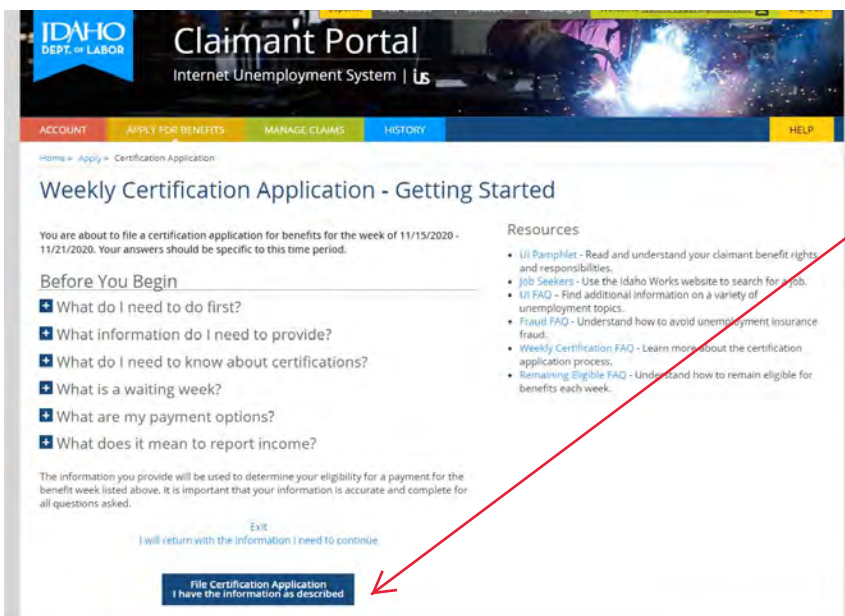
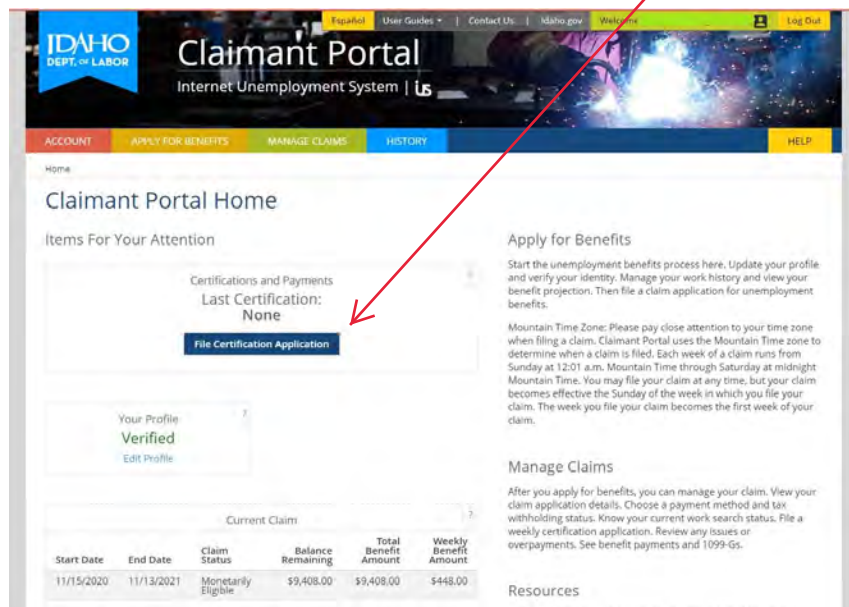


# Claimant Portal: Guide to Filing Weekly Certifications

**FIRST** – you need to *apply for unemployment insurance benefits on the Claimant Portal. Claimant Portal is the system for filing and managing unemployment insurance claims.*

Click here for the guide to [Logging into Claimant Portal with ID.me](#)

Once you log in to the Claimant Portal, click on **FILE CERTIFICATION APPLICATION**.



This screen will tell you what information is required to file a certification. If you have all of your information, click **File Certification Application**.

**STEP 1:** For each question, select the applicable answer that best describes your availability for the week. Click *Next*.

The screenshot shows the 'Claimant Portal' for the 'Internet Unemployment System'. The page title is 'Weekly Certification Application' for the week of Sunday, November 15 - Saturday, November 21. The current step is 'Step 1 - Work Availability'. The form contains several questions with radio button options for 'Yes' and 'No':

- Able to work:** "Were you physically and mentally able to work each day during the week of Sunday, November 15 - Saturday, November 21?"
- Available for work:** "Were you physically and mentally able to work each day during the week of Sunday, November 15 - Saturday, November 21 when you were customarily scheduled to work? Able to work refers to your ability to perform work and your lack of physical or mental barrier preventing you from accepting work. It became available to you if you do not have a health barrier preventing you from accepting work. Please answer 'yes' to this question."
- Away from Area:** "Were you available for work each day during the week of Sunday, November 15 - Saturday, November 21?"
- Refused work:** "Have you refused an offer of work or turned down a job offer from an employer in the last two years that you have not an option on your unemployment benefits claim, or did you miss any available work during the week of Sunday, November 15 - Saturday, November 21?"
- Attended school or training:** "Did you attend school or training at any time during the week of Sunday, November 15 - Saturday, November 21?"
- Quit job:** "Did you quit a job during the week of Sunday, November 15 - Saturday, November 21?"
- Filed from job:** "Have you filed from a job during the week of Sunday, November 15 - Saturday, November 21?"

At the bottom of the form, there are 'Previous' and 'Next' buttons. A red arrow points from the 'Next' button in this screenshot to the 'Next' button in the following screenshot.

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

The screenshot shows the 'Claimant Portal' for the 'Internet Unemployment System'. The page title is 'Weekly Certification Application' for the week of Sunday, November 15 - Saturday, November 21. The current step is 'Step 2 - Income'. The form contains several questions with radio button options for 'Yes' and 'No':

- Worked for Employer:** "Did you work for an employer during any part of the week of Sunday, November 15 - Saturday, November 21?"
- Self Employed:** "Were you self employed during any part of the week of Sunday, November 15 - Saturday, November 21?"
- Other Income:** "Did you receive a bonus, holiday, severance or vacation payment during the week of Sunday, November 15 - Saturday, November 21?"

There are informational sections on the right side of the form:

- Work Earnings:** "You must report your work earnings from all employers, commission work, self-employment work, tips, and volunteer work. Keep track of the number of hours you worked and the dollar amount you earned during each week. Report all these earnings the week in which you performed the work, not the week you were paid."
- Other Income:** "You must report all other types of income that you are paid such as bonus, holiday, severance, and vacation."

At the bottom of the form, there are 'Previous' and 'Next' buttons. A red arrow points from the 'Next' button in this screenshot to the 'Next' button in the following screenshot.

**STEP 3:** Click on *Add Work Search Contact*. (If your Work Search Status is **Employer Attached**, **Union Attached** or **In Training**, you will not see this screen. Instead, you will skip straight to the *Submit* screen.)

IDAHO DEPT. OF LABOR  
**Claimant Portal**  
Internet Unemployment System | LS

ACCOUNT APPLY FOR BENEFITS MANAGE CLAIMS HISTORY HELP

Home » Apply » Certification Application  
1 Work Availability 2 Income 3 Work Search Contacts Submit

### Weekly Certification Application

Week of Sunday, November 15 - Saturday, November 21

#### Step 3 - Work Search Contacts

Please provide at least two Work Search Contacts that you made with employers during the week of Sunday, November 15 - Saturday, November 21.

Contact Type	Contact Date	Type of Work	Company Name
<input type="button" value="Add Work Search Contact"/>			

I am unable to report two Work Search Contacts for this benefit week.

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

ACCOUNT APPLY FOR BENEFITS MANAGE CLAIMS HISTORY HELP

Home » Apply » Certification Application  
1 Work Availability 2 Income 3 Work Search Contacts Submit

### Weekly Certification Application

Week of Sunday, November 15 - Saturday, November 21

#### Step 3 - Work Search Contacts

Enter the details of your Website work search contact.

Keep a record of each work search contact you make with an employer.

Contact Date\*  Contact Name

Contact Phone  Confirmation #

Company Name

Company Address  Address Line 2

Country  City

State  ZIP Code

Company Website\*

Type of Work or Job Title\*  Job Number, if applicable

Application Submitted\*  
Did you submit an application or resume?  Yes  No

Next Step\*  
What is the next step with this job search contact?

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ACCOUNT APPLY FOR BENEFITS MANAGE CLAIMS HISTORY HELP

Home » Apply » Certification Application

1 Work Availability 2 Income 3 Work Search Contacts Submit

### Weekly Certification Application

Week of Sunday, November 15 - Saturday, November 21

Step 3 - Work Search Contacts

Please provide at least two Work Search Contacts that you made with employers during the week of Sunday, November 15 - Saturday, November 21.

Contact Type	Contact Date	Type of Work	Company Name
Website	11/19/2020	type	name

[Add Work Search Contact](#)

I am unable to report two Work Search Contacts for this benefit week.

You indicated you did not seek work for this benefit week, is that correct?  Yes  No

Please select the reason you did not seek work:

[Previous](#) [Next](#)

You must meet certain work search requirements to be eligible for unemployment benefits this week. While in a Work Search Status of *Work-Seeking*, you are required to have contact with two employers each week.

Idaho Department of Labor verifies work-seeking activities and you may be required to provide supporting documentation. Use the [Work Search Log](#) to keep track of your employer contacts each week.

Your current Work Search Status is available under the *Manage Claims* section of your account. For more details about your Work Search Status, refer to the [Work Search Requirements FAQ](#).

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Labor.Idaho.gov | Idaho.gov Accessibility | Privacy | Security | Cybersecurity.Idaho.gov | An Equal Opportunity Employer and Service Provider  
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Click **Add Work Search Contact** again to add more contacts. You are required to make two work search contacts per week. Continue the process again to enter your second work search contact. Once you have entered all your contacts, click **Next**.

**STEP 4:** Review the statements on the screen pictured below. Check the *I agree* boxes, then click **Submit Certification Application**.

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ACCOUNT APPLY FOR BENEFITS MANAGE CLAIMS HISTORY HELP

Home » Apply » Certification Application

1 Work Availability 2 Income 3 Work Search Contacts Submit

### Weekly Certification Application

Week of Sunday, November 15 - Saturday, November 21

Carefully review each item below and check the corresponding box to indicate your understanding of and willingness to abide by these terms.

You must acknowledge that you agree with each statement before you can submit your certification application.

**Recorded Answers**

I understand that once I complete this certification application my answers will become part of my claim record.

I agree.

**Accurate Answers**

I certify my answers as true and accurate. I certify that I kept track of my hours and earnings and they are accurate. I certify that if I had to estimate my hours and earnings, that I will notify the Department of Labor as soon as I know the accurate amount.

I agree.

**Penalty**

I understand that under Idaho law I can be penalized for giving false answers or withholding information. I understand the Department will audit my answers/claims at a later date which may be months after filing (up to 5 years later) and I can be penalized.

I agree.

[Previous](#) [Submit Certification Application](#)

When the **Weekly Certification Application Complete** screen appears, it means you are done.

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ACCOUNT APPLY FOR BENEFITS MANAGE CLAIMS HISTORY HELP

Home » Apply » Certification Application

### Weekly Certification Application Complete

Completion Time: 11/24/2020 11:41:26 AM Confirmation Number: 3621350 Week of Sunday, November 15 - Saturday, November 21

Congratulations! Your Weekly Certification Application has been successfully submitted to Idaho Department of Labor. It should be available for you to review in a few minutes.

**Next Steps**

Select *Manage Claims* to review your:

- Certification status and application to double-check that its details are correct.
- Work Search Status to understand your current work search requirements.

[Return to Claimant Portal Home](#)

The information provided for Unemployment Insurance claims may be requested and utilized for other governmental purposes, including verification of eligibility under other governmental programs.

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