## Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Description</th>
<th>Author</th>
</tr>
</thead>
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<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>
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# E-RESPONSE WEBSITE SCREEN SHOTS FOR THE DETERMINATIONS AND DECISIONS EXCHANGE

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</table>
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 login using the instructions provided by the State Agency:

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

Cancel  Login  Return to the Web E-Response Selection Page
1.3 Screen 2 – Determination and Decisions Requests
1.4 Screen 2.1 - Search Results

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 Decide. Complete items 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 SIDES E-Response Website for 40 days. Determinations, decisions and any responses or requests that are not submitted (including any that are in progress) will be removed from the system 40 days from the determination or decision date.
1.5 Screen 2.2 – Delete an In Progress Response
1.6 Screen 3 – State, Employer, and Claimant Information
1.7 Screen 3.1 – Confirm Changes

Confirm Changes

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

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

Select Continue to save your changes.

Cancel  Continue

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

Non-Monetary Separation Determination

Determination Information

Determination Date: 08/20/2013
Benefits Allowed/Claimant Eligible: Yes

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

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Document Size</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Request Attachment</td>
<td>RTF</td>
<td>1</td>
</tr>
</tbody>
</table>

Do you want to protest/appeal this determination? [ ] Yes  [ ] No

< Back  Cancel  Save  Main Menu  Next >

Go to Page  Determination Information
1.9 Screen 4 – Non-Monetary Separation Revision: Determination Information
1.10 Screen 4 – Non-Monetary Non-Separation Determination: 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
1.16 **Screen 5 – Appeal Reason**

[Image of Screen 5 – Appeal Reason]

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**E-Response Screen Shots**
1.17  Screen 5.1 – Confirm Changes – Do Not Have Agent or Attorney

![Confirm Changes - Do Not Have Agent or Attorney](image1)

Confirm Changes

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

1.18  Screen 5.2 – Confirm Changes – Change Attachment Disposition

![Confirm Changes - Change Attachment Disposition](image2)

Confirm Changes

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
1.19 Screen 6 – Response Attachments

Do you have documents which support your statement regarding the determination? If yes, you can attach up to 5 documents below. The total size of all documents combined cannot exceed 5 megabytes.

**WARNING:** Scanned PDFs have a possibility of being very large. See the HELP section on the left side of this screen for more information on attaching documents.

You may attach up to 5 documents which support your statement regarding the determination. Acceptable file formats are: .txt, .pdf, .rtf, .tif, .gif, .jpg, .png, .tif.

1. Select File Name (see WARNING above):
2. Describe the document being attached (e.g. Warnings, Documents, Notice of Separation)

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Attachment Name</th>
<th>Size</th>
<th>Select</th>
</tr>
</thead>
</table>

No Records Found

- [Attach/Save to Table]
- [Delete]
- [View/Edit]
- [Cancel]

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1.20 Screen 7 – Supplemental Information

Non-Monetary Non-Separation Determination
Supplemental Information

Please list Date(s) and/or 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 100 characters):

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

1.22 Screen 9 – Amended Response
1.23 Screen 10 – Preparer Information

Non-Monetary Non-Separation Determination
Preparer Information

Who is providing this response?
If the preparer is a TPA, what is the TPA company name?

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)
1.24 Screen 11 – Submission

1.25 Screen 12 – Submission Confirm
1.26 Screen 13 – Confirmation

Screen 13 – Confirmation

Your response has been accepted. Your confirmation number is:

Please print or download this CFL and keep with your records.

[Thumbnails]

1.27 Screen 13.1 – Thank You

Screen 13.1 – Thank You

Thank you for using the SIDES E-Response Website to review this Non-Monetary Non-Separation Determination.

Please print or download this CFL and keep with your records.

[Thumbnails]