DETERMINATIONS AND DECISIONS E-RESPONSE WEB SITE

USER GUIDE

Version: 1.1

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UI SIDES
State Information
Data Exchange System

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 Determinations and Decisions, 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 comprehensive 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 7.0 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 requesting information will provide your PIN either with the notice that requests separation information or through another avenue. Some States may assign a business one PIN for access to all requests sent to it; 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 request.

2.3   Conventions.
This guide uses the following conventions:

[Button]:   Brackets indicate a button and the button label you will see on the screen.

UI SIDES
State Information
Data Exchange System

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 (Internet Explorer, version 7.0 or higher required)

- Go to http://uisides.org

The screen shown below will appear.
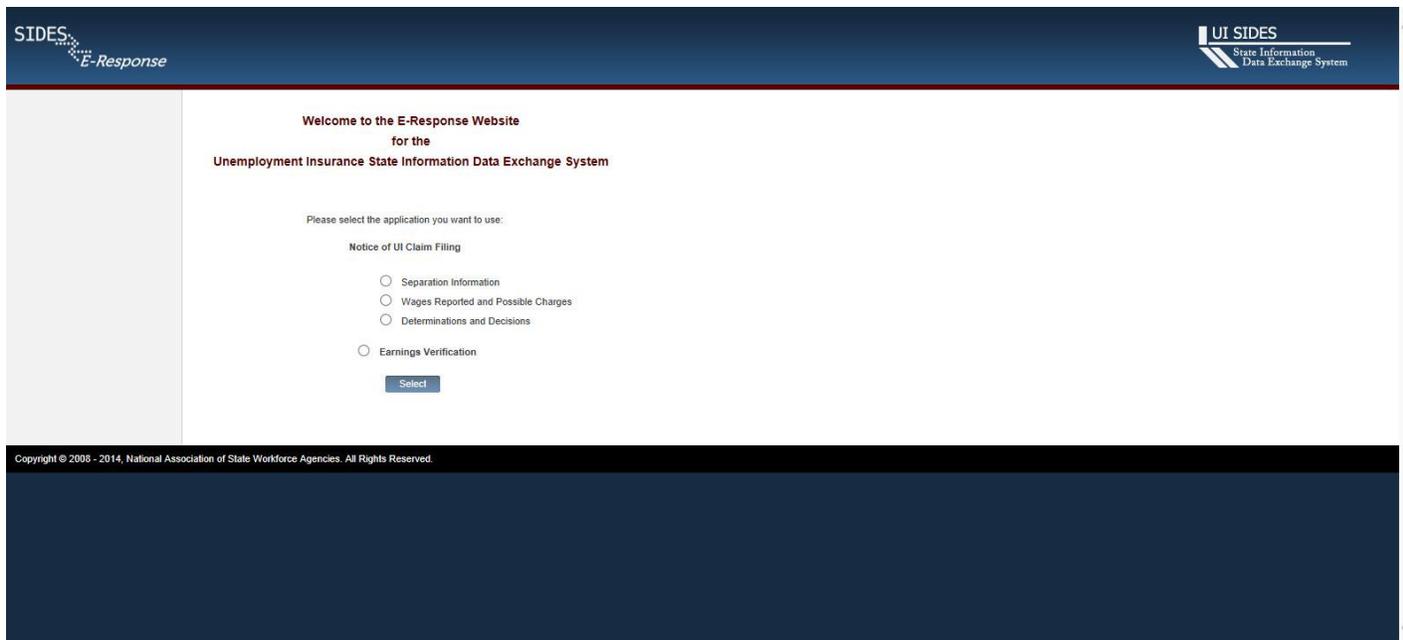
On the WELCOME screen, select Determinations and Decisions, and click the [Select] button.

The screen shown below will appear.

On the LOGIN 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;

  Note: If a State UI agency does not use a State Employer Identification Number, the SEIN is not required and no SEIN box will be displayed on the Login screen;

- 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 key strokes. If you continue to have a problem, either your credentials are incorrect or there are no Determinations

or Decisions pending at this time. Contact the requesting State UI agency if you received a notice that a request 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 (if used) 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 pages.

- Site Navigation Buttons. At the bottom of most pages you will find the following buttons:

    o [Back]—saves your work and takes you to the previous page.

    o [Cancel]—deletes data from the screen, and you remain on the same page.

    o [Save]—saves data entered and runs validations, but you remain on the same page.

    o [Main Menu]—does not save data entered, and returns you to the Determinations and Decisions page.

    o [Next]—saves data entered and moves to the next page.

    o [Go]—a drop down menu allows you to select and jump to a particular page.

    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.
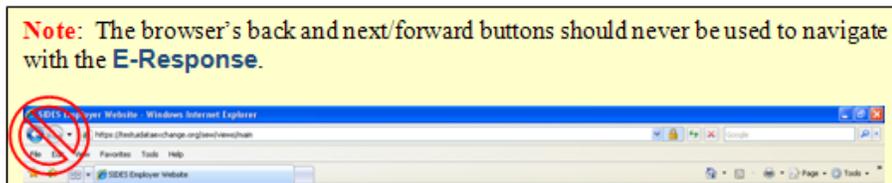
- Sign Out Button. The [Sign Out] button located in the upper far-right portion of each page will log you out of the E-Response website. Be sure you have saved your work before signing out.

- 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.

UI SIDES
State Information
Data Exchange System

- <u>Screen Identification Number.</u> The number in the bottom right corner of each screen identifies it. Should you have questions or problems with a particular screen/page, please refer to this screen number when contacting your State UI agency.

- <u>Standard Web Interface Features</u>. Many pages 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   Determinations and Decisions Requests Screen

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

UI SIDES
State Information
Data Exchange System

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

The list shows each claimant's name, SSN, and the date and time that the determinations and decisions response is due to the requesting state. It is important that each response be submitted by its due date to ensure that the information can be used to determine whether the individual is eligible for unemployment benefits.

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/Respond]
- 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 in the process of creating and submitting a response. 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 beginning of the response pages. You also have the option of deleting all of 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/Respond]. You will then see the **STATE, EMPLOYER AND CLAIMANT INFORMATION** page. A sample is shown below.

This page includes a series of pre-populated fields including "Requesting State" information and "Employer 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] which will ask you to fill in the preparer information and then submit the response.

After reviewing the information on the State, Employer and Claimant Information page, click [Next]. This will take you to the **DETERMINATION/DECISION INFORMATION** page. A sample is shown below.

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

On this page, you may also asked whether or not you want to protest or appeal this claim. If the option exists to appeal or protest, you will be asked further questions on following pages.

After reviewing/completing this page, click [Next]. Depending on the responses to previous questions and the state requirements, you will find yourself on the **APPEAL REASON** page.

Below are the appeal reasons available to you from the "Reason for Appeal" drop-down list. 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 = Employer disagrees with findings
    20 = Employer has additional information that was not considered
    30 = Employer appeals account charges

After completing all the questions related to the reason for appeal, you are asked whether you have attachments or an agent or attorney.

If you say yes to attachments, you will be brought to the **RESPONSE ATTACHMENT** page when you click [Next].

If you have attachments that support the determination or decision you may 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
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

10

UI SIDES
State Information
Data Exchange System

Type	Description	Programs to Use to Access
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 be brought to a **SUPPLEMENTAL INFORMATION** page. This page will appear if you have selected an agent or attorney on the **APPEAL REASON** page, or if the state has permitted you to provide further information on the worksite address, unavailable date/times for a hearing, interpreter languages required or any other special needs.

After entering the information from the screen above, you will be directed to enter the Preparer Information.

After filling in this information, click [Next] to go to the **SUBMISSION** page. A sample is shown below.

The [Submit to State] button will be grayed out until the system has determined that the Determination and Decisions Response is fully compliant with the data input validation and business rules.

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

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

When the Response has been successfully validated, you can submit it to the State UI agency.

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.

As with other important steps in the editing of a Response, a warning screen will appear to make sure you are fully prepared to submit to the State.

After you click [Submit] you will see a **CONFIRMATION** page, sample below, which 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.

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7   Amending a Submitted Response

After you submit a response, it remains on the SIDES E-Response website for 40 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 <u>after the due date for submission</u> to the requesting state agency may or may not be used in determining the individual's eligibility for unemployment benefits depending on state policy.**

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 case on the REQUESTS page 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 page below.

NEW YORK STATE DEPARTMENT OF LABOR

FEIN: 999999999
SEIN: 999999999

Sign out

* indicates a Required Field

Enter all applicable information in the space provided.

Response for: SSN: 011-01-1111   Date Due: 08/02/2014   Name: Doe, Homer

Non-Monetary Separation Determination
Amended Response

Amended Response Number: 1

* **Please describe why you are making this amendment:** (2000 characters)

< Back   Cancel   Save   Main Menu   Next >

Go to Page Amended Response ▼   Go

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State Information
Data Exchange System