



# **SEPARATION INFORMATION E-RESPONSE WEB SITE**

## **USER GUIDE**

Version: 2.8

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# 1 Introduction

SIDES E-Response is a website that makes it possible for employers to respond electronically to requests for information from participating state unemployment insurance agencies. This guide provides step-by-step direction for responding to requests for information about the reasons that a former worker was separated from employment, including samples of the screens that you will see when you login to E-Response and enter information related to a specific claim/individual. The E-Response system performs a comprehensive check of the information to ensure that it is complete before it is submitted. When a response is submitted, E-Response provides a confirmation number for your records.

## 2 Getting Started

### 2.1 Minimum Requirements, Credentials, and Conventions

#### **Minimum Requirements.**

The minimum system requirements to use SIDES E-Response are:

- Internet Explorer version 11.0 or higher.
- Chrome V44 or higher.
- Firefox V37 or higher.
- JavaScript must be turned on.
- A minimum screen resolution of 1024 x 768.

### 2.2 Credentials

Before logging into SIDES E-Response, you will need the following credentials:

- Federal Employer Identification Number (FEIN)
- State Employer Identification Number (SEIN) if used by requesting State
- Personal Identification Number (PIN)

The State Unemployment Insurance (UI) agency requesting information will provide your PIN either with the notice that requests separation information or through another avenue. Some States may assign a business one PIN for access to all requests sent to it; other states may assign a separate PIN for access to each request. If you have questions regarding credentials for logging in to E-Response, please contact the State UI agency from which you have received a request.

## 2.3 Conventions

This guide uses the following conventions:

[Button]: Brackets indicate a button and the button label you will see on the screen.

Hyperlink: All hyperlinks in the screen will be indicated with a bold underline.

“Area of screen”: Double quotes indicate headers or some other specific area of a particular screen.

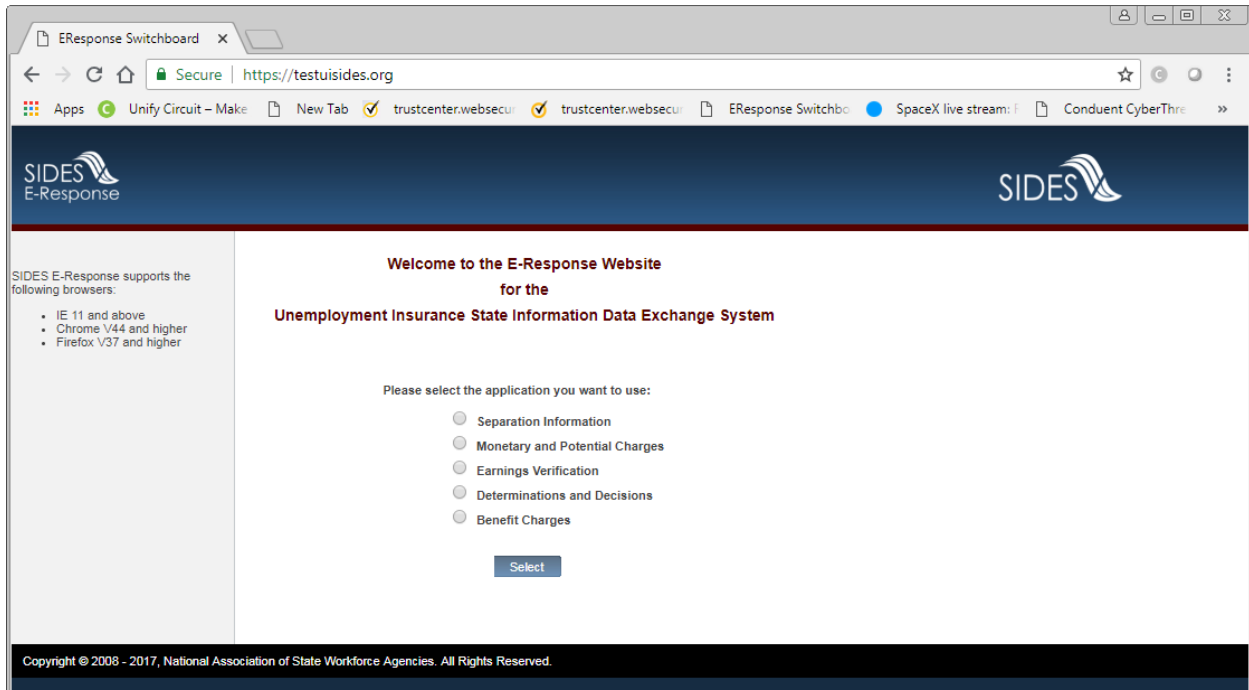
SMALL CAPS: Screen titles are shown in SMALL CAPS.

## 3 Logging In

To log-in to SIDES E-Response:

- Launch an Internet Browser (Internet Explorer, version 9.0 or higher required)
- Go to <http://uisides.org>

The screen shown below will appear.



On the WELCOME screen, select Separation Information, and click the [Select] button. The screen shown below will appear.

On the LOGIN screen, do the following:

- Select the appropriate State from the drop-down list;
- Enter your Federal Employer Identification Number (FEIN) without dashes or other punctuation;
- Enter your State Employer Identification Number (SEIN) without dashes or other punctuation;

**Note:** If a State UI agency does not use a State Employer Identification Number, the SEIN is not required and no SEIN box will be displayed on the Login screen;

- Enter the PIN provided to you by the requesting State UI agency, and

**Note:** PINs are case SenSitive

- Click the [Login] button.

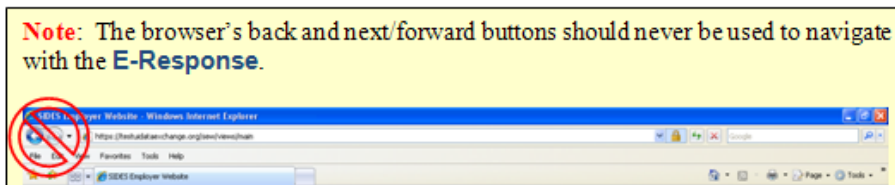
The screenshot shows the SIDES E-Response login interface. The header features the SIDES E-Response logo on the left and right. The main content area is titled "Separation Information Application, Response Entry" and includes the instruction: "To respond to your separation information request(s), please login using the instructions provided by the State Agency." Below this, there are three required fields: "State" (a dropdown menu with "Select One" and a help icon), "Federal Employer Identification Number" (a text input field with a help icon), "State Employer Identification Number" (a text input field with a help icon), and "Identification Number/Access Code (PIN)" (a text input field with a help icon). At the bottom of the form are "Cancel" and "Login" buttons. A link "Return to the Main E-Response Selection Page" is located below the buttons. On the left side, there is a sidebar with a "Users Guide" link, a "Help with E-Response" link, and a note: "\* indicates a Required Field". Below this, it states: "All values entered into the FEIN/SEIN/PIN fields are case SenSitive" and "Note: Dashes and/or other punctuation should be omitted from the Federal Employer Identification Number." The footer contains the copyright information: "Copyright © 2008 - 2018, National Association of State Workforce Agencies. All Rights Reserved." and the version number "13.201 - Build a17da25".


If the login is unsuccessful, first try again, being very careful with your key strokes. If you continue to have a problem, either your credentials are incorrect or there are no separation information requests pending at this time. Contact the requesting State UI agency if you received a notice that a separation request is pending and you cannot log into the system to enter your response.

## 4 Features Included in Multiple Screens

- **Identifying Information.** Your FEIN and SEIN (if used) will be displayed in the upper right portion of the screens.
- **Information Bar.** A vertical section on the left side of the screen provides specific instructions to help you navigate specific pages.
- **Site Navigation Buttons.** At the bottom of most pages you will find the following buttons:
  - [Back]—saves your work and takes you to the previous page.
  - [Cancel]—deletes data from the screen, and you remain on the same page.
  - [Save]—saves data entered and runs validations, but you remain on the same page.
  - [Main Menu]—does not save data entered, and returns you to the Separation Information Requests page.
  - [Next]—saves data entered and moves to the next page.
  - [Go]—a drop down menu allows you to select and jump to a particular page.

**Note:** Using the browser navigation button to go back or go forward will **NOT** ensure the proper functioning of the site and could cause you to lose work.



- **Sign Out Button.** The [Sign Out] button located in the upper far-right portion of each page will log you out of the E-Response website. Be sure you have saved your work before signing out.
- **Help Icon.**  This symbol indicates help is available for the particular field where it is found. Simply mouse over the icon to see the help text.
- **Screen Identification Number.** The number in the bottom right corner of each screen identifies it. Should you have questions or problems with a particular screen/page, please refer to this screen number when contacting your State UI agency.

- Standard Web Interface Features. Many pages include navigation and functions that are common on most websites, including clickable radio buttons, check boxes, drop-down menus, and text fields. Remember to use only the navigation features built into the site. Using browser navigation features to go back, forward, or print could cause you to lose your work.

## 5 Separation Information Requests Screen

After logging in to E-Response you will see the pending separation information request or requests that are associated with the PIN that you entered. A sample screen is shown below.

The screenshot displays the SIDES E-Response interface. At the top left is the SIDES E-Response logo. On the top right, it shows FEIN: 22222222 and SEIN: 22222222, along with a 'Sign out' button. A search box labeled 'Search by SSN: (Omit Dashes)' is located on the left side. The main content area features an 'Announcement from the State' regarding a 10-day response period for fact-finding requests. Below this is another announcement about browser support (IE 11, Chrome V44, Firefox V37). A 'Please Note' section mentions scheduled maintenance on Sunday. The central part of the page is titled 'Separation Information Requests' and shows a list of requests for PIN 250-00-7000, ordered by due date. Each request entry includes the SSN, name, date due, response status, and buttons for 'View/Print', 'Edit Response', and 'Delete Response'. A 'Create Response' button is also present for the first entry. At the bottom, it states that no requests were found for other PINs. The footer contains copyright information for the National Association of State Workforce Agencies.

At the top left is a “Search by SSN” box. If the list of pending requests is lengthy, you can locate a specific request by entering the SSN to which it relates in this box and clicking [Search].

The list shows each claimant's name, SSN, and the date and time that the separation information response is due to the requesting state. It is important that each response be submitted by its due date to ensure that the information can be used to determine whether the individual is eligible for unemployment benefits. **Not responding by the due date may adversely affect your account.**

Response Status Buttons. The buttons shown for each pending request indicates its status.

- If the response has not yet been started, the button will show [Create Response]
- If the response is in progress, you can choose the buttons [Edit Response] or [Delete Response]
- If the response has been submitted, the button will show [Create Amendment].
- **Requests will remain on the website for 35 days after the request date.**

## 5.1 Creating a Response

This section takes you step-by-step through the process of creating and submitting a response. At any point in the process, you can save your work and come back to it later. When you login to work on it later, click the [Edit Response] button which will take you back to the beginning of the response pages. You also have the option of deleting all of the information that you have entered and starting fresh by clicking the [Delete Response] button.

**Note:** Only a limited character set (numbers and letters) may be keyed into text fields. Use care when cutting and pasting from other applications, such as Microsoft Word. Invisible characters such as a paragraph symbol may be pasted into the text field that will cause an error message to be displayed.

To begin work on a response, click [Create Response]. You will then see the **CLAIMANT AND EMPLOYER IDENTIFICATION** page. A sample is shown below.

**Rest of Page Intentionally Blank**



Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B  
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/18/2018

FEIN: 22222222 SEIN: 22222222 Sign out

Users Guide Help with E-Response \* indicates a Required Field Please review Claimant and Employer Identification information and enter any corrections.

Requesting State: State: UT

Claimant Provided Information: SSN: 250-00-7000 Name: Farley, Roger B Other Last Name Used: 1984241 State Claim Number: 1984241 Benefit Year Begin Date: 2018-03-18 Type of Claim: New Initial Claim

Employer Information: Employer Name: TESTDATA INC State Employer Account Number: 0770384 Federal Employer Identification Number: 22222222

Information of Record:  Check here if employer information is incorrect  Check here if the claimant worked under any other SSN or Name

Employer Status:  Check here if claimant did NOT work for this employer  Check here if TPA receiving this request does NOT represent this employer

TPA = Third Party Administrator

Cancel Save Main Menu Next >

Go to Page Claimant and Employer Identification Go

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This page includes a series of pre-populated fields including “Requesting State” information and “Claimant Provided Information.” This information cannot be changed.

“Employer Information” is also pre-filled; however, if “Claimant Provided Information” or “Employer Information” is incorrect, you may supply corrected information. Select the checkbox(es) next to “Check here if employer information is incorrect” and/or “Check here if the claimant worked under any other SSN or Name”.

Immediately below this section, there is an opportunity to check a box indicating that the request has been sent to you in error either because the individual did not work for your business or, if you are a Third Party Administrator (TPA), that you do not represent the employer for whom the individual worked.

After completing the **CLAIMANT AND EMPLOYER IDENTIFICATION** page, click [Next] to continue your response. If you selected a check-box to provide corrected “Claimant Provided Information” or “Employer Information”, the **CLAIMANT AND EMPLOYER IDENTIFICATION CHANGE** page is displayed. Enter information into the “Corrections (if different)” fields and the changed data will be routed to the appropriate State UI agency for review and handling. Updated information must be entered on the page before the [Next] button may be pressed. If you do not have corrected information, press the [Back] button and correct your answer.

[Users Guide](#)

[Help with E-Response](#)

\* indicates a Required Field

Please review Claimant and Employer Identification information and enter any corrections.

Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B  
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/18/2018

### Claimant and Employer Identification Change

#### Claimant Information

	Information of Record	Corrections(if different)
SSN:	250-00-7000	<input type="text"/> ?
Claimant Name used to file claim:	Farley, Roger B	<input type="text"/> ?
Other Name Used:		<input type="text"/> ?

#### Employer Information

	Information of Record	Corrections(if different)
Employer Name:	TESTDATA INC	<input type="text"/> ?
State Employer Account Number:	0770384	<input type="text"/> ?
Federal Employer Identification Number:	22222222	<input type="text"/> ?

< Back

Cancel

Save

Main Menu

Next >

Go to Page  Go

TPA = Third Party Administrator

**Rest of Page Intentionally Blank**

The **PREPARER INFORMATION PAGE** is the next page to be filled out in the separation response sequence. Enter the information about the entity and person preparing the response. After reviewing/completing this page, click [Next].

Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B  
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/18/2018

FEIN: 222222222  
SEIN: 222222222

Sign out

Users Guide

Help with E-Response

\* indicates a Required Field

TPA = Third Party Administrator

Preparer Information

Enter Information:

Employer  TPA/Employer Representative

\*Who is providing this response?

\*Name of the person preparing this response:

\* Job title of the person preparing this response:

\* Preparer's telephone number plus extension: (Only digits, omit parenthesis, dashes or spaces)

\*Preparer's e-mail address:

Preparer's Fax number: (Only digits, omit parenthesis, dashes or spaces)

< Back Cancel Save Main Menu Next >

Go to Page Preparer Information Go

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**Rest of Page Intentionally Blank**

If there are any informational attachments on the request for separation, the **UI AGENCY INSTRUCTIONS** page is displayed. Click the [Download] button to retrieve any attachments. Any attachments supplied by the UI Agency that are actionable, are available for download on the **ADDITIONAL SEPARATION INFORMATION** page that will be displayed further in the response flow. A sample of the **ATTACHMENTS FROM UI AGENCY** page is shown below.

The screenshot displays the SIDES E-Response interface. At the top, the SIDES E-Response logo is on the left, and FEIN: 22222222 and SEIN: 22222222 are on the right, along with a Sign out button. The main content area is titled 'UI Agency Instructions' and includes the following information:

Response for SSN: 560-34-8476 Claim Number: 388620 Name: Wilson, Jim  
Request Date: 08/16/2018 Date Due: 08/27/2018 Claim Effective Date: 10/02/2016

**UI Agency Instructions**

Informational only attachments:

Document Name	Document Extension	Size	
16000Characters.tif	RTF	5,840	<a href="#">Download</a>

Navigation buttons: < Back, Cancel, Save, Main Menu, Next >

Go to Page: UI Agency Instructions [Go]

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After reviewing/completing this page, click [Next] which takes you to the **EMPLOYMENT INFORMATION** page. You will enter information about the claimant's employment and earnings with your business on this page, a sample of which is shown below.

**Rest of Page Intentionally Blank**

SI - Employment Informa x

Secure | https://testusides.org/si/views/response

FEIN: 22222222  
SEIN: 22222222

Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B  
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/16/2018

**Employment Information**  
Save completed successfully.

\* indicates a Required Field

Enter all applicable information using the space provided.

\* Employer's Reason for Claimant's Separation:

Claimant Provided Reason for Separation:

First day of work: Claimant Provided: 12/26/1989

Last day of work: Claimant Provided: 03/16/2018

Was this seasonal employment according to state law?  
 Yes  No

Does the claimant have reasonable expectation of returning to work for you?  
 Yes  No

Claimant's Job Title: Director IT security and compl

< Back Cancel Save Main Menu Next >

Go to Page:  Go

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The separation reasons available to you from the “Employer’s Reason for Claimant’s Separation” drop-down list are below. If you know the specific number associated with your reason, you may simply type the number of your choice to jump to that reason in the list.

- Temporary Layoff
- Laid Off/Lack of Work
- Fired/Discharged
- Vacation/Holiday Shutdown
- Asked to Resign
- Voluntary Quit/Separation
- School Employee Between Semesters or Terms, Likely to Return
- School Employee Between Semesters or Terms, Not Likely to Return
- Still Employed, Full Time
- Still Employed, Part Time
- Still Employed, Hours Reduced by Employer
- On Call or Temporary Status
- Leave of Absence
- Retirement – Mandatory
- Retirement – Voluntary
- Disciplinary Suspension
- Labor Dispute
- Professional Athlete Between Sports Seasons
- Disaster Related Separation
- Not Listed Above (Use only if the situation does not fit a reason listed above)
- Refuse to Provide

After selecting one of the reasons from the list above, you will be directed to additional pages and asked a series of questions related to that particular reason. Depending on the reason for separation selected, the set of screens to be filled out may differ. The following pages are an example showing the pages displayed for the Temporary Layoff path.

If after you begin answering the questions, you decide that another reason may be more accurate, you may go back and change the reason selected. If you do so, you may see the **CHANGE REASON FOR SEPARATION** page asking you to confirm the change and warning that your answers to the questions related to the prior reason will be deleted.

The screenshot shows the 'Change Reason For Separation' page. At the top left is the SIDES E-Response logo. At the top right, it displays 'FEIN: 22222222' and 'SEIN: 22222222' next to a 'Sign out' button. On the left side, there is a 'Users Guide' section with a 'Help with E-Response' link and a 'Warning' message: 'If you change the reason for separation previously entered for this claimant all of the information you entered pertaining to the original reason for separation may be deleted. However, all general information entered on screens that precede the Reason for Separation screen shall remain.' The main content area is titled 'Change Reason For Separation' and contains the text: 'You have chosen to change the Reason for Separation selected. The Reason for Separation determines the follow-on questions asked. Responses to questions pertaining to the Reason for Separation being changed will be deleted.' Below this is the question 'Do you want to continue?' with two buttons: 'Cancel' and 'Continue'. At the bottom of the page, there is a copyright notice: 'Copyright © 2008 - 2018, National Association of State Workforce Agencies. All Rights Reserved.'

After entering this information, click [Next] which will take you to the **WAGES EARNED / HOURS WORKED** page.

The screenshot shows the 'Wages Earned/Hours Worked' page. At the top left is the SIDES E-Response logo. At the top right, it displays 'FEIN: 22222222' and 'SEIN: 22222222' next to a 'Sign out' button. On the left side, there is a 'Users Guide' section with a 'Help with E-Response' link and a note: '\* indicates a Required Field'. The main content area is titled 'Wages Earned/Hours Worked' and contains the following information: 'Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/18/2018'. Below this are two required questions: '\* Are total earned wages available for 09/22/2017 thru 09/30/2017?' and '\* Are total weeks worked available for 09/22/2017 thru 09/30/2017?'. Each question has a 'Select One' dropdown menu. Below these are two text input fields: 'What were the total wages earned after 03/18/2018?' and 'What were the total hours worked after 03/18/2018?'. At the bottom of the page, there are navigation buttons: '< Back', 'Cancel', 'Save', 'Main Menu', and 'Next >'. There is also a 'Go to Page' dropdown menu set to 'Wages Earned/Hours Worked' with a 'Go' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2008 - 2018, National Association of State Workforce Agencies. All Rights Reserved.' and a version number '4.1'.

On this page you are asked if total earned wages are available and if total weeks worked are available.

After entering this information, click [Next] which will take you to the **COMPENSATION PAID AFTER SEPARATION** page.

On this page you are asked to provide the claimant’s average weekly wage and average number of hours the claimant worked per week. Select if the claimant is receiving a company pension and check which compensation types the claimant has received. Below are the compensation types available to you.

- |                         |                  |
|-------------------------|------------------|
| Severance               | Back Pay         |
| Separation Pay          | Residual Pay     |
| Vacation                | Commissions      |
| Holiday                 | Sick Pay         |
| Profit Sharing          | Disability       |
| Bonus Pay               | Not Listed Above |
| Wages In Lieu of Notice |                  |

After completing the **COMPENSATION PAID AFTER SEPARATION** page, click [Next] which will take you to the **COMPENSATION AFTER SEPARATION** – page(s) for the remuneration types that were selected. Note that **COMPENSATION AFTER SEPARATION** pages are only displayed if you selected “Yes” to a compensation type or company pension. A sample **COMPENSATION AFTER SEPARATION** page is below.

Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B  
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/18/2018

**Compensation After Separation - Severance**

- \* Was the severance pay allocated to a specific period of time?  Yes  No
- \* What is the frequency of the claimant's severance pay after separation? Select One
- \* What is the amount of the severance pay per period?
- \* What date will or was the severance pay paid?

< Back Cancel Save Main Menu Next >

Go to Page Compensation After Separation - Severance Go

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After completing all the questions related to compensation after separation, click [Next] which will take you to the **COMPENSATION AFTER SEPARATION SUMMARY** page. You may select an individual compensation after separation, and edit or delete it from the summary page.

**Rest of Page Intentionally Blank**



Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B  
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/18/2018

Compensation After Separation Summary

[Users Guide](#)

[Help with E-Response](#)

\* indicates a Required Field

Enter all applicable information using the space provided.

Review/Edit Entries.

Summary of Compensation after Separation						
Select	Type	Amount Per Period	Period Frequency	Date Issued	Employer Allocation	
					Begin Date	End Date
<input type="checkbox"/>	Pension	\$100.00	Lump Sum	10/14/2018	09/04/2018	10/07/2018
<input type="checkbox"/>	Severance	\$1,000.00	Lump Sum	08/19/2018	10/10/2018	10/20/2018
<input type="checkbox"/>	Separation	\$1,200.00	Lump Sum	08/08/2018		
<input type="checkbox"/>	Vacation	\$1,200.00	Lump Sum	08/08/2018	10/20/2018	10/21/2018
<input type="checkbox"/>	Holiday/Floating Holiday	\$200.00	Lump Sum	08/08/2018		
<input type="checkbox"/>	Profit Sharing	\$150.00	Lump Sum	08/08/2018		
<input type="checkbox"/>	Bonus Pay	\$500.00	Lump Sum	08/08/2018		
<input type="checkbox"/>	Wages in Lieu of Notice	\$1,200.00	Lump Sum	08/08/2018		
<input type="checkbox"/>	Back Pay Award	\$100.00	Lump Sum	08/08/2018	10/20/2018	10/21/2018
<input type="checkbox"/>	Residual Payments	\$500.00	Lump Sum	08/08/2018		
<input type="checkbox"/>	Commissions	\$100.00	Lump Sum	08/08/2018		
<input type="checkbox"/>	Sick Pay	\$100.00	Lump Sum	08/08/2018		
<input type="checkbox"/>	Disability	\$1,000.00	Lump Sum	08/08/2018		
<input type="checkbox"/>	Not Listed Above	\$1,000.00	Lump Sum	08/08/2018		

[< Back](#)

[Cancel](#)

[Save](#)

[Main Menu](#)

[Next >](#)

Go to Page

After completing your review, click [Next] which will take you to the ATTACHMENTS page.

**Rest of Page Intentionally Blank**

If you have attachments that support the reason for separation you have provided you may enter them here. The following file types can be attached to the Separation Request or Response:

Type	Description	Programs to Use to Access
RTF	A rich text format document	Most word processing applications
PDF	An Adobe PDF	Adobe PDF Reader or Adobe PDF
TXT	A text file	All word processing applications and all text editors (Notepad, vi, etc...)
TIFF, TIF	A tiff/tif image file	Graphical tools and picture tools
CSV	A comma-separated values file	Most spreadsheet programs and database management systems

After attaching any supporting documents click [Next] to go to the **ADDITIONAL SEPARATION INFORMATION** page. A sample is shown below. If the UI Agency provided attachments that are actionable, they will be available for download. Click the [Download] button to retrieve any attachments.

**SIDES E-Response** FEIN: 222222222 Sign out  
SEIN: 222222222

Response for SSN: 560-34-8476 Claim Number: 388620 Name: Wilson, Jim  
Request Date: 08/16/2018 Date Due: 08/27/2018 Claim Effective Date: 10/02/2016

### Additional Separation Information

Download, complete and return the following attachments:

Document Name	Document Extension	Size	
16000Characters.tif	RTF	5,840	<a href="#">Download</a>

Please enter any additional information regarding the Temporary Layoff .

\* I acknowledge the state requested additional information in the above files and I am responsible for providing the additional information.

[< Back](#) [Cancel](#) [Save](#) [Main Menu](#) [Next >](#)

Go to Page [Additional Separation Information](#) [Go](#)

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After providing additional information regarding the separation, including information requested on actionable attachments, click [Next] to go to the **SUBMISSION** page. A sample is shown below.

**SIDES E-Response** FEIN: 222222222 Sign out  
SEIN: 222222222

Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B  
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/18/2018

### Submission

[View/Print](#)

[< Back](#) [Main Menu](#) [Submit to State](#)

Please view your Separation Information Response. If correct, click on the Submit button to send the Separation Information response to the State Unemployment Insurance office. You will receive a confirmation number on successful submission.

If you need to make a correction prior to submission, press the BACK button until you reach the appropriate screen to amend, or click on the error message and you will be taken to the page where the correction needs to be made.

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The [Submit to State] button will be grayed out until the system has determined that the Separation Response is fully compliant with the data input validation and business rules.

If there are errors with the business or validation rules, you will see links on this screen displaying the screen and field name in question. See SUBMISSION screen with errors below.

Simply click on the link in order to be directed to the screen and error.

The screenshot displays the SIDES E-Response interface. At the top, the logo is on the left, and user information (FEIN: 22222222, SEIN: 22222222) and a 'Sign out' button are on the right. The main content area shows a 'Submission' screen for a response with SSN: 250-00-7000, Claim Number: 1984241, Name: Farley, Roger B, Request Date: 09/19/2018, Date Due: 09/30/2018, and Claim Effective Date: 03/19/2018. A 'View/Print' link is visible. Below this, a message states: 'Please correct the following errors:'. Four red error messages are listed: 'Preparer Information - Preparer Type Code is required', 'Preparer Information - Preparer Contact Name is required', 'Preparer Information - Preparer Title is required', and 'Preparer Information - Preparer Phone is required'. At the bottom of the main area, there are three buttons: '< Back', 'Main Menu', and 'Submit to State'. The footer contains copyright information: 'Copyright © 2008 - 2018, National Association of State Workforce Agencies. All Rights Reserved.' and the page number '19'.

When the Separation Response has been successfully validated, you can submit it to the State UI agency. The **SUBMISSION CONFIRM** page is displayed.

As with other important steps in the editing of a Separation Response, the **SUBMISSION CONFIRM** page will appear to make sure you are fully prepared to submit to the State.

SIDES E-Response FEIN: 22222222  
SEIN: 22222222 [Sign out](#)

Response for SSN: 560-34-8476 Claim Number: 388620 Name: Wilson, Jim  
Request Date: 08/16/2018 Date Due: 08/27/2018 Claim Effective Date: 10/02/2016

### Submission Confirm

You have chosen to submit your Separation Information Response to the State Unemployment Insurance Office

Do you want to submit this response?

[After submitting this response, please wait for the confirmation number.](#)

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Click [Yes] to submit your response and you will see a **CONFIRMATION** page, sample below, which provides your confirmation number. Keep this confirmation number in your files. The confirmation number will also appear at the top of the PDF under the [View/Print](#) link. We strongly recommend you print a copy of your submission for your records. You may also save an electronic copy of the PDF document; however the PDF document is deleted from the web site after 35 days.


SIDES E-Response FEIN: 22222222  
SEIN: 22222222 [Sign out](#)

Response for: SSN: 560-34-8476 Claim Number: 388620 Name: Wilson, Jim

### Confirmation

Your response has been accepted. Your confirmation number is:  
1028 3140 2a0d 454a a218 eb89 a104 706105

[Please print or download this pdf and keep with your records.](#)

 [View/Print](#)

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You may print the Separation Response at any time by clicking the [View/Print](#) link. It will display in Adobe PDF format and can be printed from an Adobe Acrobat reader. You will be able to see all information you entered up to the time of printing as well as the information on the Separation Request.

## 6 Amending a Submitted Response

After you submit a response, it remains on the SIDES E-Response website for 35 days from the date of the request; during that period you can correct the response or add additional information. **However, any changes made to the response after the due date for submission to the requesting state agency may or may not be used in determining the individual's eligibility for unemployment benefits depending on state policy.**

To amend a response, log-in to E-Response using the appropriate PIN (either a permanent PIN issued by the state to which the response was submitted or a one-time PIN linked to the request for which the response was submitted.) Identify the case on the SEPARATION INFORMATION REQUESTS page and click [Create Amendment]. You will then see the same series of screens that were presented when you created your submitted response. Make whatever changes are needed on those screens. Before submitting the Amended Response, you will be asked to explain why you are amending your previous submission and what has changed. See sample **AMENDED RESPONSE** page below.

SIDES E-Response

FEIN: 22222222  
SEIN: 22222222

Sign out

Response for SSN: 560-34-8476 Claim Number: 388620 Name: Wilson, Jim  
Request Date: 08/16/2018 Date Due: 08/27/2018 Claim Effective Date: 10/02/2016

Amended Response

Amended Response Number 1

\* Why is the response being amended and what changed?

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