SIDES E-Response Unregister Guide

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2. INTRODUCTION

This document is a reference for understanding how to unregister from SIDES E-Response.

Important: If you have any outstanding requests sent through SIDES, you must respond to those requests through SIDES itself. If you do not have the SIDES E-Response PIN, go through the screens below, *without unregistering,* to obtain the current PIN. Then you may follow the process to unregister.
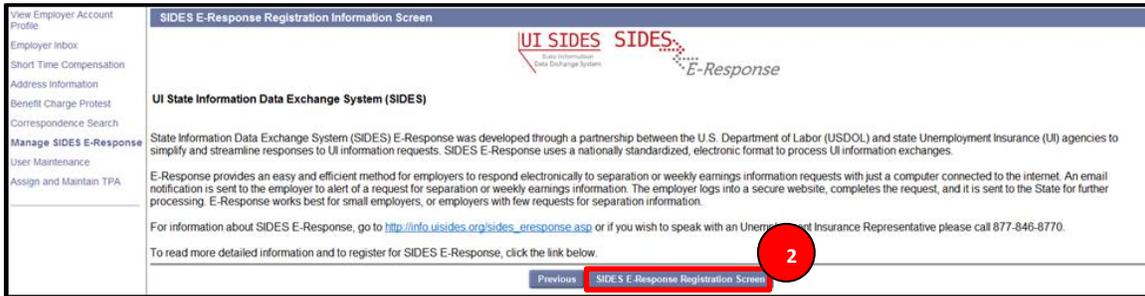
3. UNREGISTERING FROM SIDES E-RESPONSE

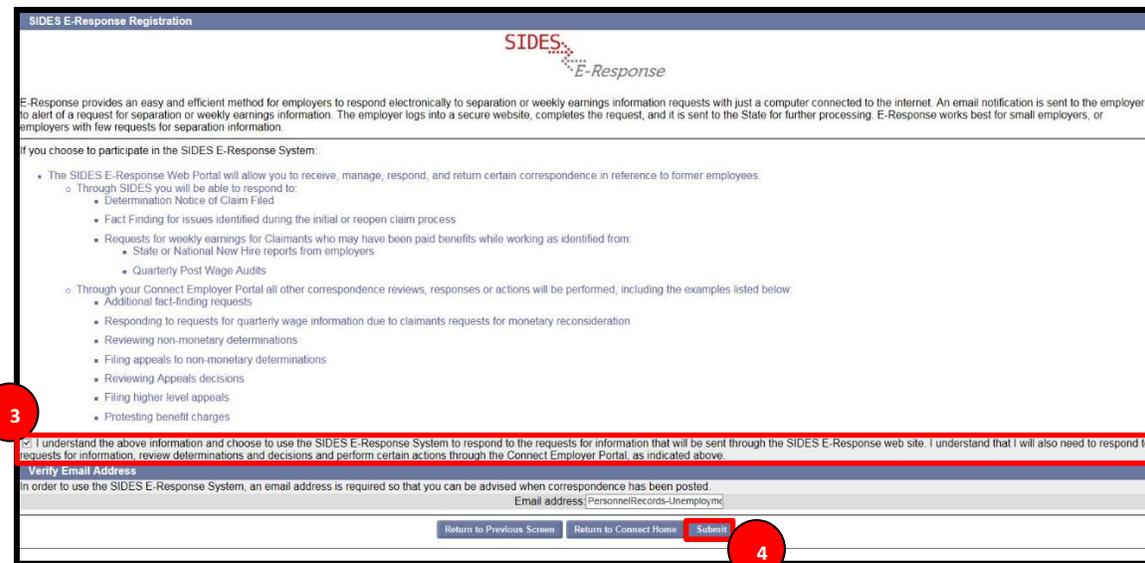This section will provide information on how to unregister from SIDES E-Response.

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).

2. Click the SIDES E-Response Registration Screen.

3. Uncheck the registration box at the bottom of the screen.

4. Click Submit.

5. The employer has unregistered from SIDES E-Response.

SIDES E-Response Registration Confirmation

You have been UN-registered as a SIDES E-Response participant.
You may change your SIDES E-Response election at any time.
SIDES Personal Identification Number (PIN):

PIN:

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