Additional Fact Finding - State Information Data Exchange System (SIDES) E-Response Website

Screen Shots Version 1

September 30, 2019

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<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Description</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/30/2019</td>
<td>1</td>
<td>First Draft</td>
<td>Jason Holzbach / David Zemel</td>
</tr>
</tbody>
</table>
Table of Contents

1 SIDES Employer Website for the Additional Fact Finding Exchange Screen Shots........... 1
1.1 Pre-Login Screen........................................................................................................ 1
1.2 Login .......................................................................................................................... 2
1.3 Additional Fact Finding Requests .............................................................................. 3
1.4 Search Results .......................................................................................................... 4
1.5 Delete an in Progress Response ................................................................................ 5
1.6 Claimant and Employer Information......................................................................... 6
1.7 Claimant and Employer Identification Change.......................................................... 8
1.8 Inquires ....................................................................................................................... 9
1.9 Inquires – Refuse to Provide Warning ..................................................................... 11
1.10 Attachments ............................................................................................................ 12
1.11 Preparer Information............................................................................................... 13
1.12 Submission .............................................................................................................. 14
1.13 Submission with Errors .......................................................................................... 15
1.14 Submission Confirmation ....................................................................................... 16
1.15 Confirmation ........................................................................................................... 17
1.16 Amended Response ................................................................................................. 18
1.17 Submission on Amended Response with No Change ............................................ 19
1 SIDES Employer Website for the Additional Fact Finding Exchange Screen Shots

1.1 Pre-Login Screen

Figure 1 - Pre Login Page
1.2 *Login*

![Login Page](image)

**Figure 2 - Login Page**
1.3 Additional Fact Finding Requests

Figure 3 - Additional Fact-Finding Requests
1.4 Search Results

Figure 4 - Search Results
1.5 Delete an In Progress Response

You have chosen to delete the Separation Response for:

SSN: 000-11-0001
Name: Smith, Ron S, Jr
Date Due: 09/21/2019

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

![Delete an In Progress Response](image)

**Figure 5 - Delete an In-Progress Response**
## 1.6 Claimant and Employer Information

### Claimant Information

<table>
<thead>
<tr>
<th>Requesting State</th>
<th>Claimant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>State: ST</td>
<td>SSN: 000-11-0002</td>
</tr>
<tr>
<td>Agency: UIOfficeName1</td>
<td>Name: Donald, Duck X, Jr</td>
</tr>
<tr>
<td>Phone: (123) 456-7890</td>
<td>Other Last Name Used by Claimant: OtherLastName1</td>
</tr>
<tr>
<td>Fax: (123) 466-7891</td>
<td></td>
</tr>
</tbody>
</table>

### Adjudicator Information

- Adjudicator Identifier: AdjudicatorIdentifier1
- Adjudicator Name: Jane Doe
- Adjudicator Phone: 1234567890
- Adjudicator Email: AdjudicatorEmail@asdf.asdf

### Employer Information

<table>
<thead>
<tr>
<th>Information of Record</th>
<th>Corrected Employer Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Name: Old McDonald</td>
<td></td>
</tr>
<tr>
<td>Federal Employer Identification Number: 12-3456789</td>
<td></td>
</tr>
<tr>
<td>State Employer Account Number: 342424001</td>
<td></td>
</tr>
</tbody>
</table>

- 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
Figure 6 - State, Employer and Claimant Information
1.7 **Claimant and Employer Identification Change**

**Figure 7 – Claimant and Employer Identification Change**
1.8 Inquires

Please respond to the following questions presented by the state.

• 1: State Question #1?
• 2: State Question #2?
• 3: State Question #3?
• 4: State Question #4?
• 5: State Question #5?
• 6: State Question #6?
• 7: State Question #7?
• 8: State Question #8?
• 9: State Question #9?
• 10: State Question #10?

Go to Page Inquires Go
Figure 8 – Inquires
1.9 Inquires – Refuse to Provide Warning

Figure 9 – Inquires – Refuse to Provide Warning
1.10 **Attachments**

![Figure 10 - Attachments](image-url)

- Do you have any attachments supporting the inquiry information provided?  
  - Yes  
  - No

**WARNING** - Acceptable file formats are: csv, pdf, rtf, tiff (tif), txt. The total size of all attachments (up to 10) is limited to a maximum of 5 megabytes. Scanned PDF’s have the possibility of being very large but by decreasing the dpi size, scanning it in as PDF text or removing some of the extended features of a PDF the size can be greatly reduced. Another option would be to scan it in as a TIFF (TIF) document instead of a PDF.
1.11 Preparer Information

Figure 11 – Preparer Information
1.12 Submission

Figure 12 – Submission
1.13 Submission with Errors

Figure 13 – Submission with Errors
1.14 Submission Confirmation

Figure 14 – Submission Confirmation
1.15 **Confirmation**

![Confirmation Image]

**Figure 15 – Confirmation**
1.16 **Amended Response**

![Amended Response Form](image)

**Figure 16 - Amended Response**
1.17 Submission on Amended Response with No Change

Figure 17 – Submission on Amended Response with No Change