

# How to File for Unemployment Benefits

IDAHO  
DEPT. OF LABOR



If you have used the **Claimant Portal** before, you will need your email address and password. If not you will need to register at [labor.idaho.gov/claimantportal](https://labor.idaho.gov/claimantportal).

## Before you file

Gather all of the following information.

- Your work history information for the last two years including:
  - Employer names, addresses, phone numbers, supervisors and dates of employment
- Your current contact information.
- Your driver's license or state ID number and work authorization information, if applicable.
- Your bank account number and bank routing number, if you choose direct deposit to receive your payments.
- The date your employer states you will be returning to full-time work, if applicable.

## How to file

File online at [labor.idaho.gov/claimantportal](https://labor.idaho.gov/claimantportal). You can use your own computer, one in any of our local office lobbies or at a local library. Many libraries throughout the state have computers that are free for the public to use. Filing a claim should take about 20 minutes.

## After you file

- 1. Report your Waiting Week.** This is the first weekly report, and **you must report your waiting week** to certify your claim. File your waiting week online the first Sunday after you open your claim.
- 2. Report for Each Week.** File a weekly certification every week until you are back to full employment. Benefit weeks are from Sunday through Saturday. We recommend filing your weekly report on Sunday. Remember you are filing for the prior week.
- 3. Start Looking.** Keep track of your work search contacts, and you have to report them weekly. You are required to make at least two contacts per week and register for work or **you will be denied benefits**. Need help with your work search? Please register for work at [idahoworks.gov](https://idahoworks.gov) or stop in your local office. We are here to help.

To file your initial claim or weekly report, go to [labor.idaho.gov/claimantportal](https://labor.idaho.gov/claimantportal).

Idaho Department of Labor

[labor.idaho.gov](https://labor.idaho.gov)

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### Need to Know Information

- **Read the Idaho Labor Unemployment Insurance Claimant pamphlet that will be mailed to you.** It contains information protecting you from making mistakes during the claim process that could jeopardize your benefits. You are responsible for reading and following all directions.
- **Monetary Determination.** Along with your pamphlet, you will receive a monetary determination stating your weekly and total benefit amount, based on the wages your employer reported to us. If the information is incorrect, call us to prevent potential overpayments.
- **Severance Pay.** If you receive severance pay in a lump sum when employment is severed, you must report the payment when it is paid. If you are receiving periodic severance payments, you must report the payments for the time period covered.
- **Reporting Wages on your Weekly Continued Claim.** Make sure you report wages for the week you earn them, even if you haven't been paid yet. Report gross earnings (before taxes and any deductions).
- **Issues.** If there is additional information needed to determine if you are eligible for benefits, we will contact you by phone or email. Continue to file your weekly certification carefully and honestly. If you realize you made a mistake while filing, give us a call at (208) 332-8942. To prevent delays in payment, call within 24 hours.
- **Out of the Area.** Anytime you go out of town or leave your local labor market area, you must report your absence on your weekly certification. This includes weekends, medical appointments, personal travel, vacations and job searches that take you out of the area.
- **Important! Your claim will stop if** you have not claimed benefits for two or more consecutive weeks **OR** you claim and have earnings more than 1.5 times your weekly benefit amount for two consecutive weeks. **To re-open your claim, go to [labor.idaho.gov/claimantportal](https://labor.idaho.gov/claimantportal).** Reopen your claim **during** the week you have reduced hours or are laid off, and you **must** enter your most recent work history.

**Confused?** This process can be complicated so call (208) 332-8942 if you have any questions.

Find your local office at [labor.idaho.gov/officedirectory](https://labor.idaho.gov/officedirectory)

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