## Revision History

<table>
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<tr>
<th>Date</th>
<th>Version</th>
<th>Description</th>
<th>Author</th>
</tr>
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<tr>
<td>05/2/2012</td>
<td>1</td>
<td>First Draft</td>
<td>Jason Holzbach /</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>David Zemel</td>
</tr>
<tr>
<td>12/8/2014</td>
<td>2</td>
<td>Update Screens to Match Production</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>3/15/2017</td>
<td>4</td>
<td>Updated Screen Images</td>
<td>SIDES Team</td>
</tr>
<tr>
<td>2/20/2019</td>
<td>5</td>
<td>Updated Screen Images for 2/20/2019 New Standard Format and Web Site Release.</td>
<td>David Zemel</td>
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1 E-Response Website for the Monetary and Potential Charges Exchange Screens Shots

1.1 Pre-Login Screen
1.2 Screen 1 - Login
# 1.3 Screen 2 – Monetary and Potential Charges Requests

<table>
<thead>
<tr>
<th>Order</th>
<th>PIN</th>
<th>SSN</th>
<th>Name</th>
<th>Date Due</th>
<th>Response Status</th>
<th>Action</th>
<th>View/Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3</td>
<td>222-22-2222</td>
<td>222-22-2222</td>
<td>Doe, Relief N Sep-Y A, Jr</td>
<td>11:59 PM Eastern on 05/05/2019</td>
<td>Submitted</td>
<td>Create Amendment</td>
<td>View/Print - Submitted 02/15/2019</td>
</tr>
<tr>
<td>1.3</td>
<td>222-22-2222</td>
<td>222-22-2222</td>
<td>Mikey, Relief Y Sep-N A, Jr</td>
<td>11:59 PM Eastern on 05/05/2019</td>
<td>Amendment In Progress</td>
<td>Edit Amendment</td>
<td>View/Print - Completed 02/15/2019</td>
</tr>
<tr>
<td>1.3</td>
<td>222-22-2222</td>
<td>222-22-2222</td>
<td>Doe, Relief N Sep-Y A, Jr</td>
<td>11:59 PM Eastern on 05/05/2019</td>
<td>Not Started</td>
<td>Create Response</td>
<td>View/Print</td>
</tr>
<tr>
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<td>Cinderella, Relief Y Sep-Y A, Jr</td>
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<td>Amendment In Progress</td>
<td>Edit Amendment</td>
<td>View/Print - Completed 02/15/2019</td>
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<td>Create Amendment</td>
<td>View/Print - Submitted 02/15/2019</td>
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<td>Snow, Relief N Sep-N A, Jr</td>
<td>11:59 PM Eastern on 05/05/2019</td>
<td>In Progress</td>
<td>Edit Response</td>
<td>View/Print</td>
</tr>
<tr>
<td>1.3</td>
<td>222-22-2222</td>
<td>222-22-2222</td>
<td>Snow, Relief N Sep-N A, Jr</td>
<td>11:59 PM Eastern on 05/05/2019</td>
<td>Delete Response</td>
<td>View/Print</td>
<td></td>
</tr>
</tbody>
</table>

**Monetary and Potential Charges**

Please note: The system has regularly scheduled maintenance from 12:00 AM ET Sunday - 04:00 AM ET Sunday. You should not work on your responses during this window as the system may go down unexpectedly.
1.4 Screen 2.1 - Search Results

Screen shot of the Search Results page with details of Monetary and Potential Charges Request Results for PIN and GSN 33333333:

- SSA: 333-33-3333
- Name: Cinderella, Retail Y Sep Y A, Jr
- Date of: 11/15 PM
- Notes: Pending
- Response Status: Not Started

No results found for other PINs.
1.5 Screen 2.2 – Delete an In Progress Response
1.6 Scenario: Request for Relief of Charges Allowed Ind = No and Employer Sep Question Shown Ind = No

1.6.1 Submission Path

1.6.1.1 Screen 3 – Claimant and Employer Identification
1.6.1.2 Screen 4 – Eligibility and Charge Information
1.6.1.3  **Screen 6 – Attachments**
1.6.1.4 **Screen 8 – Preparer Information**
1.6.1.5  Screen 9 – Submission
1.6.1.6  Screen 10 – Submission Confirmation
1.6.1.7  Screen 11 – Confirmation

Rest of Page Intentionally Blank
1.6.2 Completed Path

1.6.2.1 Screen 3 – Claimant and Employer Identification

![Screen 3 - Claimant and Employer Information](image_url)
### 1.6.2.2 Screen 4 – Eligibility and Charge Information

**Base Period**
- **Base Period Start Date:** 07/24/2010
- **Base Period End Date:** 07/22/2011
- **Number of Employers in the Base Period:** 1
- **Wages from All Employers in the Base Period:** $42,000.00

<table>
<thead>
<tr>
<th>Wages from the Employer</th>
<th>Information of Record</th>
<th>Corrected Employer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter (Jul 2010 - Sep 2010) Wages</td>
<td>$3,000.00</td>
<td></td>
</tr>
<tr>
<td>Second Quarter (Oct 2010 - Dec 2010) Wages</td>
<td>$3,000.00</td>
<td></td>
</tr>
<tr>
<td>Third Quarter (Jan 2011 - Mar 2011) Wages</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>Fourth Quarter (Apr 2011 - Jun 2011) Wages</td>
<td>$6,000.00</td>
<td></td>
</tr>
<tr>
<td>Wages from this Employer in the Base Period</td>
<td>$36,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**Benefits**
- **Number of Dependents Claimed:** 2
- **Weekly Unemployment Benefit Amount:** $1,000.00
- **Maximum Unemployment Benefit Amount:** $5,000.00
- **Total Weeks of Unemployment Benefits:** 52
- **Percentage of Payment Being Charged to this Employer:** 100%
- **The Total Dollar Amount of Unemployment Benefits That May Be Potentially Charged to this Employer:** $50,000.00

**Employee Charge**

<table>
<thead>
<tr>
<th>Day 1 Week Number</th>
<th>End Week Number</th>
<th>Total Weekly Charge</th>
<th>Potential Charge over the UI Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>$1,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>$1,200.00</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>$1,000.00</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

Go to Page: Eligibility and Charge Information

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1.6.2.3  **Screen 6 – Attachments**
1.6.2.4 Screen 9 Thank You

Since you have not initiated any action, no information will be sent to the state unemployment agency.
1.7 Scenario: RequestforReliefofChargesAllowedInd = No and EmployerSepQuestionShownInd = Yes

1.7.1 Submission Path

1.7.1.1 Screen 3 – Claimant and Employer Identification
1.7.1.2  Screen 4 – Eligibility and Charge Information
1.7.1.3 Screen 6 – Separation Information
1.7.1.4 Screen 6.3 – Attachments
1.7.1.5  Screen 8 – Preparer Information
1.7.1.6  Screen 9 – Submission
1.7.1.7 Screen 10 – Submission Confirmation
1.7.1.8 Screen 11 – Confirmation

Rest of Page Intentionally Blank
1.7.2 Completed Path

1.7.2.1 Screen 3 – Claimant and Employer Identification
1.7.2.2 **Screen 4 – Eligibility and Charge Information**

**Base Period**
- **Base Period Start Date:** 07/14/2010
- **Base Period End Date:** 07/22/2011
- **Number of Employers in the Base Period:** 1
- **Wages from All Employers in the Base Period:** $42,000.00

**Wages from the Employer**
- **First Quarter (Jul 2010 – Sep 2010) Wages:** $3,000.00
- **Second Quarter (Oct 2010 – Dec 2010) Wages:** $3,000.00
- **Third Quarter (Jan 2011 – Mar 2011) Wages:** $3,000.00
- **Fourth Quarter (Apr 2011 – Jun 2011) Wages:** $3,000.00
- **Wages from This Employer in the Base Period:** $30,000.00

**Benefits**
- **Number of Dependents Claimed:** 2
- **Weekly Unemployment Benefit Amount:** $1,000.00
- **Maximum Unemployment Benefit Amount:** $50,000.00
- **Total Weeks of Unemployment Benefits:** 52
- **Percentage of Payment Being Charged to This Employer:** 100%
- **The Total Dollar Amount of Unemployment Benefits That May Be Potentially Charged to This Employer:** $50,000.00

**Employee Charge**

<table>
<thead>
<tr>
<th>Begin Week Number</th>
<th>End Week Number</th>
<th>Total Weekly Charge</th>
<th>Potential Charge over the 20% Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

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1.7.2.3 **Screen 6 – Attachments**
1.7.2.4 Screen 9 Thank You
1.8 Scenario: Request for Relief of Charges Allowed Ind = Yes and
Employer Sep Question Shown Ind = No

1.8.1 Submission Path

1.8.1.1 Screen 3 – Claimant and Employer Identification
1.8.1.2  Screen 4 – Eligibility and Charge Information
1.8.1.3 Screen 6 – Request Relief
1.8.1.4  Screen 6.3 – Attachments

**Screen Shot**

- **Title**: Users Guide
- **Text**: Attachments

**Instructions**
- If an attachment is the required form of the request for relief of charges or updated wage information provided in Microsoft Word format, choose Save As from the Microsoft Word menu and convert it to PDF (Rich Text Format or RTF) format. If the attachment is in Excel format, choose Save As and convert it to CSV (comma-separated values) format.

**Tips**: To add an attachment, click on the Add Attachment button and select all the files you want to attach.

**Notes**: Add additional information to each attachment as needed.

**Security**: To remove an attachment, click on the Delete button.

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1.8.1.5 Screen 8 – Preparer Information
1.8.1.6  **Screen 9 – Submission**
1.8.1.7  **Screen 10 – Submission Confirmation**
1.8.1.8  Screen 11 – Confirmation

Rest of Page Intentionally Blank
1.8.2 Completed Path

1.8.2.1 Screen 3 – Claimant and Employer Identification
1.8.2.2 **Screen 4 – Eligibility and Charge Information**
1.8.2.3  Screen 6 – Request Relief
1.8.2.4  Screen 6.3 – Attachments
1.8.2.5  Screen 9 Thank You

Since you have not initiated any action, no information will be sent to the state unemployment agency.

Thank You
1.9 Scenario: Request for Relief of Charges Allowed \( \text{Ind} = \text{Yes} \) and Employer Sep Question Shown \( \text{Ind} = \text{Yes} \)

1.9.1 Submission Path

1.9.1.1 Screen 3 – Claimant and Employer Identification
1.9.1.2  Screen 4 – Eligibility and Charge Information
1.9.1.3  Screen 6 – Request Relief
1.9.1.4  Screen 6.3 – Attachments
1.9.1.5 Screen 8 – Preparer Information
1.9.1.6  Screen 9 – Submission
1.9.1.7 **Screen 10 – Submission Confirmation**

You have chosen to submit your Unemployment Insurance Claims Response to the State Unemployment Insurance Office.

Do you want to submit this response?

- No - Return to Main Menu
- Yes - Submit to State

After submitting this response, please wait for the confirmation notice.
1.9.1.8 Screen 11 – Confirmation

Rest of Page Intentionally Blank
1.9.2 Completed Path

1.9.2.1 Screen 3 – Claimant and Employer Identification
1.9.2.2 Screen 4 – Eligibility and Charge Information
1.9.2.3  Screen 6 – Request Relief
1.9.2.4  Screen 6.3 – Attachments
1.9.2.5 Screen 9 Thank You

1.10 Additional Screens

1.10.1 Screen 3.2 – Claimant and Employer Identification Change
1.10.2  

**Screen 7 – Amended Response**

![Image of Screen 7 - Amended Response](image-url)

*Please describe why you are making this amendment (250 characters).*

- [X] Save

[Back] [Cancel] [Save] [Main Menu] [Next →]

Go to Page: Amended Responses [Prev] [Next]

**Amended Response Number:** 1

Response No.: DSN 333-333-3333  
Response Date: 01/10/2019  
Date Due: 05/31/2019  
Name: [Name of Respondent]  
State: [State of Respondent]