

INDUSTRIAL COMMISSION WEB PORTAL GUIDE

IDOL Appeals



Contents

Accessing the Web Portal 3

 Claimant 3

 Employer 5

 IDOL..... 6

Questions..... 8

Accessing the Web Portal

The Idaho Industrial Commission web portal can be accessed at <https://iicportal.idaho.gov>.

The IDOL Web Portal can accept IDOL appeal requests from:

1. Claimant (Employee)
2. Employer
3. IDOL
4. Other

Claimant

From the home page, you will be able to file an IDOL Appeal Request by entering the following information:

1. IDOL Docket Number
2. Filed by – Claimant
3. Reason for Appeal
4. First & Last Name, Last Four of SSN
5. Phone Number
6. Email Address
7. Mailing Address
8. Employer Name
9. Submitted by – Your name.

IDOL Appeal Request

Appeal Request Information

| | |
|----------------------|---------------------------------------|
| IDOL Docket Number * | Filed By * |
| <input type="text"/> | <input type="text" value="Claimant"/> |
| Reason for Appeal * | |
| <input type="text"/> | |

Claimant Information

| | |
|----------------------------------|---|
| First Name * | Phone * |
| <input type="text"/> | <input type="text" value="Provide a telephone number"/> |
| Last Name * | Email |
| <input type="text"/> | <input type="text"/> |
| Last Four Digits of SSN or TIN * | Address * |
| <input type="text"/> | <input type="text"/> |

- If you wish to receive an email confirmation that your appeal has been received, enter your email address under the “Submitted By” section.

Employer Information

Name *

Submitted By

Name *

Phone

Email

If you would like confirmation that your appeal has been received by the Industrial Commission, please provide a current email address.

- Attestation is required, and we will not be able to process your appeal until your name is entered.

Attestation

Signature Attestation *

By entering my name below, I am electronically signing this appeal certifying that the information entered in this form is true and correct to the best of my knowledge.

- When complete, click on the submit button at the bottom.
- Once submitted you will be taken to the following page

IDOL Appeal Request

Thank you for your submission. If you provided an email address, you will receive a confirmation message shortly. If you have questions, contact an Idaho Industrial Commission Unemployment Appeals representative at (208) 334-6000 or unemploymentappeals@ic.idaho.gov

Employer

From the home page, you will be able to file an IDOL Appeal Request by entering the following information:

1. IDOL Docket Number
2. Filed by – Employer
3. Reason for Appeal
4. Claimant Information – First & Last Name
5. Employer Information – Name, Phone Number, Address, Email
6. Submitted by – Your Name, Phone Number, Relationship to Employer, Email

IDOL Appeal Request

Appeal Request Information

IDOL Docket Number *

Filed By *

Employer

Reason for Appeal *

Claimant Information

First Name *

Last Name *

Employer Information

Name *

Phone *

Provide a telephone number

Address *

Email *

- If you wish to receive an email confirmation that your appeal has been received, enter your email address under the “Submitted By” section.

Submitted By

Name *

Phone

Provide a telephone number

Relationship to Employer *

Email

If you would like confirmation that your appeal has been received by the Industrial Commission, please provide a current email address.

Optional: Additional documentation is NOT required to file your appeal. However, if you have additional documentation you would like to submit with your appeal, you may submit by email to unemployment.appeals@ic.idaho.gov, by mail to Industrial Commission, P.O. Box 83720, Boise, Idaho, 83720-0041, by facsimile to 208-332-7558, or by personal delivery to the Industrial Commission at 18321 W. Chinden Blvd, Boise, Idaho, 83714.

- Attestation is required, and we will not be able to process your appeal until your name is entered.

Attestation

Signature Attestation *

By entering my name below, I am electronically signing this appeal certifying that the information entered in this form is true and correct to the best of my knowledge.

- When complete, click on the submit button at the bottom.
- Once submitted you will be taken to the following page

IDOL Appeal Request

Thank you for your submission. If you provided an email address, you will receive a confirmation message shortly. If you have questions, contact an Idaho Industrial Commission Unemployment Appeals representative at (208) 334-6000 or unemployment.appeals@ic.idaho.gov.

IDOL

From the home page, you will be able to file an IDOL Appeal Request by entering the following information:

1. IDOL Docket Number
2. Filed by – IDOL
3. Reason for Appeal
4. Claimant Information – First & Last Name
5. Employer Information – Name

6. Submitted by – Your Name, Phone Number, Email

IDOL Appeal Request

Appeal Request Information

IDOL Docket Number *

Filed By *

Reason for Appeal *

Claimant Information

First Name *

Last Name *

Employer Information

Name *

- If you wish to receive an email confirmation that your appeal has been received, enter your email address under the “Submitted By” section.

Submitted By

Name *

Phone

Email

If you would like confirmation that your appeal has been received by the Industrial Commission, please provide a current email address.

Optional: Additional documentation is NOT required to file your appeal. However, if you have additional documentation you would like to submit with your appeal, you may submit by email to unemployment.appeals@ic.idaho.gov, by mail to Industrial Commission, P.O. Box 83720, Boise, Idaho, 83720-0041, by facsimile to 208-332-7558, or by personal delivery to the Industrial Commission at 11321 W. Chinden Blvd., Boise, Idaho, 83714.

- Attestation is required, and we will not be able to process your appeal until your name is entered.

Attestation

Signature Attestation *

By entering my name below, I am electronically signing this appeal certifying that the information entered in this form is true and correct to the best of my knowledge.

Questions

For questions regarding IDOL appeal requests please email unemployment.appeals@iic.idaho.gov or call 208-332-7524.