



SIDES PIN Guide

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2. INTRODUCTION

This document is a reference for understanding how to locate the SIDES E-Response PIN that you will use to login to the SIDES E-Response Web Portal in order to respond to a request for information. This includes the following:

- Locating the PIN for SIDES E-Response web portal

Important: In order to login to the SIDES E-Response website, the PIN used must be the one sent to SIDES when the request for information was sent. It is not possible to 'reset' that PIN.

Creating a new PIN can only be done by un-enrolling and re-enrolling and should only be done if a new PIN is needed for security reasons to respond to future requests for information.

3. LOCATING SIDES E-RESPONSE PIN

This section will provide information on locating the SIDES E-Response PIN.

1. From Employer Home, click one of the 'Manage SIDES E-Response' links located on the page (Only staff with Administrator role will see this link).

The screenshot shows the Employer Home dashboard. On the left sidebar, the 'Manage SIDES E-Response' link is highlighted with a red box and a red circle labeled '1'. A red arrow points from this circle to the 'Manage UI SIDES' link in the main content area, which is also highlighted with a red box. The main content area includes sections for 'Important Items Requiring Your Attention', 'Employer Home', and various utility links like 'View Employer Account Profile', 'Short Time Compensation', 'Benefit Charge Protest', 'User Maintenance', 'Employer Inbox', 'Address Information', 'Correspondence Search', and 'Assign and Maintain TPA'.

2. Click the SIDES E-Response Registration Screen.

The screenshot shows the 'SIDES E-Response Registration Information Screen'. At the top, there are logos for 'UI SIDES' (State Information Data Exchange System) and 'SIDES E-Response'. The main text describes the system and provides contact information. At the bottom, there is a navigation bar with a 'Previous' button and a 'SIDES E-Response Registration Screen' button. A red circle labeled '2' points to the 'SIDES E-Response Registration Screen' button.

3. Do not make any changes on the Registration screen and then click Submit.

SIDES E-Response Registration

SIDES E-Response

E-Response provides an easy and efficient method for employers to respond electronically to separation or weekly earnings information requests with just a computer connected to the internet. An email notification is sent to the employer to alert of a request for separation or weekly earnings information. The employer logs into a secure website, completes the request, and it is sent to the State for further processing. E-Response works best for small employers, or employers with few requests for separation information.

If you choose to participate in the SIDES E-Response System:

- The SIDES E-Response Web Portal will allow you to receive, manage, respond, and return certain correspondence in reference to former employees.
 - Through SIDES you will be able to respond to:
 - Determination Notice of Claim Filed
 - Fact Finding for issues identified during the initial or reopen claim process
 - Requests for weekly earnings for Claimants who may have been paid benefits while working as identified from:
 - State or National New Hire reports from employers
 - Quarterly Earnings Wage Verification
 - Through your Connect Employer Portal all other correspondence reviews, responses or actions will be performed, including the examples listed below:
 - Additional fact-finding requests
 - Responding to requests for quarterly wage information due to claimants' requests for monetary reconsideration
 - Reviewing non-monetary determinations
 - Filing appeals to non-monetary determinations
 - Reviewing Appeals decisions
 - Filing higher level appeals
 - Protesting benefit charges

Which correspondence do you wish to receive? Check all that apply:

Earnings Wage Verification Requests
 Separation Information Requests

By selecting an option, I agree to the above information and choose to use the SIDES E-Response System to respond to the requests for information that will be sent through the SIDES E-Response web site. I understand that I will also need to respond to requests for information, review determinations and decisions and perform certain actions through the Connect Employer Portal, as indicated above.

Verify Email Address

In order to use the SIDES E-Response System, an email address is required so that you can be advised when correspondence has been posted.

Email address: test@gmail.com

Return to Previous Screen Return to Connect Home **Submit**

4. The current PIN is displayed on the screen.

SIDES E-Response Registration Confirmation

You have been registered as a SIDES E-Response participant with Earnings Wage Verification Requests, Separation Information Requests. You will receive a confirmation letter providing you with additional information. An email notification will be sent to you when correspondence is available through the SIDES E-Response web site.

You may change your SIDES E-Response election at any time.

SIDES Personal Identification Number (PIN):

PIN: **hTKyAM**

Please keep this PIN in a safe location as it will be required to access all E-Response information. You can view this PIN or generate a new PIN by logging into your Connect Portal and clicking on the SIDES E-Response link.

OK



The PIN is case sensitive so users may want to select 'Print Preview' at the top of the screen to confirm the proper PIN characters.