



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

Screen Shots Version 1

September 30, 2019

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Date	Version	Description	Author
9/30/2019	1	First Draft	Jason Holzbach / David Zemel

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1 SIDES Employer Website for the Additional Fact Finding Exchange Screen Shots

1.1 Pre-Login Screen

SIDES E-Response

SIDES

SIDES E-Response supports the following browsers:

- IE 11 and above
- Chrome V44 and higher
- Firefox V37 and higher

**Welcome to the E-Response Website
for the
Unemployment Insurance State Information Data Exchange System**

Please select the application you want to use:

- Separation Information
- Monetary & Potential Charges
- Additional Fact-Finding
- Determinations & Decisions
- Earnings Verification
- Benefit Charges

Select

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Figure 1 - Pre Login Page

1.2 Login

The screenshot shows the SIDES E-Response interface. At the top, there is a dark blue header with the SIDES E-Response logo on the left and the SIDES logo on the right. Below the header is a light gray sidebar on the left containing navigation links: "Users Guide", "Help with E-Response", and "* indicates a Required Field". Below these links, there is a note: "All values entered into the FEIN/SEIN/PIN fields are case SenSiTive" and another note: "Note: Dashes and/or other punctuation should be omitted from the Federal Employer Identification Number." The main content area is titled "Additional Fact-Finding Response Entry" and contains the instruction: "To respond to your Additional Fact-Finding requests, please login using the instructions provided by the State Agency." Below this instruction are four input fields: a dropdown menu for "State" (currently showing "Select One"), and three text input fields for "Federal Employer Identification Number", "State Employer Identification Number", and "Identification Number/Access Code (PIN)". Each field is preceded by an asterisk indicating it is required. At the bottom of the form are two buttons: "Cancel" and "Login". Below the buttons is a link: "Return to the Main E-Response Selection Page". At the very bottom of the page, there is a dark blue footer with the text: "Copyright © 2008 - 2018, National Association of State Workforce Agencies. All Rights Reserved." and "13.203 - Build de25e51".

SIDES E-Response

SIDES

[Users Guide](#)

[Help with E-Response](#)

* indicates a Required Field

All values entered into the FEIN/SEIN/PIN fields are case SenSiTive

Note: Dashes and/or other punctuation should be omitted from the Federal Employer Identification Number.

Additional Fact-Finding Response Entry

To respond to your Additional Fact-Finding requests, please login using the instructions provided by the State Agency.

*State:

* Federal Employer Identification Number:

*State Employer Identification Number:

*Identification Number/Access Code (PIN):

[Return to the Main E-Response Selection Page](#)

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Figure 2 - Login Page

1.3 Additional Fact Finding Requests

SIDES E-Response FEIN: 99-9999999 SEIN: 999999999 Sign out

Additional Fact-Finding

You have the following notices based on the PIN entered:

Order by: Due Date Ascending Separation Information Earnings Verification Monetary & Potential Charges

Request Type: Separation Information SSN: 000-11-0001 Name: Smith, Ron S, Jr Date Due: 11:59 PM Eastern on 09/21/2019	Response Status: In Progress View/Print Edit Response Delete Response
Request Type: Separation Information SSN: 000-11-0001 Name: Smith, Ron S, Jr Date Due: 11:59 PM Eastern on 09/21/2019	Response Status: In Progress View/Print Edit Response Delete Response
Request Type: Earnings Verification SSN: 000-11-0002 Name: Donald, Duck X, Jr Date Due: 11:59 PM Eastern on 08/11/2019	Response Status: In Progress View/Print Edit Response Delete Response

You have the following notices for other PINs with this FEIN:
No notices found for other PINs.

Users Guide

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Figure 3 - Additional Fact-Finding Requests

1.4 Search Results

SIDES E-Response FEIN: 99-9999999 SEIN: 999999999 [Sign out](#)

Search Results

Search by SSN: (Omit Dashes)
000110002

Select an Additional Fact-Finding Request to create a response and/or view/print. Or, select an Additional Fact-Finding Response to edit, delete or view/print.

Select **"Create Response"** to begin a response.

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 **"Create Amendment"** to change a response that has already been submitted.

Select **"Edit Amended Response"** to edit information on an amendment in progress.

Select **"Delete Amended Response"** to delete an amended response that has not yet been submitted.

Note: Requests remain on the SIDES E-Response Website for 40 days.

[Users Guide](#)

Additional Fact-Finding Request Results for PIN and SSN 000110002:

Order by: Separation Information Earnings Verification Monetary & Potential Charges

Request Type: **Earnings Verification** Response Status: **In Progress** [View/Print](#)

SSN: **000-11-0002**

Name: **Donald, Duck X, Jr**

Date Due: **11:59 PM Eastern on 08/11/2019**

Additional Fact-Finding Requests for other PINs for this FEIN and SSN 000110002:
No notices found for other PINs.

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Figure 4 - Search Results

1.5 Delete an in Progress Response

The screenshot shows a web interface for SIDES E-Response. At the top left is the SIDES E-Response logo. At the top right, there are two lines of text: "FEIN: 99-9999999" and "SEIN: 999999999", with a "Sign out" button to their right. The main heading is "Delete an In Progress Response". Below this, a message states: "You have chosen to delete the Separation Response for:". This is followed by the details: "SSN: 000-11-0001", "Name: Smith, Ron S, Jr", and "Date Due: 09/21/2019". A note below reads: "Please Note: This will NOT impact any responses already submitted to the State Unemployment Insurance Office." At the bottom of the main content area are two buttons: "Cancel" and "Delete". The footer contains the copyright notice: "Copyright © 2008 - 2018, National Association of State Workforce Agencies. All Rights Reserved." and the version number "2.2".

SIDES E-Response

FEIN: 99-9999999
SEIN: 999999999

Sign out

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.


Cancel Delete

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Figure 5 - Delete an In-Progress Response

1.6 Claimant and Employer Information

FEIN: 99-9999999
SEIN: 999999999Sign out

Response for: SSN: 000-11-0002 Request Date: 08/08/2019 Date Due: 08/11/2019 Name: Donald, Duck X, Jr

[Users Guide](#)

Please review Claimant and Employer Identification information.

Information is needed to determine an issue, failure to respond by August 8th, 2019 will result in a decision based on the information on file.

Claimant and Employer Information

Requesting State		Claimant Information	
State:	ST	SSN:	000-11-0002
Agency:	UIOfficeName1	Name:	Donald, Duck X, Jr
Phone:	(123) 456-7890	Other Last Name Used by Claimant:	OtherLastName1
Fax:	(123) 456-7891		

Adjudicator Information

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

Employer Information

	Information of Record	Corrected Employer Information:
Employer Name:	Old McDonald	
Federal Employer Identification Number:	12-3456789	
State Employer Account Number:	342424001	

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



Employer Status

- Check here if claimant did NOT work for this employer
- Check here if TPA receiving this request does NOT represent this employer

Request Type: **EV**
State Claim Number: **ClaimNumber1**
Benefit Year Beginning Date: **09/28/2016**

Evidenciary Attachment			
Document Name	Document Extension	Size	
TypeofDocument1	TXT	1	Download


[Cancel](#) [Save](#) [Main Menu](#)

[Next >](#)

Go to Page [Claimant and Employer Information](#) [Go](#)

Figure 6 - State, Employer and Claimant Information

1.7 Claimant and Employer Identification Change

FEIN: 99-9999999
SEIN: 999999999Sign out

Response for: SSN: 000-11-0002 Request Date: 08/08/2019 Date Due: 08/11/2019 Name: Donald, Duck X, Jr

Claimant and Employer Identification Change

* indicates a Required Field

Please review Claimant and Employer Identification information and enter any corrections.

	Information of Record	Corrections (if different)
Claimant Information		
SSN:	000-11-0002	<input type="text"/>
Claimant Name used to file claim:	Donald, Duck X, Jr	
Other Name Used:	OtherLastName1	<input type="text"/>
Employer Information		
Employer Name:	Old McDonald	<input type="text"/>
State Employer Account Number:	342424001	<input type="text"/>
Federal Employer Identification Number:	12-3456789	<input type="text"/>


[< Back](#) [Cancel](#) [Save](#) [Main Menu](#) [Next >](#)

Go to Page [Go](#)

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Figure 7 – Claimant and Employer Identification Change

1.8 Inquires

FEIN: 99-9999999
SEIN: 999999999Sign out

Response for: SSN: 000-11-0002 Request Date: 08/08/2019 Date Due: 08/11/2019 Name: Donald, Duck X, Jr

[Users Guide](#)

* indicates a Required Field

Inquiries

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?

< Back

Cancel

Save

Main Menu

Next >

Go to Page Go

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Response for: SSN: 000-11-0002 Request Date: 08/08/2019 Date Due: 08/11/2019 Name: Donald, Duck X, Jr

[Users Guide](#)

* indicates a Required Field

Inquiries

Please respond to the following questions presented by the state.

✓ * 1: State Question #1?

Answer #1

Refuse to provide: Information requested is not available or cannot be presented. The state should proceed based on available information.

* 2: State Question #2?

Refuse to provide: Information requested is not available or cannot be presented. The state should proceed based on available information.

* 3: State Question #3?

* 4: State Question #4?

Figure 8 – Inquires

1.9 Inquires – Refuse to Provide Warning

The screenshot displays the SIDES E-Response interface. At the top left is the SIDES E-Response logo. At the top right, it shows FEIN: 99-9999999 and SEIN: 999999999, with a 'Sign out' button. Below the header, a navigation bar contains 'Users Guide' and a back arrow. The main content area is titled 'Inquiries - Refuse To Provide Warning' and includes the following text:

Response for: SSN: 000-11-0002 Request Date: 08/08/2019 Date Due: 08/11/2019 Name: Donald, Duck X, Jr

You have selected an inquiry response: "Refuse To Provide"

Choosing REFUSE TO PROVIDE this information means the Employer/TPA does not have and/or cannot present the information requested and the state should proceed based on information they are providing. The Employer/TPA understands and agrees that the state should proceed with making a determination without this additional information and that the Employer/TPA may not be allowed to present the omitted information at a later time. The result of not providing this information may result in an adverse effect on the Employer account and its standing regarding the issue.

I agree and understand that not providing this information can adversely affect my account status.

At the bottom of the main content area are two buttons: 'Cancel' and 'Continue'.

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Figure 9 – Inquires – Refuse to Provide Warning

1.10 Attachments

SIDES E-Response FEIN: 99-9999999 SEIN: 999999999 Sign out

Response for: SSN: 000-11-0002 Request Date: 08/08/2019 Date Due: 08/11/2019 Name: Donald, Duck X, Jr

Attachments

Save completed successfully.

* 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 PDFs 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.

* Attachment File Name Page_7.tiff (246150 bytes)

* Describe the document being attached (e.g. Warning Documents, Notice of Separation)

Go to Page

Users Guide

* indicates a Required Field

If an attachment for the inquiry information provided is in Microsoft Word format, choose **Save As** from the Microsoft Word menu and convert it to RTF (Rich Text Format) or TXT (text) format. If the attachment is in Excel format, choose **Save As** and convert it to CSV (comma delimited) format.

To add an attachment(s), click on the Add Attachments button and select all the files you want to attach.

Add additional attachment information to each attachment. Repeat as needed.


To **remove an Attachment** click on the Delete button.

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Figure 10 – Attachments

1.11 Preparer Information



FEIN: 99-9999999
SEIN: 999999999

Sign out

Response for: SSN: 000-11-0002 Request Date: 08/08/2019 Date Due: 08/11/2019 Name: Donald, Duck X, Jr

Preparer Information

* indicates a Required Field

TPA = Third Party Administrator

Enter Information:

Employer TPA/Employer Representative

*Who is providing this response?
* What is the TPA/Employer Representative 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)

< Back Cancel Save Main Menu Next >

Go to Page Go

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Figure 11 – Preparer Information

1.12 Submission

SIDES
E-Response

FEIN: 99-9999999
SEIN: 999999999

Sign out

Response for: SSN: 000-11-0002 Request Date: 08/08/2019 Date Due: 08/11/2019 Name: Donald, Duck X, Jr

Submission

[View/Print](#)

[< Back](#) [Main Menu](#) [Submit to State](#)

Users Guide
Please view your Additional Fact-Finding response. If correct, click on the Submit button to send the Additional Fact-Finding response to the State Unemployment Insurance office. You will receive a confirmation number on successful submission.

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.

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Figure 12 – Submission

1.13 Submission with Errors

The screenshot shows the SIDES E-Response interface. At the top left is the SIDES E-Response logo. At the top right, it displays 'FEIN: 99-9999999' and 'SEIN: 999999999' with a 'Sign out' button. Below the header, a navigation bar shows 'Response for: SSN: 000-11-0002 Request Date: 08/08/2019 Date Due: 08/11/2019 Name: Donald, Duck X, Jr'. The main content area is titled 'Submission' and features a 'View/Print' button. A red error message states: 'Please correct the following errors: Preparer Information - Preparer Company Name is required.' Below the error message are three buttons: '< Back', 'Main Menu', and 'Submit to State'. On the left side, there is a 'Users Guide' section with instructions on how to submit and correct responses. The footer contains copyright information: 'Copyright © 2008 - 2018, National Association of State Workforce Agencies. All Rights Reserved.' and a version/build number: '13.203 - Build de25e51 - 29:30'. A page number '9' is visible in the bottom right corner of the footer area.

Figure 13 – Submission with Errors

1.14 Submission Confirmation

The screenshot shows the SIDES E-Response interface. At the top left is the SIDES E-Response logo. At the top right, it displays the user's FEIN (99-9999999) and SEIN (999999999), along with a 'Sign out' button. Below the header, a breadcrumb trail shows 'Users Guide' with a back arrow. The main content area is titled 'Submission Confirm' and contains the following text: 'Response for: SSN: 000-11-0002 Request Date: 08/08/2019 Date Due: 08/11/2019 Name: Donald, Duck X, Jr', 'You have chosen to submit your Additional Fact-Finding Response to the State Unemployment Insurance Office.', and 'Do you want to submit this response?'. Below this text are two buttons: 'No - Return to Main Menu' and 'Yes - Submit to State'. At the bottom of the main content area, there is a note: 'After submitting this response, please wait for the confirmation number.' The footer contains copyright information: 'Copyright © 2008 - 2018, National Association of State Workforce Agencies. All Rights Reserved.' and the page number '10'.

SIDES E-Response

FEIN: 99-9999999
SEIN: 999999999

Sign out

Users Guide

Response for: SSN: 000-11-0002 Request Date: 08/08/2019 Date Due: 08/11/2019 Name: Donald, Duck X, Jr

Submission Confirm

You have chosen to submit your Additional Fact-Finding 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 number.

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Figure 14 – Submission Confirmation

1.15 Confirmation

The screenshot shows the SIDES E-Response Confirmation page. At the top left is the SIDES E-Response logo. At the top right, it displays the user's FEIN (99-9999999) and SEIN (999999999), along with a 'Sign out' button. Below the header, a breadcrumb trail shows 'Users Guide' with a back arrow. The main content area is titled 'Confirmation' and contains the following text: 'Your response has been accepted. Your confirmation number is: 1505 0a3f 4f72 42c6 a022 79e0 1380 a12050'. Below this, there is a link: 'Please print or download this pdf and keep with your records.' followed by a 'View/Print' button with a printer icon. At the bottom of the main content area is a 'Main Menu' button. The footer contains the copyright notice: 'Copyright © 2008 - 2018, National Association of State Workforce Agencies. All Rights Reserved.' and the page number '11'. A small version number '13.203 - Build de25e51 - 29:47' is visible in the bottom left corner of the footer area.

SIDES E-Response

FEIN: 99-9999999
SEIN: 999999999

Sign out

Response for: SSN: 000-11-0002 Request Date: 08/08/2019 Date Due: 08/11/2019 Name: Donald, Duck X, Jr

Users Guide

Confirmation

Your response has been accepted. Your confirmation number is:
1505 0a3f 4f72 42c6 a022 79e0 1380 a12050

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

View/Print

Main Menu


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Figure 15 – Confirmation

1.16 Amended Response

FEIN: 99-9999999
SEIN: 999999999Sign out

Response for: SSN: 000-11-0002 Request Date: 08/08/2019 Date Due: 08/11/2019 Name: Donald, Duck X, Jr

[Users Guide](#)
* indicates a Required Field

Enter all applicable information in the space provided.

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 Go

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Figure 16 - Amended Response

1.17 Submission on Amended Response with No Change

The screenshot displays the SIDES E-Response interface. At the top left is the SIDES E-Response logo. At the top right, the user's FEIN (99-9999999) and SEIN (999999999) are shown, along with a 'Sign out' button. Below the header, a navigation bar contains the text: 'Response for: SSN: 000-11-0002 Request Date: 08/08/2019 Date Due: 08/11/2019 Name: Donald, Duck X, Jr'. The main content area is titled 'Submission' and features a 'View/Print' link with a printer icon. A message states: 'Since you have not initiated any action, no information will be sent to the state unemployment agency.' Below this message are three buttons: '< Back', 'Main Menu', and 'Complete'. On the left side, there is a 'Users Guide' section with instructions on how to submit and amend responses. The footer contains copyright information: 'Copyright © 2008 - 2018, National Association of State Workforce Agencies. All Rights Reserved.' and a version/build number: '13.203 - Build de25e51 - 28:52'. A page number '9' is located in the bottom right corner of the footer area.

Figure 17 – Submission on Amended Response with No Change