

# Claimant Portal Super Quick Guide

## DO YOU HAVE AN EMAIL ADDRESS?

If not, set one up. If you need help, please call **208-332-8942**.

**Please note:** We recommend you do *not* use a work email or shared email. We highly recommend you use a Gmail account, but you can use the email service of your choice.

## BEFORE YOU BEGIN:

**Please note:** ID.me is a required step that helps find and prevent identity theft. If you can't complete ID.me, please bring the following documents to **[your nearest Labor office](#)**:

- Valid driver's license, passport or state-issued ID
- Social Security card
- Proof of current address (this can be a utility bill, bank statement, etc.)
- View a list of other acceptable documents at **[help.id.me](http://help.id.me)**.

## FILE A CLAIM:

1. Follow the link to get started: **[www.labor.idaho.gov/ClaimantPortal](http://www.labor.idaho.gov/ClaimantPortal)**
2. Click on the **Sign in with ID.me** button.
3. Create an ID.me account or sign in with your email.
4. Receive your 6-digit sign in code via text or phone call.
5. Enter the code where directed and press **Continue**.
6. Follow the ID.me prompts to verify your identity.

**Note:** When you log in with ID.me the first time, you will be asked to allow ID.me to send your information to the Department of Labor. You must give your permission to send your verified identity to complete the verification process. Once verified, you will be returned to the Claimant Portal.

7. On the *HOME* page or the *APPLY FOR BENEFITS* tab, click **File Claim Application** to complete your claim.

**Note:** You can view your benefit projection on the *APPLY FOR BENEFITS* tab before filing your claim.

## UPDATE WORK HISTORY:

Update your work history on the *HISTORY* tab. Be sure to add all work history from the past 2 years. You must complete your work history to prevent delay or denial of benefits.

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## FILE A WEEKLY CERTIFICATION:

The first day you can select this option is the Sunday after the week in which you file your claim. Starting then, you can select **File Claim Application** on the Claimant Portal *HOME* page or the *APPLY FOR BENEFITS* tab.

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Find answers to common questions on the [FAQ page](#) at [www.labor.idaho.gov](http://www.labor.idaho.gov).

Make an appointment with an Unemployment Insurance Navigator for help using or understanding the unemployment insurance system. Visit the local or mobile office directory for dates, times and locations at [www.labor.idaho.gov/officedirectory](http://www.labor.idaho.gov/officedirectory).

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