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).

   a. View Employee Account Profile
   b. View Account Information
   c. View the SIDES E-Response Registration Information Screen

2. Click the SIDES E-Response Registration Screen.

   a. Important items Regulating Your Attention
      - A new TPA User Role has been added “Response to Earnings Wage Verification.” Please work with your Employers or TPA’s to ensure the role is properly assigned in order to restrict the SIDES Wage Credit Post Audit Form(s) to the correct (Your) inbox. A guide on how to assign this TPA Role can be found by clicking the following link:
        http://www.fortidapso.com/ениемment-Assistance-Service-Center/employment/assistance/employees. You may also contact 1-877-848-8770 for assistance.
      - The Wage Credit Post Audit (WCPA) for 2nd quarter of 2019 has been distributed. If your business was identified for this audit run, you can locate the document online in your inbox under ‘Earnings Wage Verification’. For more information please visit http://www.fortidapso.com/emploiement-Assistance-Service-Center/employment/assistance/employees.

   b. View and maintain your inbox.
   c. Search for Correspondence.

   d. Manage SIDES E-Response
      - If you are a small or medium sized employer, click the link above for information regarding the National State Information Data Exchange System (SIDES).

   e. Assign and Maintain TPA
      - Used for Assigning and Maintaining TPA roles for a particular Employer.

   f. To read more detailed information and to register for SIDES E-Response, click the link below.
3. Do not make any changes on the Registration screen and then click Submit.

4. The current PIN is displayed on the screen.

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.