Dear Valued ADP Client,

Thank you for choosing ADP Unemployment Claims Service to handle your unemployment insurance matters. The Idaho Department of Labor does not mail statements of unemployment benefit charges to employers or their agent. In order for ADP to have access to audit charges against your unemployment tax account it is necessary for you to grant access by completing the form on the next page.

If your company does not have an established profile on the Idaho employer portal please visit the portal website at: **http://labor.idaho.gov/eServices/EmployerPortal**. Click the link *New User Registration* then follow the steps to create your account.

State of Idaho – Agent Assignment for Unemployment Benefit Management

Federal ID: _____

ID Account #: _____

Company Name: _____

For additional assistance a link to the User Guide is available on the Employer Portal Login page. Failure to properly assign ADP Unemployment Claims as your agent to review benefit charges will mean that ADP cannot audit those charges and may cause unnecessary liability against your unemployment tax account.

If you have questions regarding the Employer Portal you may contact the Idaho Department of Labor at (208) 332-3576 or (800) 448-2977. If you have any questions regarding the ADP Unemployment Claims service please contact our Client Service Department at (855) 537-8499.

Sincerely,

Client Service Team
Unemployment Claims
ADP, LLC

Employer Portal

208-332-3576 or 800-448-2977

Designation of Authorized Agent
for
Unemployment Insurance Tax and Benefits

This form must be completed, signed and returned to Idaho Department of Labor to get access to Employer Account information for the Account listed below. This completed Authorization Form may be returned as an attachment using the Employer Portal messaging system or FAXED to 208-334-6301.

Employer Information

State Employer Account # _____

Federal Employer Identification #_____

Legal Business Name: _____

Doing Business As: _____

Employer Portal User Information

User's email: _____   Name: _____

Address & Phone # _____

User's Signature _____

Check all that apply:

_____Administrator – Controls user access to the employer account and has all the permissions listed below.

_____Manage UI Tax Filing – Report and pay UI taxes on line.

_____Manage Tax Addresses – Maintains the address for tax notices.

_____Manage Benefit Addresses – Maintains benefit addresses for separation statements.

_____Manage Also Known As – Maintains employer names for use with benefit claims.

_____Manage Separations – Reports employee separations to the department.

_____View Benefit Charge Statements – View current and past Benefit Charge Statements.

_____Manage Contacts – Keep Tax and Benefit contacts current.

_____   _____   _____
Signature of Employer   **Title**   **Phone**