Determinations and Determinations
State Information Data Exchange System (SIDES)
E-Response Website

Screen Shots

March 16, 2017

Copyright © 2017 National Association of State Workforce Agencies.
All Rights Reserved.
## Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Description</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/18/2014</td>
<td>1</td>
<td>First Draft</td>
<td>David Zemel</td>
</tr>
<tr>
<td>12/8/2014</td>
<td>2</td>
<td>Update all screens to put in a real state</td>
<td>David Zemel</td>
</tr>
<tr>
<td>3/6/2017</td>
<td>3</td>
<td>Updated SIDES E-Response Logo</td>
<td>SIDES Team</td>
</tr>
<tr>
<td>3/16/2017</td>
<td>4</td>
<td>Updated all Screen Shots</td>
<td>SIDES Team</td>
</tr>
</tbody>
</table>
# E-RESPONSE WEBSITE SCREEN SHOTS FOR THE DETERMINATIONS AND DECISIONS EXCHANGE

1. Pre-Login Screen ........................................................................................................... 4
2. Screen 1 - Login .............................................................................................................. 5
3. Screen 2 – Determination and Decisions Requests ..................................................... 6
4. Screen 2.1 - Search Results .......................................................................................... 7
5. Screen 2.2 – Delete an In Progress Response ............................................................... 8
6. Screen 3 – State, Employer, and Claimant Information .............................................. 9
7. Screen 3.1 – Confirm Changes .................................................................................... 10
8. Screen 4 – Non-Monetary Separation Determination: Determination Information .................................................................................................................. 10
9. Screen 4 – Non-Monetary Separation Revision: Determination Information ........... 11
10. Screen 4 – Non-Monetary Non-Separation Determination: Determination Information ......................................................................................................................... 12
11. Screen 4 – Non-Monetary Non-Separation Redetermination: Determination Information .................................................................................................................. 13
12. Screen 4 – Higher Authority Appeal Decision: Determination Information .......... 14
13. Screen 4 – Non-Monetary Separation Withdrawal: Determination Information .... 15
14. Screen 4 – Lower Authority Appeal Decision: Determination Information ............ 16
15. Screen 4.1 – Confirm Changes (Cancel Request to protest/appeal) Determination ................................................................................................................................. 17
16. Screen 5 – Appeal Reason ............................................................................................ 17
17. Screen 5.1 – Confirm Changes – Do Not Have Agent or Attorney ......................... 18
18. Screen 5.2 – Confirm Changes – Change Attachment Disposition .......................... 18
19. Screen 6 – Response Attachments ............................................................................. 19
20. Screen 7 – Supplemental Information ........................................................................ 20
21. Screen 8 – Late Appeal ............................................................................................... 21
22. Screen 9 – Amended Response .................................................................................. 21
23. Screen 10 – Preparer Information .............................................................................. 22
24. Screen 11 – Submission ............................................................................................. 23
25. Screen 12 – Submission Confirm .............................................................................. 23
26. Screen 13 – Confirmation .......................................................................................... 24
27. Screen 13.1 – Thank You .......................................................................................... 24
1 E-Response Website Screen Shots for the Determinations and Decisions Exchange

The Determinations and Decisions Exchange enables employers to review their non-monetary separation determinations and protest/appeal them if applicable. The website’s screens support the following business functions:

- Non-Monetary Separation Determinations
- Non-Monetary Separation Revisions
- Non-Monetary Non-Separation Determinations
- Non-Monetary Non-Separation Redeterminations
- Non-Monetary Separation Withdrawals
- Lower Authority Appeal Decision
- Higher Authority Appeal Decision

Since the Determinations and Decisions screens are extremely similar for each business function, only the Non-Monetary Separation Determinations screens are illustrated in the entirety. Screen 4 shows the screens for each business function.

1.1 Pre-Login Screen
1.2 Screen 1 - Login

Determinations and Decisions

To view/respond to your Determinations and Decisions, please log in using the instructions provided by the State Agency.

- State: 
- Federal Employer Identification Number: 
- State Employer Identification Number: 
- Identification Number/Access Code (PIN):

[Submit, Cancel]

Return to the Main E-Responses Selection Page

Copyright © 2010 - 2014, National Association of State Workforce Agencies. All Rights Reserved.
### 1.3 Screen 2 – Determination and Decisions Requests

**Determination and Decisions**

You have the following notices based on the FBI interest:

<table>
<thead>
<tr>
<th>SSN</th>
<th>Determination Date</th>
<th>Response Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>012-34-5678</td>
<td>09/12/2021</td>
<td>Not Started</td>
<td>View/Print</td>
</tr>
<tr>
<td>123-45-6789</td>
<td>10/12/2021</td>
<td>Not Started</td>
<td>View/Print</td>
</tr>
<tr>
<td>234-56-7890</td>
<td>11/12/2021</td>
<td>Not Started</td>
<td>View/Print</td>
</tr>
</tbody>
</table>

- **Non-Monetary Separation Determination**
- **Non-Monetary Non-Separation Withdrawal**
- **Non-Monetary Non-Separation Revision**
- **Non-Monetary Separation Withdrawal**
- **Non-Monetary Separation Re-determination**
- **Non-Monetary Non-Separation Determination**

You have the following notices based on other FBI:

No notices found for other FBI.
1.4 Screen 2.1 - Search Results

Determinations and Decisions Request Results for PW and SSN 2222:

SSN: 019-32-2222
Name: Doe, Homer
Date-Occ: 08/08/2017

Determinations and Decisions Requests for other PINs for this EIN and SSN 2222:
No Determination or Decision requests found for other PINs.

Return

Users Guide
To download a copy of the Determination/Decision, click the
"View/Respond" button and navigate to
the Decision Information or
Determination Information screen.

Select the "View/Respond" button to
select a Notice of Determination and
Decision. Complete steps as prompted.

Select "Edit Response" to edit
information to a response that has not
yet been submitted.

Select "Delete Response" to delete a
response that has not yet been
submitted.

Select "Amend Response" to
change information on a Response or
Amended Response that has been
submitted.

Select "Edit Amendment" to edit
information on an amended response
that has not yet been submitted.

Select "Delete Amendment" to
delete an amended response that has
not yet been submitted.

Note: Determinations and Decisions
remain on the SCDCS C-Response
Folder for 45 days. Determinations,
decisions and any responses or
requests that are not submitted
(excluding any that are in progress) will
be removed from the system 45 days
from the determination or decision date.

Copyright © 2000 - 2014 National Association of State Workforce Agencies. All Rights Reserved.
1.5 Screen 2.2 – Delete an In Progress Response

Delete an In Progress Response

You have chosen to delete the Determination Response for:

SSN: 999-99-9999
Name: Doe, Ronner
Entire Date: 06/06/2017

Please Note: This will NOT impact any responses already submitted to the State Unemployment Insurance Office.

[Cancel] [Delete]
1.6 Screen 3 – State, Employer, and Claimant Information
1.7 Screen 3.1 – Confirm Changes

You have chosen to change the “Third Party Administrator Status in Relation to the Employer” to Third Party Administrator Does Not Represent Employer.

Note: Any information previously entered except for preparer contact data will be removed from the system.

Select Continue to save your changes.

Continue

1.8 Screen 4 – Non-Monetary Separation Determination: Determination Information

Non-Monetary Separation Determination

Determination Information

Determination Date: 02/20/2016
Outcomes: Benefits Allowed/Claimant Eligible: Y

Employer Account Charged?

Please download and read the attached Determination Information.

Attachments

- RTF: 1

Do you want to protest/appeal this determination?

Yes
No

Go to Page: Determination Information

Go
1.9 Screen 4 – Non-Monetary Separation Revision: Determination Information
1.10 **Screen 4 – Non-Monetary Non-Separation Determination: Determination Information**

![Screen Shot](image-url)

**Determination Information**

- **Determination Date**: 12/06/2015
- **Outcome**: Claimant Ineligible
- **Employer Account Charged?**: Y

Please download and read the attached document(s) carefully to understand the reasons for the determination. Your rights, responsibilities, and specific requirements will be contained in the attachment(s).

**Attachments**

- **Document Name**: [Text Request Attachment]
- **Document Extension**: RTF
- **Size**: 1

- **Do you want to protest/appeal this determination?**

  - [ ] Yes
  - [ ] No

- **Go to Page**: Determination Information
1.11 Screen 4 – Non-Monetary Non-Separation Redetermination: Determination Information
1.12 Screen 4 – Higher Authority Appeal Decision: Decision Information
1.13 Screen 4 – Non-Monetary Separation Withdrawal: Determination Information
1.14 Screen 4 – Lower Authority Appeal Decision: Decision Information
1.15 Screen 4.1 – Confirm Changes (Cancel Request to protest/appeal) Determination

You have selected the option to cancel your request to protest/appeal this determination. All of the information entered including preparer information and attachments added will be deleted if you continue.

Select Continue to save your changes.

Cancel  Continue

Copyright © 2008 - 2014, National Association of State Workforce Agencies. All Rights Reserved.

1.16 Screen 5 – Appeal Reason

Appeal Reason

Reason for Appeal:

20 – Employer has additional information that was not considered

In the box below, please describe the facts or specific events which you believe are grounds for denying benefits to the claimant. If you need more space, please provide your statement as an attachment, along with any other documentation supporting your reasons for appealing. In the “Response Attachments” page, keep in mind that the information you provide must be sufficiently specific and detailed to permit a response from the claimant at the hearing (up to 2000 characters):

[Text area for appeal reason]

Do you have any attachments to include with this response?  Yes  No

Keep in mind it is important to attach documents (separate notice, warning notices, employee handbook sections, etc.) to support your case as it may not be possible to provide them later.

Do you have an agent or attorney to represent you at the hearing?  Yes  No

[Text area for agent or attorney information]

Go to Page  Appeal Reason  Go to Menu  06

Copyright © 2008 - 2014, National Association of State Workforce Agencies. All Rights Reserved.
Screen 5.1 – Confirm Changes – Do Not Have Agent or Attorney

You have indicated that you do not have an agent or attorney after previously indicating that you do have one. All of the information you entered about your agent or attorney on the Supplemental Information screen will be deleted if you continue.

Select Continue to save your changes.

Cancel  Continue

Copyright © 2009 - 2014, National Association of State Workforce Agencies. All Rights Reserved.

1.17 Screen 5.2 – Confirm Changes – Change Attachment Disposition

You have chosen to change the attachment disposition from Yes to No. This will cause your current attachments to be removed. Are you sure you want to continue with this change?

Select Continue to save your changes.

Cancel  Continue

Copyright © 2009 - 2014, National Association of State Workforce Agencies. All Rights Reserved.
1.18 Screen 6 – Response Attachments

The document description must be entered to save the attachment. Otherwise, you will need to browse for the attachment again.

The following document formats are acceptable: PDF, TIFF, TIF, TCM, or CSV.

It is possible that scanned PDFs and other documents are too large for the system. One option is to include only those sections that are relevant to the appeal. If you have a scanned PDF, by decreasing the dpi, scanning it as an PDF text or removing some of the extended features of a PDF file size can be greatly reduced. Another option would be to scan it as a TIF document instead of a PDF.

Save Microsoft Word documents as either RTF or TXT by using the “Save as” option and selecting RTF or TXT.

Save Microsoft Excel documents by using the “Save as” option and selecting CSV (comma delimited).

Browse to add an attachment, enter the attachment description, and click the “Save to Table” button. The attachment and its description will be saved to the Document table. Attach additional documents if necessary.

To view or edit an attachment in the table, click the radio button to the left of the attachment and then click the View/Edit button. The information will appear in the data entry section above and may be edited. When done editing the attachment, click on the “Save to Table” button.

To remove an attachment from the table, click on the radio button to the left of the Attachment and click on the Delete button.
1.19 Screen 7 – Supplemental Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>Required field for the employee's name.</td>
</tr>
<tr>
<td>Address 1</td>
<td>Required field for the employee's address.</td>
</tr>
<tr>
<td>City</td>
<td>Required field for the city.</td>
</tr>
<tr>
<td>State</td>
<td>Required field for the state.</td>
</tr>
<tr>
<td>Zip</td>
<td>Required field for the zip code.</td>
</tr>
<tr>
<td>Telephone</td>
<td>Required field for the telephone number.</td>
</tr>
<tr>
<td>Agent Name</td>
<td>Optional field for the agent's name.</td>
</tr>
<tr>
<td>Address 1</td>
<td>Optional field for the agent's address.</td>
</tr>
<tr>
<td>City</td>
<td>Optional field for the agent's city.</td>
</tr>
<tr>
<td>State</td>
<td>Optional field for the agent's state.</td>
</tr>
<tr>
<td>Zip</td>
<td>Optional field for the agent's zip code.</td>
</tr>
<tr>
<td>Telephone</td>
<td>Optional field for the agent's telephone number.</td>
</tr>
</tbody>
</table>

- Please list dates and times when you are unavailable to participate in a hearing (up to 500 characters):

- If an interpreter is required, please list the language(s) needed (up to 150 characters):

- Please list any special needs accommodations requested (up to 500 characters):
1.20 Screen 8 – Late Appeal

1.21 Screen 9 – Amended Response
1.22 Screen 10 – Preparer Information
1.23 Screen 11 – Submission

1.24 Screen 12 – Submission Confirm
1.25  Screen 13 – Confirmation

1.26  Screen 13.1 – Thank You