



BENEFIT CHARGES E-RESPONSE WEB SITE

USER GUIDE

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1 Introduction

SIDES E-Response makes it possible for employers to respond electronically to requests for information from participating State Unemployment Insurance agencies. This guide provides step-by-step guidance for responding to Benefit Charges, including samples of the screens that you will see when you log-in to E-Response and enter information related to a specific claim/individual. The E-Response system performs a 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) / Access Code

The State Unemployment Insurance (UI) agency posting information for review and necessary action will provide your PIN either with the notice that requests information or through another avenue. Some States may assign a business one PIN for access to all requests sent; 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 notice.

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.

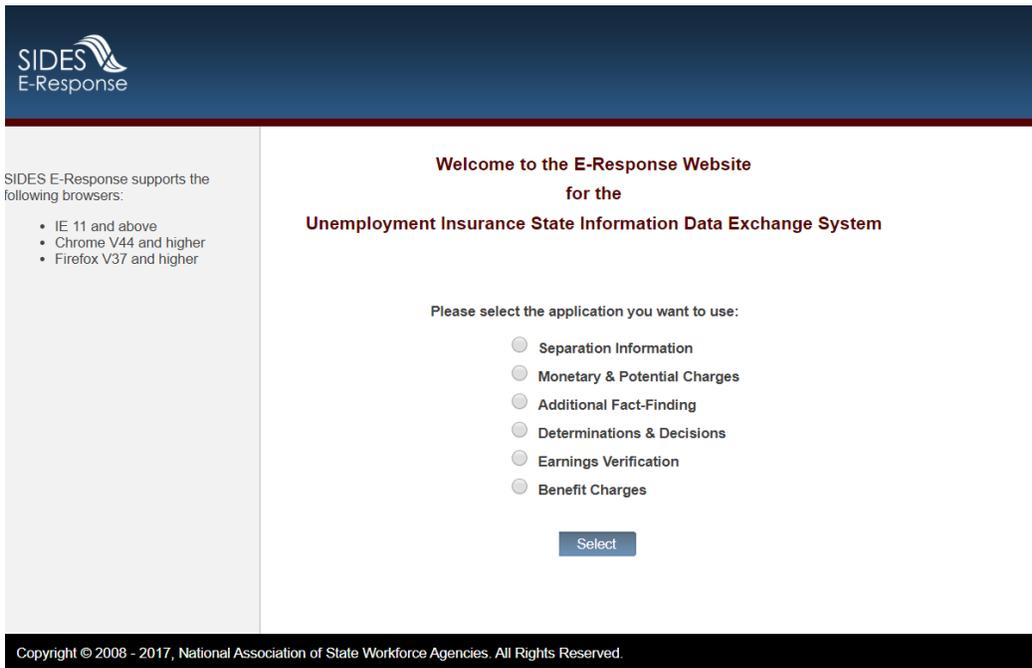
SMALL CAPS: SCREEN titles are shown in SMALL CAPS.

3 Logging In

To log-in to SIDES E-Response:

- Launch an Internet Browser (See Section 2.1, Minimum Requirements, Credentials, and Conventions)
- Go to <http://uisides.org>

The screen shown below will appear.



On the **WELCOME** screen, select **Benefit Charges**, and click the [Select] button.
The **BENEFIT CHARGES APPLICATION RESPONSE ENTRY** screen shown below will appear.

On the **BENEFIT CHARGES APPLICATION RESPONSE ENTRY (Log-In)** 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;
- Enter the PIN / Access Code provided to you by the requesting State UI agency, and

Note: PINs are case SenSiTive

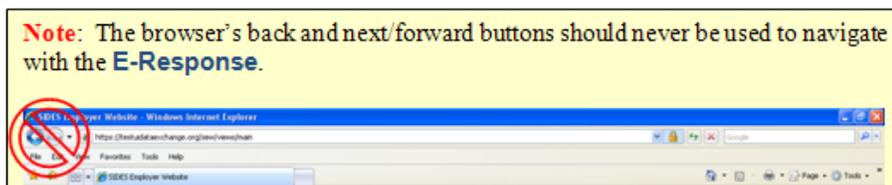
- Click the [Login] button.

If the login is unsuccessful, first try again, being very careful with your keystrokes. If you continue to have a problem, either your credentials are incorrect or there are no **Benefit Charges** pending at this time. Contact the requesting State UI agency if you received correspondence that a notice 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 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 screens.
- Site Navigation Buttons. At the bottom of most screens you will find the following buttons:
 - [Back]—saves your work and takes you to the previous screen.
 - [Cancel]—deletes unsaved data from the screen, and you remain on the same screen.
 - [Save]—saves data entered and runs validations, but you remain on the same screen.
 - [Main Menu]—does not save data entered and returns you to the Benefit Charges screen.
 - [Next]—saves data entered and moves to the next screen.
 - [Go]—a drop down menu allows you to select and jump to a particular screen.

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 screen 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 hover over the icon to open a help screen.

- **Screen Identification Number.** The number in the bottom right corner of each screen identifies it. Should you have questions or problems with a screen, please refer to this screen number when contacting your State UI agency.
- **Standard Web Interface Features.** Many screens 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 Notice of Benefit Charges Screen

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

The screenshot displays the 'Notice of Benefit Charges' interface. At the top left is the SIDES E-Response logo. The top right shows FEIN: 55-5555553 and SEIN: 55555553, along with a 'Sign out' button. The main content area is titled 'Notice of Benefit Charges' and shows 'Benefit Charges Notices for PIN:'. Below this, there's a search box and a table of notices. The table has columns for Date Sent, Date Due, and Response Status. Each row includes buttons for 'View/Print', 'Edit Response', and 'Delete Response'. A sidebar on the left contains a 'Search by Date' box and various user guides. The bottom of the page has a copyright notice: 'Copyright © 2008 - 2018, National Association of State Workforce Agencies. All Rights Reserved.' and a small number '2' in the bottom right corner.

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

The list shows the date that the Benefit Charges response was sent and, if included, the date due to the requesting state. It is important that each response be submitted by its due date to ensure that if you question, appeal, or protest the charges the information is returned in time for the state

UI agency to accept your response. Always submit your question/appeal/protest even if late because a UI agency may still act on it.

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 [View Notice]
- 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].

6 Creating a Response

This section takes you step-by-step through the process of creating and submitting a response. As you navigate the screens, required fields on each screen must be completed before you are permitted to move to the next screen. Any required field left blank will produce an error message. 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 last screen you completed. You also have the option of deleting all 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 [View Notice]. You will then see the **STATE AND EMPLOYER IDENTIFICATION** screen. A sample is shown below.

Note: The benefit charge exchange maybe customized to permit USERS to either protest a charge, appeal a charge, question a charge, protest/question a charge or appeal/question a charge. The button and screen labels will change based on the settings submitted by the state in their request. For the purpose of this manual most of the screens that will be displayed will be to Question a charge.

SIDES E-Response
 FEIN: 55-5555554
 SEIN: 55555554
 Sign out

Users Guide
 TPA - Third Party Administrator

Employer Name: Fourth Test Company Charging State: ST Employer Type: Reimbursable Employer Date of Notice: 06/18/2019
 Charge Period: 06/09/2018 - 06/16/2018 Protest Due Date: 07/08/2019

State and Employer Identification

Requesting State
 State: ST
 Agency: Test Office 4
 Experience Rating Method: Reserve Ratio

Employer Information
 Employer Name: Fourth Test Company
 State Employer Account Number: 80000001
 Federal Employer Identification No.: 30-1416817
 Employer Account Type: Reimbursable Employer

Charge Statement Information
 Charge Statement Start Date: 06/09/2018
 Charge Statement End Date: 06/16/2018
 Number of Individuals with Charges: 3
 Total Dollar Amount Charged: \$135,627.00
 Reserve Balance: \$100.00

Employer Status
 Check here if TPA receiving this notice does NOT represent this employer.

Invoice			
Document Name	Document Extension	Size	
TypeOfDocument1	RTF	1	Download

Save Main Menu Next >

Go to Page: State and Employer Identification Go

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This screen includes a series of pre-populated fields including “Requesting State” information, “Employer Information” and “Charge Statement Information.” This information cannot be changed.

Immediately below this section, there is an opportunity to check a box indicating that the request has been sent to you in error if you are a TPA because you do not represent the employer for whom the individual worked. If you check this box, click [Next] this will take you to the **PREPARER INFORMATION** screen to complete and then submit the response.

If there are attachments, download the attachments, review, and complete any that must be returned with your response.

After reviewing the information on the State and Employer Information screen, click [Next]. This will take you to the **BENEFIT CHARGES** screen. A sample is shown below.

SIDES E-Response FEIN: 55-5555551 Sign out
 SEIN: 555555551

Employer Name: Fourth Test Company Charging State: ST Employer Type: Reimbursable Employer Date of Notice: 06/15/2019
 Charge Period: 06/06/2018 - 06/16/2018 Protest Due Date: 07/08/2019

Benefit Charges

Order by:

SSN:	857493001	Unit/Subaccount Number:	15	View Details
Name:	Joseph H Garcia	Type of Employer:	Last and Lag Quarter Employer	Edit
Benefit Year Beginning:	12/25/2017	Program Code:	Regular State UI Benefits	Pending
Base Period:	12/25/2016 - 12/31/2017			
Dollar Charged:	\$45,209.00	Number of Week Charged:	106	

SSN:	857493002	Unit/Subaccount Number:	15	View Details
Name:	Joseph H Garcia	Type of Employer:	Last and Lag Quarter Employer	Question
Benefit Year Beginning:	12/25/2017	Program Code:	Regular State UI Benefits	
Base Period:	12/25/2016 - 12/31/2017			
Dollar Charged:	\$45,209.00	Number of Week Charged:	106	

SSN:	857493003	Unit/Subaccount Number:	15	View Details
Name:	Joseph H Garcia	Type of Employer:	Last and Lag Quarter Employer	Question
Benefit Year Beginning:	12/25/2017	Program Code:	Regular State UI Benefits	
Base Period:	12/25/2016 - 12/31/2017			
Dollar Charged:	\$45,209.00	Number of Week Charged:	106	

[< Back](#) [Main Menu](#) [Next >](#)
 Go to Page: [Go](#)

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The **BENEFIT CHARGES** screen displays all charges for a specific due date and Account/Subaccount number. From this screen you may indicated whether you want to view individual charges or if you want to question a claim.

If you select [[View Details](#)] you will be directed to the **BENEFIT CHARGE WEEKLY CHARGE** screen where you may view each week(s) charge. See below.

If you select [[Question](#)] you will be directed to the **QUESTION INDIVIDUAL BENEFIT CHARGE** screen. See below.

Benefit Charge Weekly Charge

SSN: 857463001 Unit/Subaccount Number: 15 [Edit](#)
 Name: Joseph H Garcia Pending
 Benefit Year Beginning: 12/26/2017 Type of Employer: Last and Lag Quarter Employer
 Base Period: 12/25/2016 - 12/31/2017 Program Code: Regular State UI Benefits
 Dollar Charged: \$45,209.00 Number of Week Charged: 106

Week Ending Date:	01/01/2018	01/01/2018	01/08/2018	01/08/2018	01/15/2018	01/15/2018	01/22/2018
Total Amount Paid:	(\$432.00)	\$1,285.00	(\$432.00)	\$1,285.00	(\$432.00)	\$1,285.00	\$1,285.00
Percent Charged:	100 %	100 %	100 %	100 %	100 %	100 %	100 %
Amount Charged:	(\$432.00)	\$1,285.00	(\$432.00)	\$1,285.00	(\$432.00)	\$1,285.00	\$1,285.00
Dependency Amount Included:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UI Office Code:							
Charge Code:	23 - Overpayment established (credit)	12 - Adjust to Benefit Payment	23 - Overpayment established (credit)	12 - Adjust to Benefit Payment	23 - Overpayment established (credit)	12 - Adjust to Benefit Payment	12 - Adjust to Benefit Payment

Week Ending Date:	01/22/2018	01/29/2018	01/29/2018	02/05/2018	02/05/2018	02/12/2018	02/12/2018
Total Amount Paid:	(\$432.00)	\$1,285.00	(\$432.00)	(\$432.00)	\$1,285.00	(\$432.00)	\$1,285.00
Percent Charged:	100 %	100 %	100 %	100 %	100 %	100 %	100 %
Amount Charged:	(\$432.00)	\$1,285.00	(\$432.00)	(\$432.00)	\$1,285.00	(\$432.00)	\$1,285.00
Dependency Amount Included:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UI Office Code:							
Charge Code:	23 - Overpayment established (credit)	12 - Adjust to Benefit Payment	23 - Overpayment established (credit)	23 - Overpayment established (credit)	12 - Adjust to Benefit Payment	23 - Overpayment established (credit)	12 - Adjust to Benefit Payment

[Back](#)

After reviewing this screen, click [Back] to return to the **BENEFIT CHARGE** screen or click [Question]. The [Question] will direct you to the **QUESTION INDIVIDUAL BENEFIT CHARGE** screen.

SIDES E-Response
 FEIN: 90-0000035
 SEIN: 900000035
 Sign out

Users Guide
 * Indicates a Required Field

Employer Name: Seventy Fifth Company Inc Charging State: CA Employer Type: Reimbursable Employer Date of Notice: 09/25/2019
 Charge Period: 05/14/2019 - 05/28/2019 Protest Due Date: 07/15/2019

Question Individual Benefit Charge

SSN: 857463632
 Name: Stephan C Joe
 Benefit Year Beginning: 06/15/2019 Type of Employer: Last and Lag Quarter Employer
 Base Period: 06/15/2018 - 06/21/2019 Program Code: Regular State UI Benefits
 Dollar Charged: (\$212.00) Number of Week Charged: 3

* Question Reason:

* Question Reason Narrative:

* Do you have any attachments which support your question? Yes No

< Back Cancel Save Delete Next >

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Below are the reasons available to you from the “Question Reason Indicator” drop-down list. You may click on the appropriate question or 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.

- 10 - Claimant was working for this company during this period.
- 11 - Claimant was working for some other employer during this period.
- 20 - Claimant refused to return to work for the employer when requested.
- 30 - Claimant is not able to or is not available for work.
- 40 - Claimant worked for employer less than the time period or earnings required to be a changeable employer.
- 41 - Charges are for a period of claimant ineligibility based upon a previously issued determination/decision.
- 42 - A notice of claim was not received.
- 43 - Determination of eligibility was not received.
- 44 - Employer is exempt from charges due to circumstances of separation.
- 46 - Credit has been previously identified and approved, but not received.
- 50 - Wages reported are incorrect.
- 51 - Employer has no record of anyone ever having worked for them under this name of social security number.
- 60 - Charges are being questioned due to a pending protest/appeal of eligibility determination.
- 70 - Employer questions charges for statutory reasons NOT listed above.

After completing all the fields related to the question, you have the option to include attachments. If you have attachments that support a change in the benefit charge you should enter them here. The following file types can be attached to the 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

Type	Description	Programs to Use to Access
TXT	A text file	All word processing applications and all text editors (Notepad, vi, etc...)
TIFF	A tiff image file	Graphical tools and picture tools
CSV	A comma-separated values file	Most spreadsheet programs and database management systems

When you have attached the desired attachments to the response, click [Next]. You may then question another charge following the same procedure. When you are done questioning all the charges desired, click [Next] on the **BENEFIT CHARGES** screen. You will be brought to a **QUESTION BENEFIT CHARGES SUMMARY** screen that lists all the charges you have questioned.

SIDES E-Response FEIN: 90-0000013 SEIN: 900000013 Sign out

Employer Name: Seventy Fifth Company Inc. Charging State: CA Employer Type: Reimbursable Employer Date of Notice: 08/25/2019
Charge Period: 05/14/2019 - 05/28/2019 Protest Due Date: 07/15/2019

Question Benefit Charges Summary

These Questions will be submitted with this response.

SSN:	857403032	Name:	Stephan C. Joe	Type of Employer:	Last and Lag Quarter Employer
Benefit Year Beginning:	06/15/2019	Base Period:	06/15/2018 - 06/21/2019	Program Code:	Regular State UI Benefits
Dollar Charged:	(\$212.00)	Number of Week Charged:	3		

SSN:	857403033	Name:	Marc M. Joe	Type of Employer:	Last and Lag Quarter Employer
Benefit Year Beginning:	06/15/2019	Base Period:	06/15/2018 - 06/21/2019	Program Code:	Regular State UI Benefits
Dollar Charged:	\$370.00	Number of Week Charged:	3		

Navigation: < Back Main Menu Next >

Go to Page: Question Benefit Charges Summary Go

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If the State allows an Attorney or Agent to represent you, a question will display on this screen (See below) and you can indicate whether you have one and the type. After reviewing your entries on this screen, click [Next].

Users Guide
Appeals associated with these records are ready to submit to the state. Select BACK to review or NEXT to proceed.

Employer Name: Fourth Test Company-Appeal Charging State: ST Employer Type: Reimbursable Employer Date of Notice: 05/12/2019
Charge Period: 05/20/2019 - 06/01/2019 Protest Due Date: 06/29/2019

Question Benefit Charges Summary

* Do you have an agent or attorney to represent you at the hearing?
You are NOT required to have an attorney or agent representing you.

These Appeals will be submitted with this response:

SSN:	857463636	Unit/Subaccount Number:	David
Name:	Joseph H Garcia	Type of Employer:	Last and Lag Quarter Employer
Benefit Year Beginning:	05/01/2019	Program Code:	Regular State UI Benefits
Base Period:	11/04/2017 - 11/10/2018	Number of Week Charged:	1
Dollar Charged:	(\$432.00)	Claim Number:	1802

< Back Cancel Save Main Menu Next >

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The **SUPPLEMENTAL QUESTION INFORMATION** screen will be displayed if you have selected an agent or attorney on the **BENEFIT CHARGES SUMMARY** screen, or if the state has permitted you to provide further information on unavailable date/times for a hearing, interpreter languages required or any other special needs.

If the State does not allow for Attorney or Agents or permit further information at this level when you click [Next] the **PREPARER INFORMATION** screen will be displayed.

Users Guide

Employer Name: Fourth Test Company-Appeal Charging State: ST Employer Type: Reimbursable Employer Date of Notice: 06/12/2019
Charge Period: 05/20/2019 - 06/01/2019 Protest Due Date: 06/29/2019

Supplemental Question Information

Agent

*Agent Name:

*Address 1:

Address 2:

*City:

*State:

*Zip:

*Telephone:

Please list the Date and/or Times that you are unavailable to participate in a hearing:

If an interpreter is requested, please list the language(s) needed:

Please list any special needs requested:

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Go to Page: Go

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After entering the information on the screen above, click [NEXT] you will be directed to the **PREPARER INFORMATION** screen.

SIDES E-Response
 FEIN: 90-0000042
 SEIN: 900000042
 Sign out

Users Guide
 * Indicates a Required Field

Employer Name: Seventy Fifth Company Inc Charging State: CA Employer Type: Reimbursable Employer Date of Notice: 06/25/2019
 Charge Period: 05/14/2019 - 05/28/2019 Protest Due Date: 07/15/2019

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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After completing this information, click [Next] and you will be directed to the **SUBMISSION** screen. A sample is shown below.

SIDES E-Response
 FEIN: 90-0000013
 SEIN: 900000013
 Sign out

Users Guide
 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.

Employer Name: Seventy Fifth Company Inc Charging State: CA Employer Type: Reimbursable Employer Date of Notice: 06/25/2019
 Charge Period: 05/14/2019 - 05/28/2019 Protest Due Date: 07/15/2019

Submission

[View/Print](#)

< Back Main Menu Submit to State

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You may print the 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 Request.

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

The [Submit to State] button will be grayed out until the system has determined that the Benefit Charges Response required questions are completed.

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

SIDES E-Response FEIN: 55-5555551 Sign out
 SEIN: 555555551

Users Guide
 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.

Employer Name: Fourth Test Company Charging State: ST Employer Type: Reimbursable Employer Date of Notice: 06/15/2019
 Charge Period: 06/09/2018 - 06/16/2018 Protest Due Date: 07/08/2019

Submission

View/Print

Please correct the following errors:

Question Reason for Late Response - Please explain the reason for your late response is required.

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 13.203 - Build 03770c0 - 28.03

When the Response has been successfully completed, click [Submit to State]. You will be directed to the **SUBMISSION CONFIRM** screen.

SIDES E-Response FEIN: 90-0000010 Sign out
 SEIN: 900000010

Users Guide
 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.

Employer Name: Seventy Fifth Company Inc. Charging State: CA Employer Type: Reimbursable Employer Date of Notice: 06/25/2019
 Charge Period: 05/14/2019 - 05/28/2019 Protest Due Date: 07/15/2019

Submission Confirm

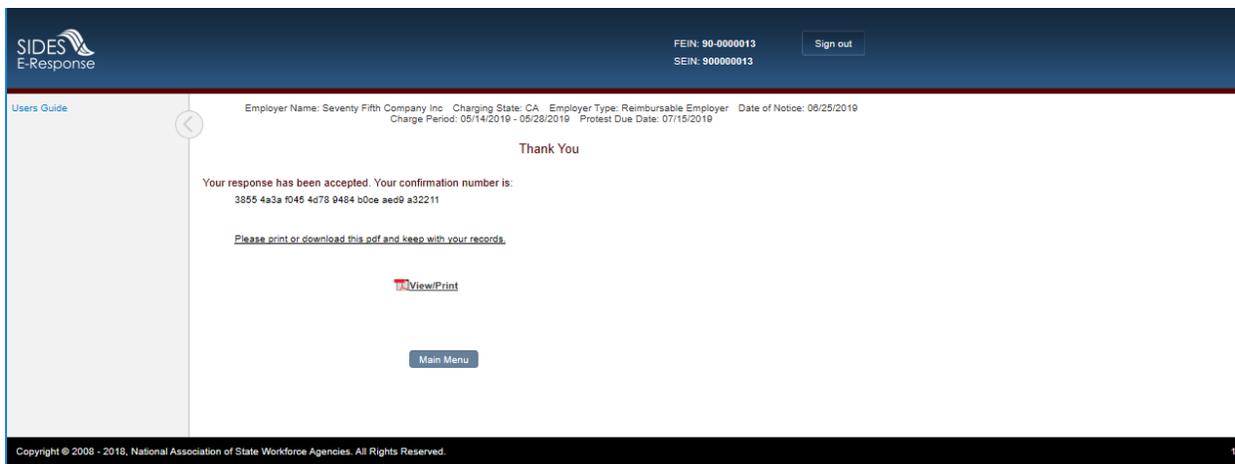
You have chosen to submit your Benefit Charges Response to the State Unemployment Insurance Office

Do you want to submit this response?

After submitting this response, please wait for the confirmation number.

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After you click [Submit] the **THANK YOU** screen will display. See sample below.

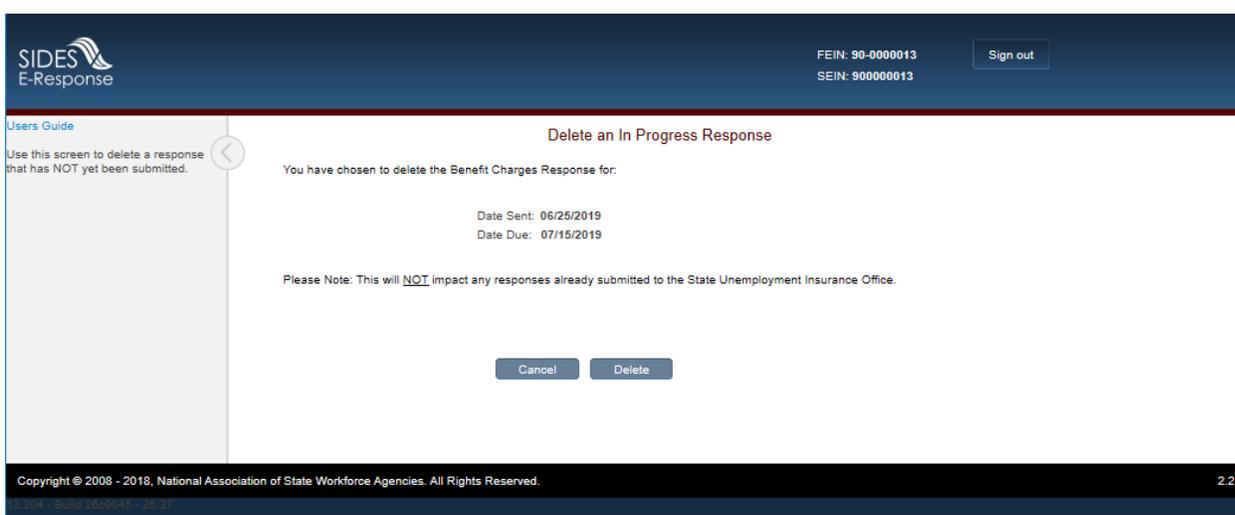


The **THANK YOU** screen provides your confirmation number. Keep this confirmation number in your files. The confirmation number will also appear at the top of the PDF under the [View/Print](#) link. We strongly recommend you print a copy of your submission for your records or save an electronic copy of the PDF document.

7 Deleting a Response

Should you find that a response is erroneous before you have submitted it to the state agency, you can delete an un-submitted response and start over. Go to the **NOTICE OF BENEFIT CHARGES** screen and click [Delete Response]. Before the response is deleted, you will see the **DELETE AN IN PROGRESS RESPONSE** screen shown below.

If you click the [Delete] button, this action will delete all the data you entered for this individual request, and it is not possible to retrieve the data; the screens will be reset as if no data had been entered for that request.



8 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 the determination of benefits charged.**

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 record on the **NOTICE OF BENEFIT CHARGE** screen 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** screen below.

SIDES E-Response

FEIN: 55-5555551
SEIN: 555555551

Sign out

Users Guide
* Indicates a Required Field

Employer Name: Fourth Test Company Charging State: ST Employer Type: Reimbursable Employer Date of Notice: 06/15/2019
Charge Period: 06/09/2018 - 06/16/2018 Protest Due Date: 07/08/2019

Amended Response

Amended Response Number: 1

* Enter the reason for the amended response and a brief description of the information changed.

< Back Cancel Save Main Menu Next >

Go to Page Amended Response Go

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Amended Response

Amended Response Number: 1

* Enter the reason for the amended response and a brief description of the information changed.

< Back

Cancel

Save

Main Menu

Next >

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