Status, Family Size, Educational Achievement, Race, Ethnicity). At the bottom, there are "Cancel" and "Submit" buttons, with the "Submit" button circled in red.

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**, check your driver's license status on the Department of Motor Vehicles website. See instructions in the binder titled "How to Verify Status With Driver's License Information."

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

Click on "Verify Benefit Projection."

**NOTE: YOU WILL NOT BE ABLE TO PRINT YOUR WAGE INFORMATION IF YOUR IDENTITY IS NOT VERIFIED.**

## STEP 4: Print Your Wage History

**UI Benefit Projection**

This projection of Unemployment Insurance (UI) benefits provides an estimate of your monetary eligibility based on wage information reported by Idaho employers to Idaho Department of Labor. It will remain in a pending status until you file a UI claim application, after which an official monetary determination will be made and a copy mailed to you. The total benefit amount that could be available to you is estimated at \$10,660.00. The weekly benefit amount is estimated at \$410.00 per week for a total of 26 weeks.

**DO NOT REFER TO THIS MONETARY INFORMATION IF YOU HAVE RECENTLY FILED A CLAIM.**

Effective Date	Weeks	Weekly Benefit Amount	Total Benefit Amount
7/17/2016	26	\$410.00	\$10,660.00

Claim Information  
You have no current claim on record.

Claimant Information

**Base Period Wages**

This projection is based on wages you were paid by Idaho employers between Wednesday, April 01, 2015 and Thursday, June 30, 2016.

You are responsible to ensure that the wages reported on your monetary determination are correct. If any wages are incorrect, it is your responsibility to contact Idaho Department of Labor and have your monetary determination corrected.

- If wages you earned are missing from your monetary determination, you may be entitled to an increase in your benefit amount.
- If wages you did not earn are reported on your monetary determination, you may receive benefits that you are not entitled to.

**YOU WILL BE HELD RESPONSIBLE TO REPAY ANY OVERPAYMENT THAT OCCURS DUE TO INCORRECT WAGES REPORTED ON YOUR MONETARY DETERMINATION.**

Your Wages

Employer Name	APR-JUN 2015	JUL-SEP 2015	OCT-DEC 2015	JAN-MAR 2016	APR-JUN 2016	Total
	\$9,272.08	\$11,034.88	\$11,055.84	\$9,525.76	\$9,358.08	\$50,246.64
<b>Total</b>	<b>\$9,272.08</b>	<b>\$11,034.88</b>	<b>\$11,055.84</b>	<b>\$9,525.76</b>	<b>\$9,358.08</b>	<b>\$50,246.64</b>

For a thorough explanation of Idaho Department of Labor's monetary determination process, please review the [Monetary Eligibility Requirements FAQ](#).

This page shows your quarterly wages provided by your Idaho employers.

This is the page you need to print.

**Remember to Log Out when you are finished.**