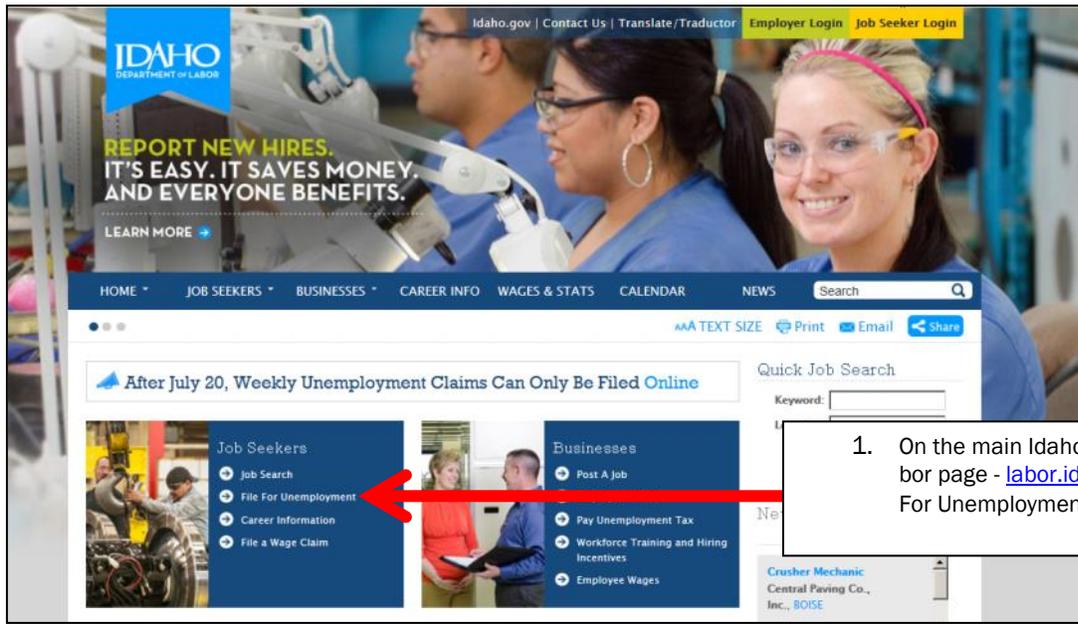


Unemployment Claim: How to file weekly report online

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DEPT. OF LABOR



labor.idaho.gov

Idaho Department of Labor

C.L. "Butch" Otter, Governor · Kenneth D. Edmunds, Director



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Welcome to the Idaho Continued Claim System

Social Security Number

Our electronic filing process uses the strongest encryption available using the standard SSL protocol. However, the Idaho Department of Labor cannot guarantee complete confidentiality of information sent between our server and your browser.

By using this system you agree to have your answers become part of your claim record. You are certifying that your answers are true and accurate to the best of your knowledge. Under Idaho law you could be penalized for giving false answers or for withholding information. Please stay with this session until all questions are answered and verified. If you end this session before the system tells you that your report is complete, your answers will not be recorded, no week will be claimed and you will have to repeat the process in order to claim benefits for the week.

Please enter your Social Security Number

* [input type="text" value="*****"] (no dashes or spaces)

[I don't have this number.](#)

*****Important***** If you are using a computer in a public setting, you must logout before you step away from the computer. Failing to log out will allow others who use the computer after you to see the information you have entered. You must complete the entire process and click the "Logout" button at the end of the application.

3. Type your Social Security Number and click Submit.

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PERSONAL IDENTIFICATION NUMBER (PIN)

Please enter your PIN here: [input type="text"]

[Click here if you have forgotten your PIN.](#)

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4. Type your PIN number and click Next.

Continued Claim Questions

[Logout](#)

[English](#)
[Spanish](#)

You are now ready to file your claim report for the week ending Saturday, November 2

Were you physically and mentally able to work each day of the week of Sunday, October 27 – Saturday, November 2?

Yes No

Were you available for work each day of the week of Sunday, October 27 – Saturday, November 2?

Yes No

Did you maintain contact as required with your employer or union?

Yes No

Were you away from the area where you normally work any time during the week of Sunday, October 27 – Saturday, November 2?

Yes No

Have you refused any work, job or position with an employer in the last two years which you have not yet reported on your unemployment claim, or did you miss any available work the week of Sunday, October 27 – Saturday, November 2?

Yes No

Did you attend school or training any time during the week of Sunday, October 27 – Saturday, November 2?

Yes No

Did you quit any job during the week of Sunday, October 27 – Saturday, November 2?

Yes No

Were you fired from any job during the week of Sunday, October 27 – Saturday, November 2?

Yes No

Did you work for an employer during any part of the week of Sunday, October 27 – Saturday, November 2?

Yes No

Were you self employed during any part of the week of Sunday, October 27 – Saturday, November 2?

Yes No

Do you have any bonus, holiday, severance, or vacation pay to report the week of Sunday, October 27 – Saturday, November 2?

Yes No

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5. Answer the questions by clicking on the appropriate Yes or No choices.

6. Click Next when you have answered all of the questions.

[Logout](#)

Please provide at least 2 job contacts you made during the week of Sunday, October 27 – Saturday, November 2.

Attention: Idaho verifies work seeking activities.
You may be required to provide supporting documentation.
If you cannot provide this documentation, benefits may be denied.

To enter a contact:

- Press "Add New Work Search Contact" below.
- Repeat this process for each work search contact.
- When finished, press "Finished Adding Contacts".

You will be given an opportunity to explain why you did not complete the minimum amount of required work searches if necessary.

7. Click Add New Work Search Contact.

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Enter a work search contact you made during the week of Sunday, October 27 – Saturday, November 2.

[Logout](#)

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

*What date did you make your work search contact?

*How did you contact the company?
This is how you communicated with the employer with whom you were seeking work. Typically, the methods of contact will be either mail, e-mail, Web, in person, telephone, or fax. If your method of contact doesn't fit any of these, choose the most similar and then explain any unique circumstances.

- Mail
- Website
- Email
- In Person
- Phone
- Fax

8. Enter the date and method of your Work Search Contact and click Continue.

[Click here for help on filling out this form.](#)

Contact Type: **Website**

*Date of Contact: 10/29/2013

Company Name:

Company Address:

Address Continued:

City: State: --Please select-- Zip:

Person Contacted:

Phone: () - ext.
Failure to provide a phone number may delay benefits.

*Type of Work or Job Title: Web Designer

Job Number if available:

*What is the web address (URL)? www.labor.idaho.gov/dhr

Confirmation number, if provided: IL51275

*Did you submit an application or résumé?: Yes
If you did NOT submit an application or résumé, please explain why:

1500 characters remaining

*What is the next step with this job search contact?:
They will send me an email with my score as soon as it is graded.

1435 characters remaining

9. Continue entering your work search information and click Continue when finished.

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Please provide at least 2 job contacts you made during the week of
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[Logout](#)

To enter a contact:

- Press "Add New Work Search Contact" below.
- Repeat this process for each work search contact.
- When finished, press "Finished Adding Contacts".

You will be given an opportunity to explain why you did not complete the minimum amount of required work searches if necessary.

Contact Date	Company Name (click to edit)	Contact Type	Type of Work	(click to delete)
10/29/2013	www.labor.idaho.gov/dlr	Website	Web Designer	Delete

10. Add another work search contact by repeating steps 8 and 9.

11. When you have finished adding your contacts, click Finished Adding Contacts.

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Your work search for
Sunday, October 27 – Saturday, November 2.

[Logout](#)

Contact Date	Company Name	Contact Type	Type of Work
10/29/2013	www.labor.idaho.gov/dlr	Website	Web Designer
10/31/2013	ABC cleaning	By Phone	House Cleaner

12. When you are completely finished and reach this screen, click My work search information is complete.

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This completes your report for the week ending Saturday, November 2.

Dale Anderson

Your receipt number is 201311061643

If you are uncertain about any answer you gave on this report, you must call the Idaho Department of Labor within two business days to ensure the answers you gave are correct. If you fail to do this, under Idaho law you could be penalized for giving false answers or for withholding information.

For more information on unemployment visit us at www.labor.idaho.gov/utips.

Jobs are available! Search our website for [listings](#).

13. This screen appears when you have completed the process. Print or write down receipt number for your records and Logout.