

MAINE BUC

SIDES FOR EMPLOYERS

TRAINING & SUPPORT UNIT (TSU)



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Section 1: E-Response Employer Self-Service

Scenario 1: SIDES E-Response Employer Enrollment (Employer Self-Service)

Step 1: From the Self-Service landing page, Select *SIDES E-Response*

Welcome to the Maine Department of Labor's Bureau of Unemployment Insurance Tax self-service portal

Already have a Portal Account? Log in here.

User ID

Password (Case Sensitive)

[Forgot user ID?](#) [Forgot Password?](#)

OR

New user?

Need to register for an Employer Account Number?

Need someone to act on your behalf?

Want to enroll, activate, update PIN or maintain contact details?

Need to contact the Maine Department of Labor?

Want to update Missing Registration Information?

Undergoing an audit?

Missed updating Federal Identification Number (FEIN) during registration?

Are you a claimant?

Step 2: Welcome screen displays → Select *No* to “Already have a PIN” → Select *Next*

ERES-021

Welcome to SIDES E-Response
* Required Information

Department of Labor, Bureau of Unemployment Compensation

GETTING STARTED WITH SIDES E-RESPONSE

SIDES (the **State Information Data Exchange System**) offers a free-of-charge, nationally standardized format for employers and their agents to easily respond to UI information requests.

Using SIDES E-Response:

- reduces follow-up phone calls and paperwork,
- helps prevent payments to those who do not meet eligibility requirements,
- reduces appeals, and
- streamlines the UI response process.

SIDES E-Response is an easy, efficient, secure and cost-saving alternative to providing information by mail.

Click "Next" below to begin the enrollment process.

1. * Already have a PIN Yes No

Step 3: Enter your EAN and FEIN → Select *Search*

ERES-028

SIDES E-Response Enrollment Request
* Required Information

1. * EAN
Do not include dashes when entering the EAN

2. * FEIN
Do not include dashes when entering the FEIN

Step 4: Select your company from the search results → check the acknowledgment boxes → Select *Submit*

ERES-028

SIDES E-Response Enrollment Request
* Required Information

1. * EAN
Do not include dashes when entering the EAN

2. * FEIN
Do not include dashes when entering the FEIN

(No of Records: 1 - 1 of 1, Page: 1 of 1)

Select	EAN	Employer Name	Trade Name	FEIN
<input type="radio"/>				

(No of Records: 1 - 1 of 1, Page: 1 of 1)

Enrollment is a two-step process. Once you complete this first step, you will receive a letter with your Personal Identification Number (PIN).
The second step is to return to the <https://gateway.maine.gov/SIDES/> website and enter your PIN and the additional employer information requested there. You will use this PIN to complete your enrollment. Your enrollment will be effective the following day.
Once both steps are complete, you will receive an email confirming your successful enrollment in SIDES E-Response.
Please Note: Any pending requests that have been mailed will need to be completed on paper. Future requests will be sent through SIDES E-Response.

3. * I have read and accept the Terms

4. * I would like to participate in the UI SIDES E-Response system for the selected Exchange

Step 5: Confirmation screen indicates the PIN was sent to your email on record

SUC-002

SIDES E-Response Enrollment Request

You have completed Step 1 of the enrollment for SIDES E-Response process. You will receive the PIN over email with instructions for Step 2. Once Step 2 is complete, you will receive emails when you have SIDES requests to respond to.

Maine Department of Labor is live with the following exchanges for SIDES:

- Separation Information - formally Request for Separation and Wage Information
- Earnings Verification - formally Wage Information Audit Request

[Home](#)

Step 6: Example of the enrollment and PIN email notification

EAN: [REDACTED] FEIN: [REDACTED]
Employer Name: [REDACTED] PIN: [REDACTED]

Why am I receiving this notice?

The account noted above is active for SIDES E-Response.

SIDES E-Response is a website for employers to reply to requests for:

- Separation Information
- Earnings Verification

What do I need to do?

Action is not currently required, unless you have a pending paper request you have not responded to. Complete and return any paper requests.

The PIN above is used to reply to requests, change the email address for SIDES E-Response or to un-enroll.

You will receive an email with instructions when you have an Earnings Verification or Separation Information request to respond to.

If you have questions regarding Maine's SIDES E-Response, please contact the Maine Department of Labor at 1-800-593-7660, Monday through Friday, during normal business hours (8 AM to 3 PM). TTY Users Call Maine Relay 711.

Keep this email for your records.

This is an unattended mail box; do not reply to this email.

[Privacy & Security Disclaimer](#) | [Accessibility Policy](#) | [Internal Security](#)
The Maine Department of Labor is an equal opportunity employer.
Auxiliary aids and services are available upon request to individuals with disabilities.

Step 7: Return to the log in self-service portal → Select *SIDES E-Response*

Welcome to the Maine Department of Labor's Bureau of Unemployment Insurance Tax self-service portal

Already have a Portal Account? Log in here.

User ID

Password (Case Sensitive)

Login

Forgot user ID? Forgot Password?

OR

New user?

Create a Portal Account

Need to register for an Employer Account Number?

Register a new business

Need someone to act on your behalf?

Register TPA or Payroll Provider

Want to enroll, activate, update PIN or maintain contact details?

SIDES E-Response

Need to contact the Maine Department of Labor?

Contact Us

Want to update Missing Registration Information?

Update BIA Information

Undergoing an audit?

Upload your documents

Missed updating Federal Identification Number (FEIN) during registration?

Add FEIN

Are you a claimant?

Switch to claimant portal

Step 8: The “Welcome” screen displays → Select Yes to “Already have a PIN” → Select Next

ERES-021

Welcome to SIDES E-Response
* Required Information

Department of Labor, Bureau of Unemployment Compensation

GETTING STARTED WITH SIDES E-RESPONSE

SIDES (the State Information Data Exchange System) offers a free-of-charge, nationally standardized format for employers and their agents to easily respond to UI information requests.

Using SIDES E-Response:

- reduces follow-up phone calls and paperwork,
- helps prevent payments to those who do not meet eligibility requirements,
- reduces appeals, and
- streamlines the UI response process.

SIDES E-Response is an easy, efficient, secure and cost-saving alternative to providing information by mail.

Click "Next" below to begin the enrollment process.

1. * Already have a PIN Yes No

Next>

Step 9: Enter your EAN, FEIN, and PIN → Select *Next*

ERES-029

SIDES E-Response PIN Login
* Required Information

1. EAN
Do not include dashes when entering the EAN
2. * FEIN
Do not include dashes when entering the FEIN
3. * Current (Active) PIN



[<Back](#)

[Next>](#)

Step 10: Enter your contact information → Select *Next*

ERES-003

SIDES E-Response Contact Information
* Required Information

EAN FEIN
Employer Name Trade Name

1. * Employer Email
Note: All future SIDES E-Response communications and requests posted will be sent to this email address. If you will have more than one person at your organization needing access to SIDES information requests, we strongly recommend entering a shared email address here.
2. * Confirm Email
3. * Employer Contact Information
 - a. Full Name
 - b. Title
 - c. Phone

- - Ext.



[<Back](#)

[Next>](#)

Step 11: Verify the contact information → Select *Enroll*

ERES-004

Verify SIDES E-Response Contact Information

EAN FEIN
Employer Name Trade Name

1. Employer Email
Note: All future SIDES E-Response communications and requests posted will be sent to this email address.
If you will have more than one person at your organization needing access to SIDES information requests, we strongly recommend entering a shared email address here.
2. Confirm Email
3. Employer Contact Information
 - a. Full Name
 - b. Title
 - c. Phone


Enroll

<Back

Step 12: Confirmation screen indicates successful enrollment → Home

SUC-002

SIDES E-Response Enrollment Confirmation

You have successfully completed enrollment of the employer for SIDES E-Response.

Maine Department of Labor is live with the following exchanges for SIDES:

- Separation Information
- Earnings Verification

The employer will receive an email with instructions when there is a/an Separation Information or Earnings Verification request to respond to.

Home

Scenario 2: Requests Pending

The following steps illustrate how you can log into SIDES to respond to requests from your ReEmployME account.

Step 1: Log in to the ReEmployME Self-Service by entering your User ID and Password → Login

Welcome to the Maine Department of Labor's Bureau of Unemployment Insurance Tax self-service portal

Already have a Portal Account? Log in here.

User ID

Password (Case Sensitive)

Login

Forgot user ID? Forgot Password?

OR

New user?

Create a Portal Account

Need to register for an Employer Account Number?

Register a new business

Need someone to act on your behalf?

Register TPA or Payroll Provider

Want to enroll, activate, update PIN or maintain contact details?

SIDES E-Response

Need to contact the Maine Department of Labor?

Contact Us

Want to update Missing Registration Information?

Update BIA Information

Undergoing an audit?

Upload your documents

Missed updating Federal Identification Number (FEIN) during registration?

Add FEIN

Are you a claimant?

Switch to claimant portal

Step 2: Select *Click here*

SIDES

▶ [Click here](#) to File or Amend a SIDES Response.

- Inquiry
- Account Maintenance
- Tax & Wage Report
- Annual Tax Rate
- Online Payment
- Email SignUp
- My User Profile
- Employer Registration
- File Appeal
- Maintain Bank Accounts
- 940 Certification Request
- Audit

Step 3: The “SIDES Employer Response” screen displays → Selecting your EAN will automatically direct you to the SIDES site

SIDE-001

SIDES Employer Response

Select an EAN to File or Amend a SIDES Response

(No of Records: 1 - 1 of 1, Page: 1 of 1) |< << 1 >> >| 10

Employer Account Number (EAN)	Employer Name	Number of Requests posted in the past 35 days	Number of Requests pending initial response as of 10/05/2023	Last Request posted date	Number of Requests posted on the Last Request date.
		1	0	09/19/2023	1

(No of Records: 1 - 1 of 1, Page: 1 of 1) |< << 1 >> >| 10

[Home](#)

Step 4: The SIDES E-Response Switchboard opens → Select *Separation Information*



The screenshot shows the 'UI SIDES E-Response Switchboard' interface. At the top left is the 'SIDES E-Response' logo. At the top right, there are fields for 'FEIN:' and 'SEIN:' with masked values, and a 'Log Out' button. The main content area has the title 'UI SIDES E-Response Switchboard' and a prompt: 'Please select an exchange to respond to requests.' Below this, there are two options: 'Separation Information - 1 request' and 'Earnings Verification - 2 requests'. A blue arrow points to the 'Separation Information' option.

Step 5: Select the request you are responding to and then process the request as normal

The screenshot shows the SIDES E-Response interface. At the top left is the SIDES E-Response logo. At the top right, it displays 'State: ME', 'FEIN:', and 'SEIN:' with corresponding input fields. There are 'Log Out' and 'Switchboard' buttons. Below the header is a 'User Guide' link. The main section is titled 'Separation Information Requests'. There is a checkbox for 'Hide submitted records'. Below this is a table with columns: Name, SSN, Due Date, and Response Status. A blue arrow points to the first row of the table. The table contains two rows of data, both with 'Not Started' status. The text 'R1' is visible at the bottom right of the table area. At the bottom left, there is a small text string: '172 - Revision: 2350efcf - 20-50'.

<input type="checkbox"/> Hide submitted records	Name	SSN	Due Date	Response Status
<input type="checkbox"/>	[Redacted]	[Redacted]	03/05/2022	Not Started
<input type="checkbox"/>	[Redacted]	[Redacted]	03/05/2022	Not Started

R1

172 - Revision: 2350efcf - 20-50

Scenario 3: Employer Update SIDES PIN process

The link which allows the employer to enroll into the SIDES program and activate their unique PIN ID for the first time is ALSO used to change/update the PIN.

Step 1: From the ReEmployME Home page, select *SIDES E-Response*

Note: The SIDES E-Response enrollment link can only be used to enroll in SIDES, update/activate PIN, or update contact information in SIDES.

Employers must log in to their ReEmployME account to view and respond to SIDES requests (see [Scenario 2](#) above).

Step 2: Select Yes → Select Next

Welcome

REEMPLOY ME
Unemployment System Alliance Partner

MAINE
DEPARTMENT OF
LABOR
Bureau of Unemployment Compensation

WELCOME

Welcome to SIDES E-Response
* Required Information

Department of Labor, Bureau of Unemployment Compensation

GETTING STARTED WITH SIDES E-RESPONSE

SIDES E-Response is a new computer-to-computer interface designed to provide employers with secure online reporting of separation and wage information about individuals filing for unemployment insurance (UI) benefits. SIDES (the State Information Data Exchange System) offers a free-of-charge, nationally standardized format for employers and their agents to easily respond to UI information requests.

Using SIDES E-Response reduces follow-up phone calls, helps prevent payments to those who do not meet eligibility requirements. SIDES E-Response reduces appeals and streamlines the UI response process, reducing paperwork and saving time and money. SIDES E-Response is an easy, efficient and cost-saving alternative to providing accurate and timely information by mail. Furthermore, using this option helps keep unemployment insurance rates as low as possible by providing accurate and timely information to the Bureau of Unemployment Compensation before claims are paid. SIDES E-Response reduces employer costs allocated to handling and postage associated with paper documents.

This site guides through the enrollment process so they can begin using the timesaving SIDES E-Response system.

1. * Already have a PIN Yes No

Next>

Step 3: Enter required fields → Select Activate New PIN

SIDES E-Response Contact Information
* Required Information

EAN [REDACTED] FEIN [REDACTED]

1. * Employer Name (Legal)

2. * Employer Name (Doing Business as)

3. * Employer Email
Note: All future SIDES E-Response communications and requests for separation will be sent to this email address

4. * Confirm Email

5. * Employer Contact Information

a. Full Name

b. Title

c. Phone

Activate New PIN Un-Enroll <Back Edit

Step 4: Enter and confirm new PIN → Select *Activate*

NMON-579

SIDES E-Response Activate New PIN
* Required Information

EAN FEIN

1. * New PIN

2. * ConfirmNew PIN

[<Back](#) [Activate>](#)

Step 5: Confirmation screen displays

Welcome NMON-585

SIDES E-Response employer enrollment request new PIN update successfully

[Home](#)

Scenario 4: Update Employer Contact Information

Step 1: Select *SIDES E-Response* update link

Welcome to the Maine Department of Labor's Bureau of Unemployment Insurance Tax self-service portal

Already have a Portal Account? Log in here.

User ID

Password (Case Sensitive)

Login

Forgot user ID? Forgot Password?

OR

New user?

Create a Portal Account

Need to register for an Employer Account Number?

Register a new business

Need someone to act on your behalf?

Register TPA or Payroll Provider

Want to enroll, activate, update PIN or maintain contact details?

SIDES E-Response

Need to contact the Maine Department of Labor?

Contact Us

Want to update Missing Registration Information?

Update BIA Information

Undergoing an audit?

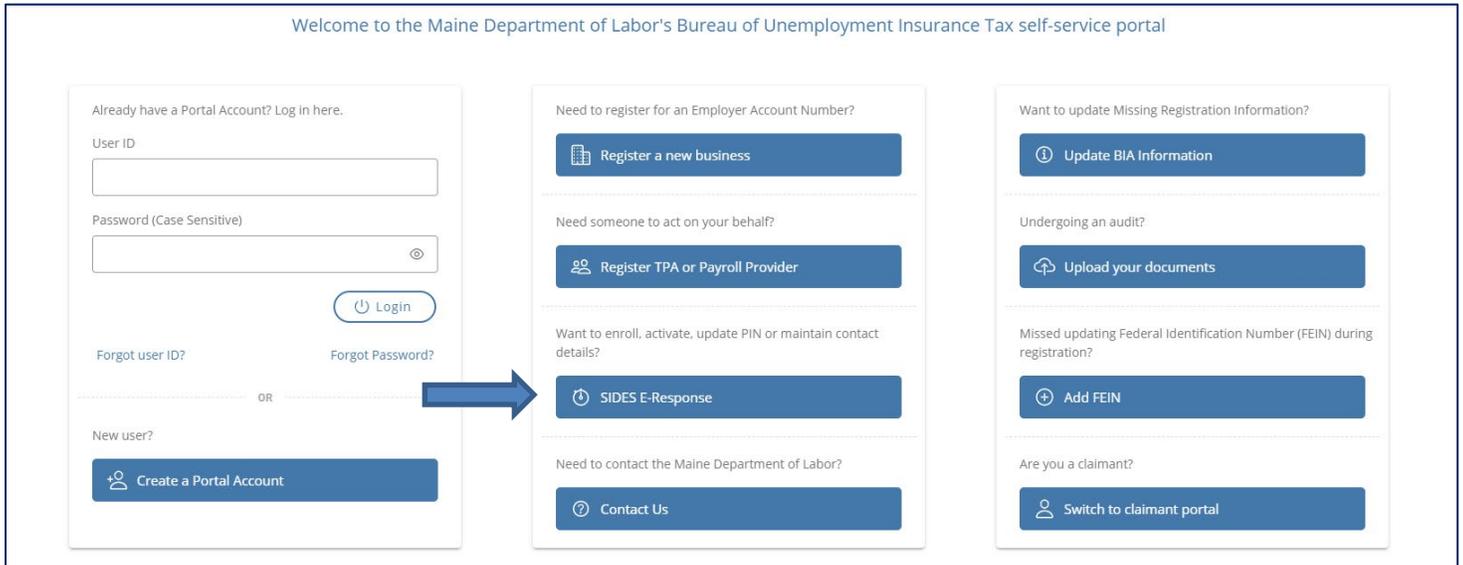
Upload your documents

Missed updating Federal Identification Number (FEIN) during registration?

Add FEIN

Are you a claimant?

Switch to claimant portal



Step 2: Select Yes to I already have a PIN → Next

Welcome to SIDES E-Response
* Required Information

Department of Labor, Bureau of Unemployment Compensation

GETTING STARTED WITH SIDES E-RESPONSE

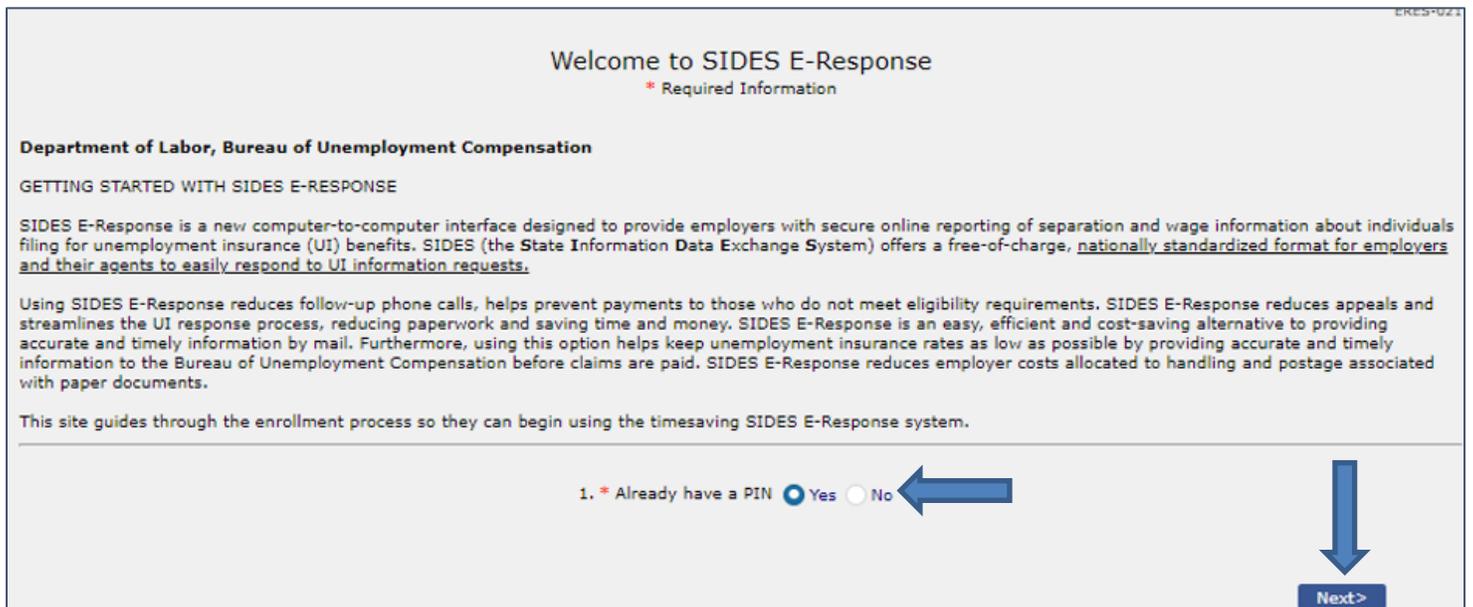
SIDES E-Response is a new computer-to-computer interface designed to provide employers with secure online reporting of separation and wage information about individuals filing for unemployment insurance (UI) benefits. SIDES (the State Information Data Exchange System) offers a free-of-charge, nationally standardized format for employers and their agents to easily respond to UI information requests.

Using SIDES E-Response reduces follow-up phone calls, helps prevent payments to those who do not meet eligibility requirements. SIDES E-Response reduces appeals and streamlines the UI response process, reducing paperwork and saving time and money. SIDES E-Response is an easy, efficient and cost-saving alternative to providing accurate and timely information by mail. Furthermore, using this option helps keep unemployment insurance rates as low as possible by providing accurate and timely information to the Bureau of Unemployment Compensation before claims are paid. SIDES E-Response reduces employer costs allocated to handling and postage associated with paper documents.

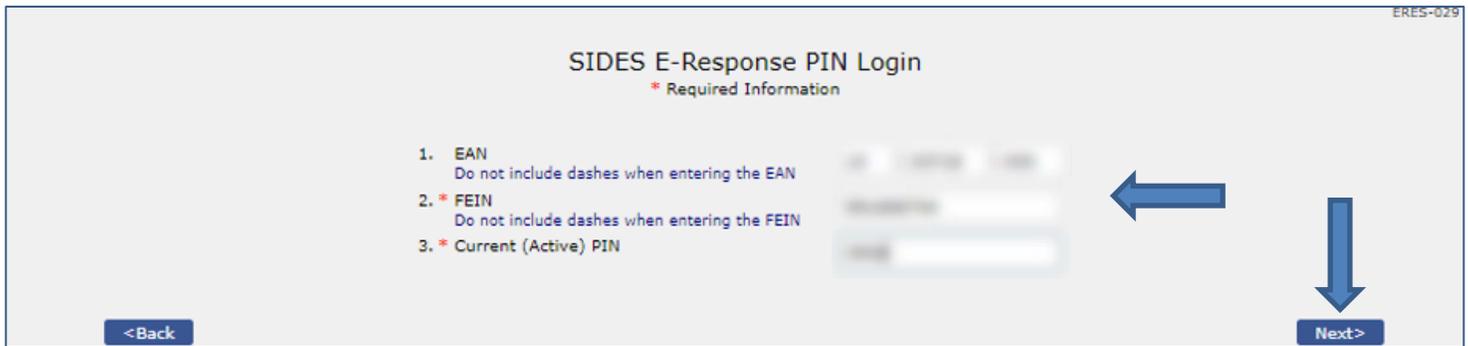
This site guides through the enrollment process so they can begin using the timesaving SIDES E-Response system.

1. * Already have a PIN Yes No

Next>



Step 3: Enter the EAN, FEIN and PIN → *Next*



ERES-029

SIDES E-Response PIN Login
* Required Information

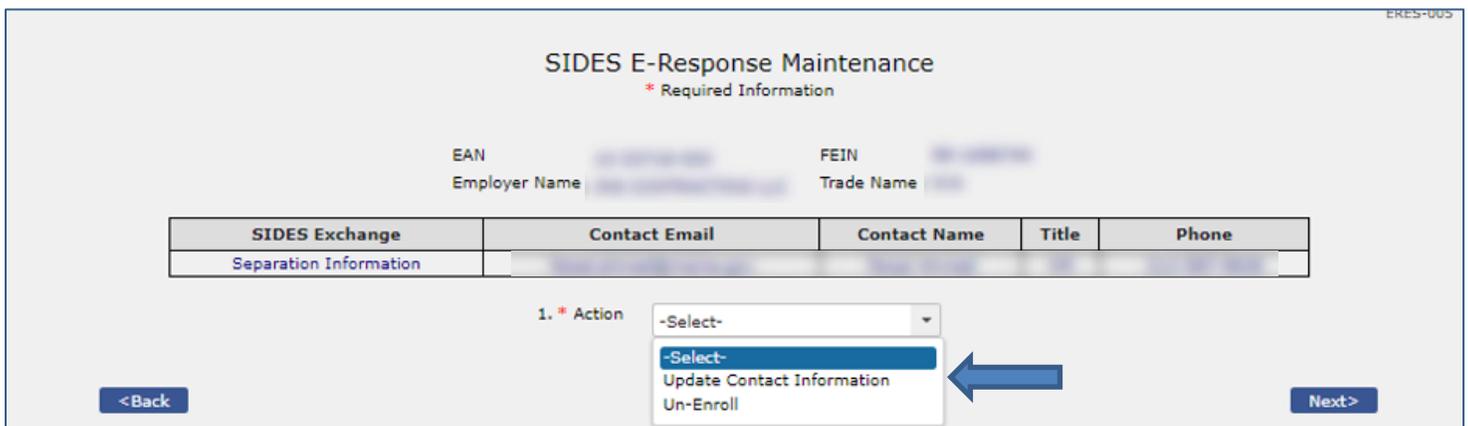
1. EAN
Do not include dashes when entering the EAN
2. * FEIN
Do not include dashes when entering the FEIN
3. * Current (Active) PIN

<Back

Next>

The screenshot shows a login form with three input fields. A blue arrow points from the 'Next' button to the input fields, and another blue arrow points from the 'Next' button down towards the bottom right.

Step 4: “SIDES E-Response Maintenance” screen displays → select *Update Contact Information*



ERES-005

SIDES E-Response Maintenance
* Required Information

EAN: [redacted] FEIN: [redacted]
Employer Name: [redacted] Trade Name: [redacted]

SIDES Exchange	Contact Email	Contact Name	Title	Phone
Separation Information	[redacted]	[redacted]	[redacted]	[redacted]

1. * Action

-Select-
-Select-
Update Contact Information
Un-Enroll

<Back

Next>

The screenshot shows a maintenance screen with a table of contact information. A dropdown menu is open for the 'Action' field, and a blue arrow points to the 'Update Contact Information' option.

Step 5: Enter/update contact information details → select *Next*

ERES-003

SIDES E-Response Contact Information

* Required Information

EAN	<input type="text"/>	FEIN	<input type="text"/>
Employer Name	<input type="text"/>	Trade Name	N/A
SIDES Exchange	<input type="text"/>	Earnings Verification	<input type="text"/>

1. * Employer Email
Note: All future SIDES E-Response communications and requests posted will be sent to this email address. If you will have more than one person at your organization needing access to SIDES information requests, we strongly recommend entering a shared email address here.
2. * Confirm Email
3. * Employer Contact Information
 - a. Full Name
 - b. Title
 - c. Phone
 - - Ext.

Step 6: Verify the information → select *Submit*

ERES-006

Verify SIDES E-Response Contact Information
* Required Information

EAN: [blurred] FEIN: [blurred]
Employer Name: [blurred] Trade Name: [blurred]
SIDES Exchange: Separation Information

1. Employer Email
2. Confirm Email
3. Employer Contact Information
 - a. Full Name
 - b. Title
 - c. Phone



[<Back](#)

[Submit](#)

Step 7: The Confirmation screen displays

SUC-002

SIDES E-Response Contact Information

Contact information has been updated successfully for the account, for the SIDES Separation Information exchange.

If the email address has been updated, all future notifications including the requests posted for SIDES Separation Information Exchange (if any), will be emailed to the new email address provided.

[Home](#)

Example of email notification:

EAN: [blurred] **FEIN:** [blurred]
Employer Name: [blurred]

What is this notice for?

This notice is to inform you that you have updated the contact details for SIDES E-Response Separation Information.

What do I need to do?

If you did not update the contact details for SIDES E-response, please contact the Maine Department of Labor at 1-800-593-7660, Monday through Friday, during normal business hours (8 AM to 3 PM). TTY Users Call Maine Relay 711.

This is an unattended mail box; do not reply to this email.

[Privacy & Security Disclaimer](#) | [Accessibility Policy](#) | [Internal Security](#)
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Section 2: Responding to SIDES Requests

Employers will have two ways in which they can respond to SIDES requests – through a hyperlink on the home screen upon login; they will also be able to respond by way of a ReEmployME menu option.

Scenario 1: Respond to Separation Information Requests

Scenario 1a: Respond to SI Requests – Home Screen Link

Step 1: On the main menu/Home screen, Employers will see a SIDES E-Response logo accompanied by a link: “Click here to File or Amend a SIDES Response.” → Select the underlined hyperlink

The screenshot shows the ReEmployME home screen. At the top, there is a navigation bar with "Maine.gov" and links for "Agencies", "Online Services", and "Help". The main header features the "REEMPLOY ME" logo and the "MAINE DEPARTMENT OF LABOR" logo. Below the header, there is a "Welcome" message and a "Home | Log out" link. A horizontal menu contains various service options: Inquiry, My User Profile, Account Maintenance, Employer Registration, Tax & Wage Report, File Appeal, Annual Tax Rate, Maintain Bank Accounts, Online Payment, 940 Certification Request, Email SignUp, Audit, Verify E-mail, Enter Abatement Request, WorkShare, and Enter Employer Refund Request. In the main content area, there is a "SIDES E-Response" logo with a link that says "Click here to File or Amend a SIDES Response." A blue arrow points to this link. Below this, there is a large menu of services with icons and text labels: Inquiry, Account Maintenance, Tax & Wage Report, Annual Tax Rate, Online Payment, Email SignUp, Verify E-mail, WorkShare, My User Profile, Employer Registration, File Appeal, Maintain Bank Accounts, 940 Certification Request, Audit, Enter Abatement Request, and Enter Employer Refund Request. A "Contact Us" button is visible on the right side of the screen.

Step 2: Select the appropriate EAN (depending on the employer, multiple units may display)

SIDE-001

SIDES Employer Response

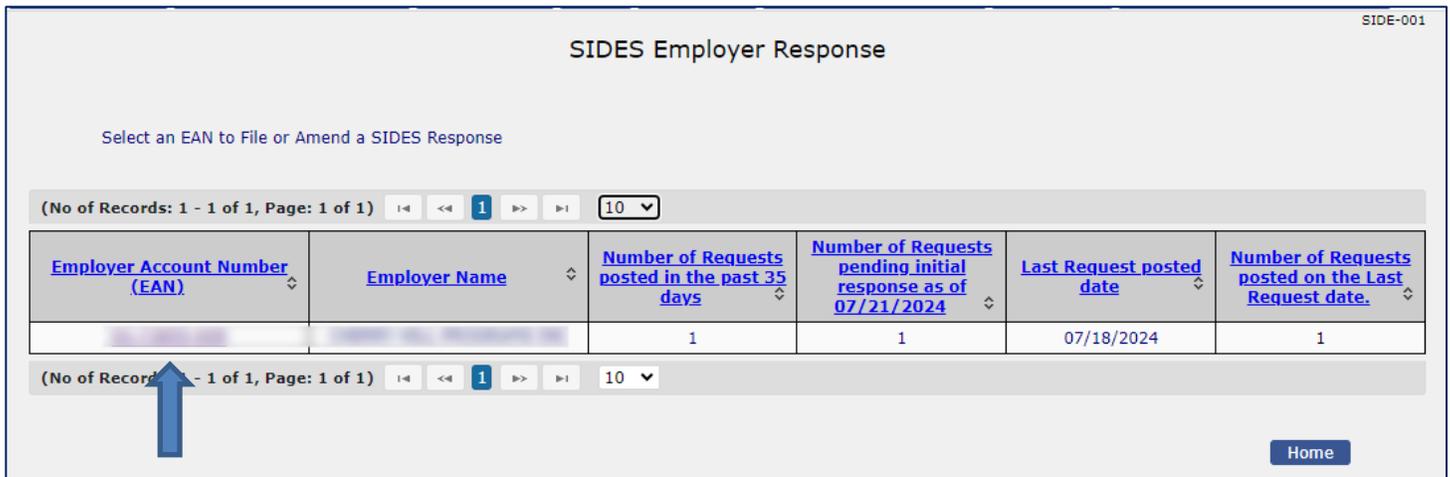
Select an EAN to File or Amend a SIDES Response

(No of Records: 1 - 1 of 1, Page: 1 of 1) |< << 1 >> >| 10 ▾

Employer Account Number (EAN)	Employer Name	Number of Requests posted in the past 35 days	Number of Requests pending initial response as of 07/21/2024	Last Request posted date	Number of Requests posted on the Last Request date.
		1	1	07/18/2024	1

(No of Records: 1 - 1 of 1, Page: 1 of 1) |< << 1 >> >| 10 ▾

[Home](#)



Step 3: The SIDES E-Response Switchboard opens → Select *Separation Information*

SIDES E-Response

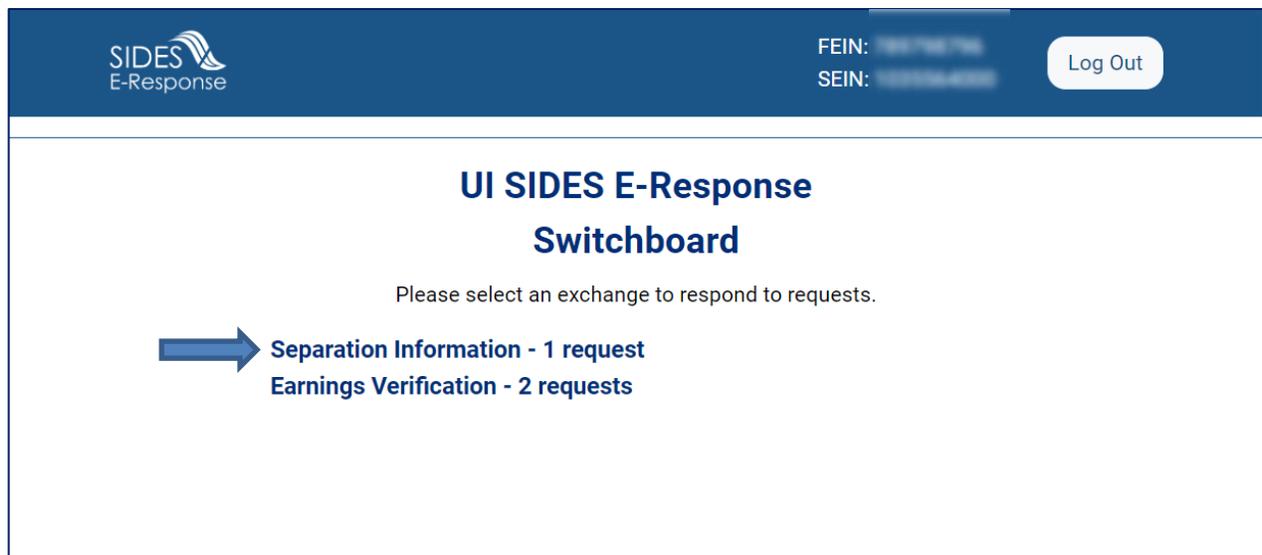
FEIN: [REDACTED]
SEIN: [REDACTED]

[Log Out](#)

UI SIDES E-Response Switchboard

Please select an exchange to respond to requests.

 **Separation Information - 1 request**
Earnings Verification - 2 requests



Step 4: "Separation Information Requests" screen displays → select a request to respond to → SIDES E-Response walks you through subsequent steps

State: ME
FEIN
SEIN

Log Out
Switchboard

User Guide

Announcement:
SIDES E-Response is down every Sunday for maintenance from midnight ET to 4AM ET. Please plan ahead to ensure your response is submitted by the required due date

Separation Information Requests

Hide submitted records

Name	SSN	Due Date	Response Status
<input type="checkbox"/>		07/29/2024	Not Started

Claim Details

Name		SSN	
Claim Number		Claim Type	Regular UI, New Initial Claim
Claim Effective	06/30/2024	Request	07/19/2024
Benefit Year Begin	06/30/2024	Due	07/29/2024
		Response Status	Not Started
		View	Request - 07/19/2024

Back Enter Response

Scenario 1b: Respond to SI Requests – Menu Path

Step 1: From the Home menu, select *Inquiry* → *Correspondence* → *Respond to SIDES Correspondence*

The screenshot shows the Maine.gov website interface. At the top, there are navigation links for 'Maine.gov', 'Agencies', 'Online Services', 'Help', and a search bar. The main header features the 'REEMPLOY ME' logo and the 'MAINE DEPARTMENT OF LABOR' logo. A navigation menu is visible with various options. A blue arrow points to the 'Inquiry' menu item, which is expanded to show 'Correspondence' and 'View Charges'. A second blue arrow points to 'Respond to SIDES Correspondence' within the 'Correspondence' sub-menu. The main content area displays a grid of service icons, including 'Inquiry', 'My User Profile', 'Account Maintenance', 'Employer Registration', 'Tax & Wage Report', 'File Appeal', 'Annual Tax Rate', 'Maintain Bank Accounts', 'Online Payment', 'Email SignUp', 'Verify E-mail', 'WorkShare', 'Enter Abatement Request', and 'Enter Employer Refund Request'. A 'Contact Us' button is located on the right side.

Step 2: Select the appropriate EAN (depending on the employer, multiple units may display)

The screenshot shows the 'SIDES Employer Response' page. At the top right, it says 'SIDE-001'. Below the title, there is a prompt: 'Select an EAN to File or Amend a SIDES Response'. A pagination bar shows '(No of Records: 1 - 1 of 1, Page: 1 of 1)' and a dropdown menu set to '10'. Below this is a table with the following columns: 'Employer Account Number (EAN)', 'Employer Name', 'Number of Requests posted in the past 35 days', 'Number of Requests pending initial response as of 07/21/2024', 'Last Request posted date', and 'Number of Requests posted on the Last Request date.'. The table contains one row of data. A blue arrow points to the 'Employer Account Number (EAN)' column header.

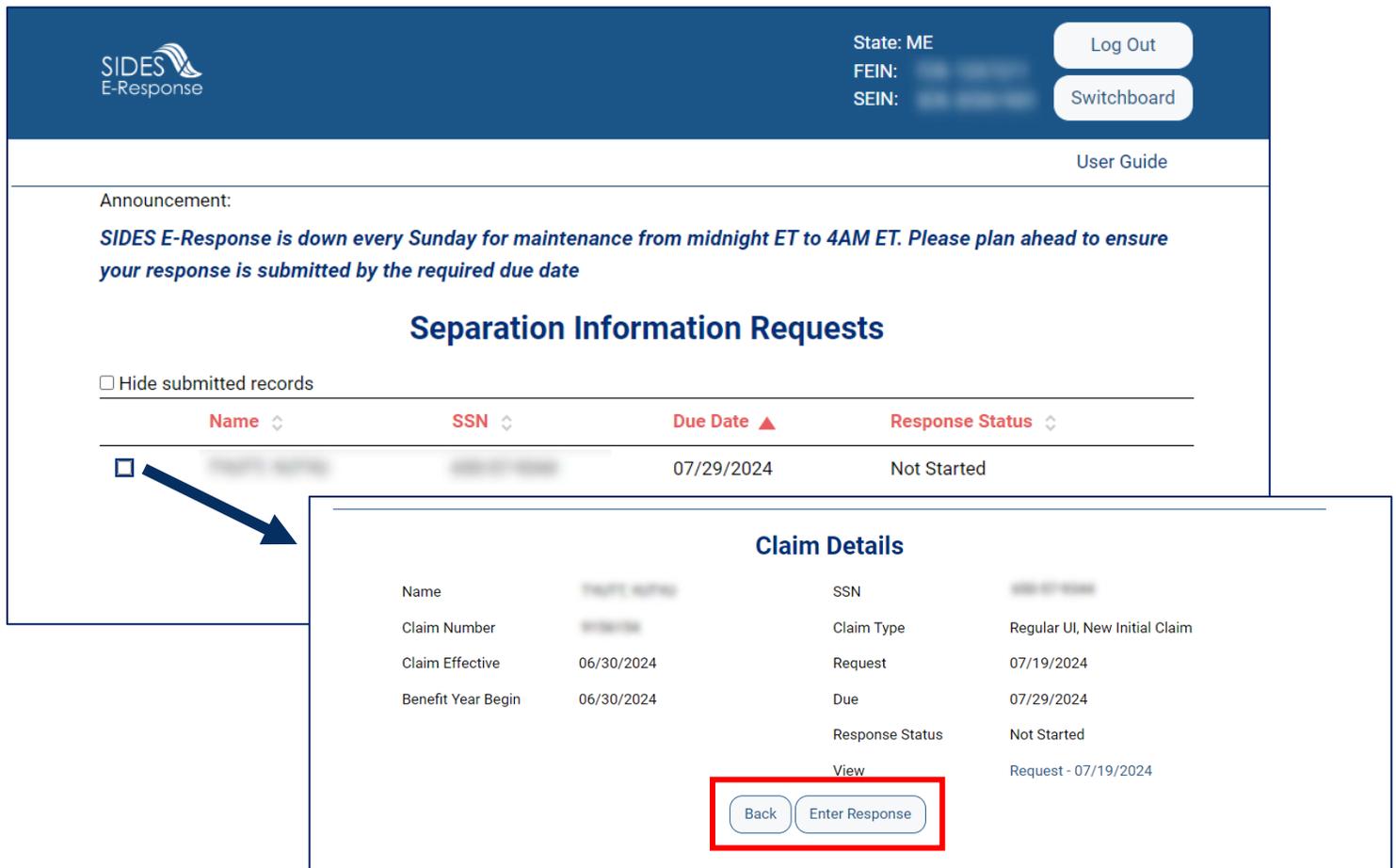
Employer Account Number (EAN)	Employer Name	Number of Requests posted in the past 35 days	Number of Requests pending initial response as of 07/21/2024	Last Request posted date	Number of Requests posted on the Last Request date.
[Redacted]	[Redacted]	1	1	07/18/2024	1

At the bottom right of the page, there is a 'Home' button.

Step 3: The SIDES E-Response Switchboard opens → Select *Separation Information*



Step 4: “Separation Information Requests” screen displays → select a request to respond to → SIDES E-Response walks you through subsequent steps



Scenario 2: Employer Response to Earnings Verification Requests

This scenario illustrates the process employers will follow when they have Earnings Verification requests to respond to.

Step 1: Log in to ReEmployME and select *Inquiry* → *Correspondence* → *Respond to SIDES Correspondence*

NOTE: Earnings Verification requests can also be accessed from the hyperlink as illustrated in [Scenario 1a](#).

Step 2: The “SIDES Employer Response” screen displays → Select your EAN

Employer Account Number (EAN)	Employer Name	Number of Requests posted in the past 35 days	Number of Requests pending initial response as of 09/29/2024	Last Request posted date	Number of Requests posted on the Last Request date.
		1	1	09/25/2024	1

Step 3: The SIDES E-Response Switchboard opens → Select *Earnings Verification*

The screenshot shows the 'UI SIDES E-Response Switchboard' interface. At the top left is the 'SIDES E-Response' logo. At the top right, there are fields for 'FEIN:' and 'SEIN:' with masked values, and a 'Log Out' button. The main content area is titled 'UI SIDES E-Response Switchboard' and contains the instruction 'Please select an exchange to respond to requests.' Below this, there are two options: 'Separation Information - 1 request' and 'Earnings Verification - 2 requests'. A blue arrow points to the 'Earnings Verification - 2 requests' option.

Step 4: Select the week to be submitted

State: ME Log Out
FEIN: Switchboard
SEIN:

User Guide

Announcement:
SIDES E-Response is down every Sunday for maintenance from midnight ET to 4AM ET. Please plan ahead to ensure your response is submitted by the required due date

Earnings Verification Requests

Hide submitted records

	SSN	Name	Due Date	Response Status
<input type="checkbox"/>	[REDACTED]	[REDACTED]	10/07/2024	Not Started
<input type="checkbox"/>	[REDACTED]	[REDACTED]	10/07/2024	Not Started

R1

Step 5: The Claim Details” screen displays → Select *Enter Response*

State: ME Log Out
FEIN: Switchboard
SEIN:

User Guide

Claim Details

Name	[REDACTED]	SSN	[REDACTED]
Verification Period	05/26/2024 - 06/01/2024	Request	09/27/2024
		Due	10/07/2024
		Response Status	Not Started
		View	Request - 09/27/2024

R2

Step 6: The “Employer” screen displays → Enter/correct details → Select *Next* (select *Save* to retain entries and complete later)

SIDES E-Response

State: ME
FEIN:
SEIN:

Log Out
Switchboard
Requests

User Guide Help

Name: SSN: -4450 Due Date: 10/07/2024

Employer Claimant Work/Earnings Salary/Pay Period Earnings Additional Information Preparer

Employer

Employer Name
FEIN
SEIN

Corrected

Check if applicable.
 TPA/Employer Representative receiving this request that DOES NOT represent this employer

Save Close Next

Step 7: The “Claimant” screen displays → Enter/correct details → Select *Next*

SIDES E-Response

State: ME
FEIN:
SEIN:

Log Out
Switchboard
Requests

User Guide Help

Name: SSN: 4450 Due Date: 10/07/2024

Employer Claimant Work/Earnings Salary/Pay Period Earnings Additional Information Preparer

Claimant

Claimant Name:

Corrected

Check if applicable.
 Claimant did NOT work for this employer

Back Save Close Next

4

Step 8: The “Work/Earnings” screen displays → Enter/correct details → Indicate whether claimant is still working or not → Select *Next* (select *Save* to retain entries and complete later)

State: ME
FEIN: [REDACTED]
SEIN: [REDACTED]

Log Out
Switchboard
Requests

User Guide Help

Name: [REDACTED] SSN: -4450 Due Date: 10/07/2024

Employer Claimant **Work/Earnings** Salary/Pay Period Earnings Additional Information Preparer >

Work/Earnings

Earnings Verification Source Interstate Cross Match of Benefits and Wages Records

* Did this person perform work or receive any payments between 05/26/2024 and 06/01/2024? Yes, this individual had earnings during the time frame requested

* What was the first day the claimant physically worked or the first allocated payment date of a Paycheck Protection Program (PPP) between 05/26/2024 - 06/01/2024? 05/27/2024

Is the claimant still working? Yes No

Yes, this individual had earnings during the time frame requested
Claimant performs work and did not have earnings (100% salesperson)
Claimant did not work for employer during this time

Back Save Close **Next**

Step 9: Enter pay rate(s) and pay period details → Select *Next*

State: ME
FEIN: [REDACTED]
SEIN: [REDACTED]

Log Out
Switchboard
Requests

User Guide Help

Name: [REDACTED] SSN: -4450 Due Date: 10/07/2024

Employer Claimant Work/Earnings **Salary/Pay Period** Earnings Additional Information Preparer >

Salary/Pay Period

* Did the claimant work under contract for a specific amount? Yes No

* Was the claimant paid by the mile or Trip/Load/Unit? Yes No

* Regular Rate of Pay \$ 20.00 per Select One

Overtime Rate of Pay per Select One

Training Rate of Pay per Select One

* How often is/was the claimant paid? Weekly

* Day pay period ends Saturday

Back Save Close **Next**

Step 10: The “Pay Period Earnings” screen displays → Enter earning details for the selected pay period → Select *Next* (select *Save* to retain entries and complete later)

Name: [Redacted] SSN: [Redacted] *450 Due Date: 10/07/2024

State: ME
FEIN: [Redacted]
SEIN: [Redacted]

User Guide Help

Claimant Work/Earnings Salary/Pay Period **Earnings** Additional Information Preparer

Pay Period Earnings

Enter PPP in the same format as wages for the allocated dates.

05/26/2024 - 06/01/2024

	Monday 05/27/2024	Tuesday 05/28/2024	Wednesday 05/29/2024	Thursday 05/30/2024	Friday 05/31/2024	Saturday 06/01/2024	Total
Hours	08:00	08:00	08:00	08:00	08:00	00:00	40:00
Earnings	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 0.00	\$ 625.00
Date Paid	05/31/2024	05/31/2024	05/31/2024	05/31/2024	05/31/2024	mm/dd/yyyy	

Back Save Close **Next**

Step 11: Review the “Summary” screen → Select *Next*

Name: [Redacted] SSN: [Redacted] 4450 Due Date: 10/07/2024

State: ME
FEIN: [Redacted]
SEIN: [Redacted]

User Guide Help

Claimant Work/Earnings Salary/Pay Period **Earnings** Additional Information Preparer

Summary

Period	Hours	Earnings	Tips	Commission	Bonus	Severance	Holiday	Vacation	Sick	Wages in Lieu of Work	Total Gross Earnings
05/26/2024 - 06/01/2024	40:00	\$ 625.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 625.00

Back Close **Next**

Step 12: Enter any additional details if applicable → Select *Next* (select *Save* to retain entries and complete later)

SIDES E-Response

State: ME
FEIN: [REDACTED]
SEIN: [REDACTED]

Log Out
Switchboard
Requests

User Guide Help

Name: [REDACTED] SSN: [REDACTED]-4450 Due Date: 10/07/2024

Work/Earnings Salary/Pay Period Earnings **Additional Information** Preparer Review Response

Additional Information

Enter any additional information about this Earnings Verification, including details of the PPP (if applicable).

Back Save Close Next

Step 13: Enter Preparer information → Select *Next* (select *Save* to retain entries and complete later)

SIDES E-Response

State: ME
FEIN: [REDACTED]
SEIN: [REDACTED]

Log Out
Switchboard
Requests

User Guide Help

Name: [REDACTED] SSN: [REDACTED]-4450 Due Date: 10/07/2024

Work/Earnings Salary/Pay Period Earnings Additional Information **Preparer** Review Response

Preparer

* Info Prepared By Employer TPA

* Name [REDACTED]

* Job Title [REDACTED] tester

* Phone [REDACTED]

* Email [REDACTED]

Fax [REDACTED]

Back Save Close Next

Step 14: The “Review Response” screen displays → Select *View Response*

SIDES E-Response

State: ME
FEIN:
SEIN:

Log Out
Switchboard
Requests

User Guide Help

Name: [redacted] SSN: -4450 Due Date: 10/07/2024

< t Work/Earnings Salary/Pay Period Earnings Additional Information Preparer Review Response >

Review Response

Review your response before submitting:
View Response

Back Close Submit

Page 2 of 2 (example response)

SSN [REDACTED] 1450 Name [REDACTED] Due Date 10/07/2024

Weekly Earnings Verification for Week Beginning 06/02/2024 in UI Weeks

	06/02/2024	06/03/2024	06/04/2024	06/05/2024	06/06/2024	06/07/2024	06/08/2024
No Data Available							

Weekly Earnings Verification for Week Beginning 05/26/2024 in Employer Entered Payroll Format

	05/26/2024	05/27/2024	05/28/2024	05/29/2024	05/30/2024	05/31/2024	06/01/2024
Hours Worked		8:00	8:00	8:00	8:00	8:00	
Earnings		\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	
Earnings Paid/Allocated		05/31/2024	05/31/2024	05/31/2024	05/31/2024	05/31/2024	

Preparer

Prepared by **Employer**

Preparer Name [REDACTED] Job Title **tester**

Phone [REDACTED] Email [REDACTED]

Optional not addressed

Corrected Employer Name

Corrected FEIN

TPA/Employer Representative receiving this request DOES NOT represent this employer (Not Checked)

Corrected Name

Claimant did NOT work for this employer (Not Checked)

Training Rate of Pay

per (Training Pay)

Overtime Rate of Pay

per (Overtime Pay)

Fax

FREEMAN SIDES Generated PDF

Step 16: The “Review Response” screen displays → select *Submit*

State: ME
FEIN:
SEIN:

Log Out
Switchboard
Requests

User Guide Help

Name: [Redacted] SSN: -4450 Due Date: 10/07/2024

Work/Earnings Salary/Pay Period Earnings Additional Information Preparer **Review Response**

Review Response

Review your response before submitting:
View Response

Back Close **Submit**

Step 17: The “Earnings Verification Requests” screen will now display the request as Submitted

State: ME
FEIN:
SEIN:

Log Out
Switchboard

User Guide

Announcement:
SIDES E-Response is down every Sunday for maintenance from midnight ET to 4AM ET. Please plan ahead to ensure your response is submitted by the required due date

Earnings Verification Requests

Hide submitted records

	SSN	Name	Due Date	Response Status
<input type="checkbox"/>	-4450	[Redacted]	10/07/2024	Submitted
<input type="checkbox"/>	[Redacted]	[Redacted]	10/07/2024	Not Started

R1