

MAINE BUC

REEMPLOYME TRAINING MANUAL

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)

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: The 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

Next>

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 *Next*

ERES-008

SIDES E-Response Enrollment Request

* Required Information

1. EAN

- -

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

Select	EAN	Employer Name	Trade Name	FEIN
☐	Employer EAN	Employer Name	N/A	Employer FEIN

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

Once you complete this enrollment, the employer will receive a letter and an email with a Personal Identification Number (PIN).

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.

2. * I have read and accept the Terms ☒
3. * I would like to participate in the UI SIDES E-Response system for the selected Exchange ☒

Step 5: Enter your contact information → Select *Next*

ERES-003

SIDES E-Response Contact Information

* Required Information

EAN <i>Employer EAN</i> Employer Name <i>Employer Name</i>	FEIN <i>Employer FEIN</i> Trade Name <i>N/A</i>
---	---

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 6: Verify the contact information → Select *Enroll*

ERES-004

Verify SIDES E-Response Contact Information

EAN <i>Employer EAN</i> Employer Name <i>Employer Name</i>	FEIN <i>Employer FEIN</i> Trade Name <i>N/A</i>
---	---

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.

Employer Email Address
2. Confirm Email

Employer Email Address
3. Employer Contact Information
 - a. Full Name

Employer Contact Name
 - b. Title

Manager
 - c. Phone

Employer Phone Number

[<Back](#)

[Enroll](#)

Step 5: The “SIDES E-Response Enrollment Confirmation” screen indicates the PIN was sent to you by mail

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



MAINE DEPARTMENT OF LABOR
Bureau of Unemployment Compensation
SIDES E-RESPONSE
Enrollment PIN



Date Mailed: December 17, 2025

EMPLOYER INFORMATION

Employer Name: *Employer Name*

EAN: *Employer EAN*

Employer Address: *Employer Address*

FEIN: *Employer FEIN*

PIN: 6908

NOTIFICATION

Why am I receiving this notice?

You have requested to enroll in SIDES E-Response.

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

- Request for Separation and Wage Information
- Wage Information Audit Request

What do I need to know?

You must use the PIN listed on this notice to complete your E-Response registration. Once registered, all future requests for Separation Information request(s) or Wage Information Audit Request will be sent to you through SIDES.

This PIN can be used to reply to requests, change the SIDES E-Response email address, or unenroll.

Any requests made prior to completing this final step will continue to be sent by mail. Respond using the instructions on that form.

What do I need to do?

To complete your registration for E-Response:

1. Go to <https://gateway.maine.gov/sides/>
2. Select Yes, to "Already have a PIN" on the screen.
3. Complete login by entering your EAN, FEIN, and Current (Active) PIN as noted above and click "Next".
4. Complete the requested enrollment information and click "Enroll".

It is important to keep your email address current.

Current paper requests will not be available on E-Response. Respond using the instructions on the mailing.

Please retain this notice for your records.

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 → Select *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

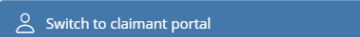
Undergoing an audit?

 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

NOTE: The number of days available to respond to a request has changed to 60 days

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 60 days	Number of Requests pending initial response as of 07/07/2026	Last Request posted date	Number of Requests posted on the Last Request date.
Employer EAN	Employer Name	Earnings Verification - 1	Earnings Verification - 1	Earnings Verification - 05/13/2026	Earnings Verification - 1

(No of Records: 1 - 1 of 1, Page: 1 of 1) 1 10

[Home](#)

Note: If there are no pending responses the below error messages will display.

SIDE-001

✖ No employer unit found that has pending SIDES response for request sent in last 60 days. ✖

SIDES Employer Response

[Home](#)

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



FEIN: Employer EAN
SEIN: Employer SEIN

[Log Out](#)

UI SIDES E-Response Switchboard

Please select an exchange to respond to requests.

➔

Separation Information - 1 request

Earnings Verification - 2 requests

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



State: ME
FEIN: *Employer EAN*
SEIN: *Employer SEIN*

Log Out
Switchboard

User Guide

Separation Information Requests

☐ Hide submitted records

	Name ▾	SSN ▾	Due Date ▲	Response Status ▾
	☐ <i>Employee Name</i>	<i>Employee SSN</i>	03/05/2022	Not Started
	☐ <i>Employee Name</i>	<i>Employee SSN</i>	03/05/2022	Not Started

R1

172 Revision: 3253c6d 20-58

Scenario 3: Update Employer Contact Information

Step 1: 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 2: Select Yes to 'Already have a PIN' → Select 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 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 4: The “SIDES E-Response Maintenance” screen displays → Select *Update Contact Information*
→ Select *Next*

ERES-005

SIDES E-Response Maintenance

* Required Information

EAN *Employer EAN*
FEIN *Employer FEIN*

Employer Name *Employer Name*
Trade Name *N/A*

SIDES Exchange	Contact Email	Contact Name	Title	Phone
Separation Information	<i>Contact Email Address</i>	<i>Contact Name</i>	<i>AVP - Human Resources</i>	<i>Phone Number</i>
Earnings Verification	<i>Contact Email Address</i>	<i>Contact Name</i>	<i>AVP - Human Resources</i>	<i>Phone Number</i>

1. * Action

-Select-

-Select-

Update Contact Information

Un-Enroll

<Back
Next>

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

ERES-003

SIDES E-Response Contact Information

* Required Information

EAN	<i>Employer EAN</i>	FEIN	<i>Employer FEIN</i>
Employer Name	<i>Employer Name</i>	Trade Name	N/A
SIDES Exchange	Earnings Verification		

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 6: Verify your information → Select *Submit*

ERES-006

Verify SIDES E-Response Contact Information

* Required Information

EAN	<i>Employer EAN</i>	FEIN	<i>Employer FEIN</i>
Employer Name	<i>Employer Name</i>	Trade Name	N/A
SIDES Exchange	Separation Information		

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

<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: *Employer EAN* **FEIN:** *Employer FEIN*
Employer Name: *Employer Name*

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](#)

The Maine Department of Labor is an equal opportunity employer.
Auxiliary aids and services are available upon request to individuals with disabilities.

Section 2: Responding to SIDES Requests

You will have two ways in which you can respond to SIDES requests – through a hyperlink on the home screen upon login or by using the ReEmployME menu options.

Scenario 1a: Respond to Separation Information (SI) Requests – Home Screen Link

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

Maine.gov Agencies | Online Services | Help | Search Maine.gov

REEMPLOYME
Unemployment System Alliance Partner

MAINE
DEPARTMENT OF
LABOR
Bureau of Unemployment Compensation

Welcome Home | Log out

SIDES E-Response Click here to File or Amend a SIDES Response.

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
 Enter Employer Refund Request

Contact Us

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 60 days	Number of Requests pending initial response as of 07/07/2026	Last Request posted date	Number of Requests posted on the Last Request date.
Employer EAN	Employer Name	Separation Information -1	Separation Information -1	Separation Information - 05/13/2026	Separation Information -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*



FEIN: Employer FEIN
SEIN: Employer SEIN

[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: The “Separation Information Requests” screen displays → Select a request to respond to → SIDES E-Response walks you through subsequent steps



State: ME

FEIN: Employer FEIN

SEIN: Employer 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
☐		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*

Welcome

Home Log out

Inquiry My User Profile Account Maintenance Employer Registration Tax & Wage Report File Appeal Annual Tax Rate Maintain Bank Accounts

Tax Inquiry Certification Request Email SignUp Audit Verify E-mail Enter Abatement Request WorkShare Enter Employer Refund Request

Correspondence

View Charges

Paid Family Medical Leave
Please be aware employers with Maine-based employees are required to pay new wage reporting premium remittance obligations for the Maine Paid Family and Medical Leave law which will take effect January 2025. Please visit Maine.gov/paidleave for more information and to sign up to get notifications on the release of the Maine Paid Leave Contributions Portal in January 2025

Respond to Correspondence

Respond to SIDES Correspondence

View Correspondence

Inquiry Employer Correspondence History

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

Enter Employer Refund Request

Contact Us

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

SIDES Employer Response

SELECT-001

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 60 days	Number of Requests pending initial response as of 07/07/2026	Last Request posted date	Number of Requests posted on the Last Request date.
Employer EAN	Employer Name	Separation Information -1	Separation Information -1	Separation Information - 05/13/2026	Separation Information -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*

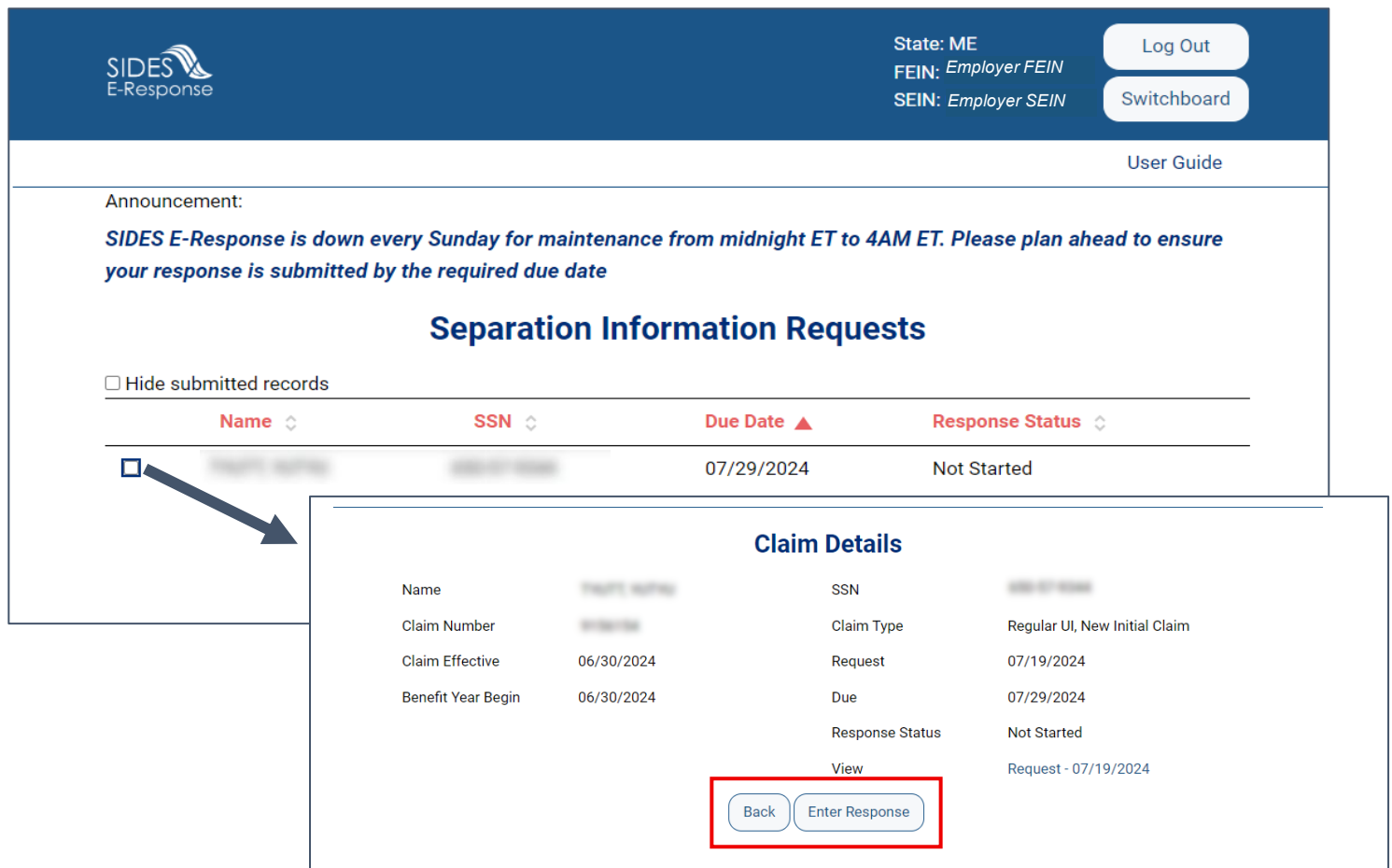


UI SIDES E-Response Switchboard

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



Separation Information Requests

☐ Hide submitted records

Name	SSN	Due Date	Response Status
[Redacted]	[Redacted]	07/29/2024	Not Started

Claim Details

Name	[Redacted]	SSN	[Redacted]
Claim Number	[Redacted]	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 2: Employer Response to Earnings Verification Requests

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

Accessing SIDES via ReEmployME main menu:

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

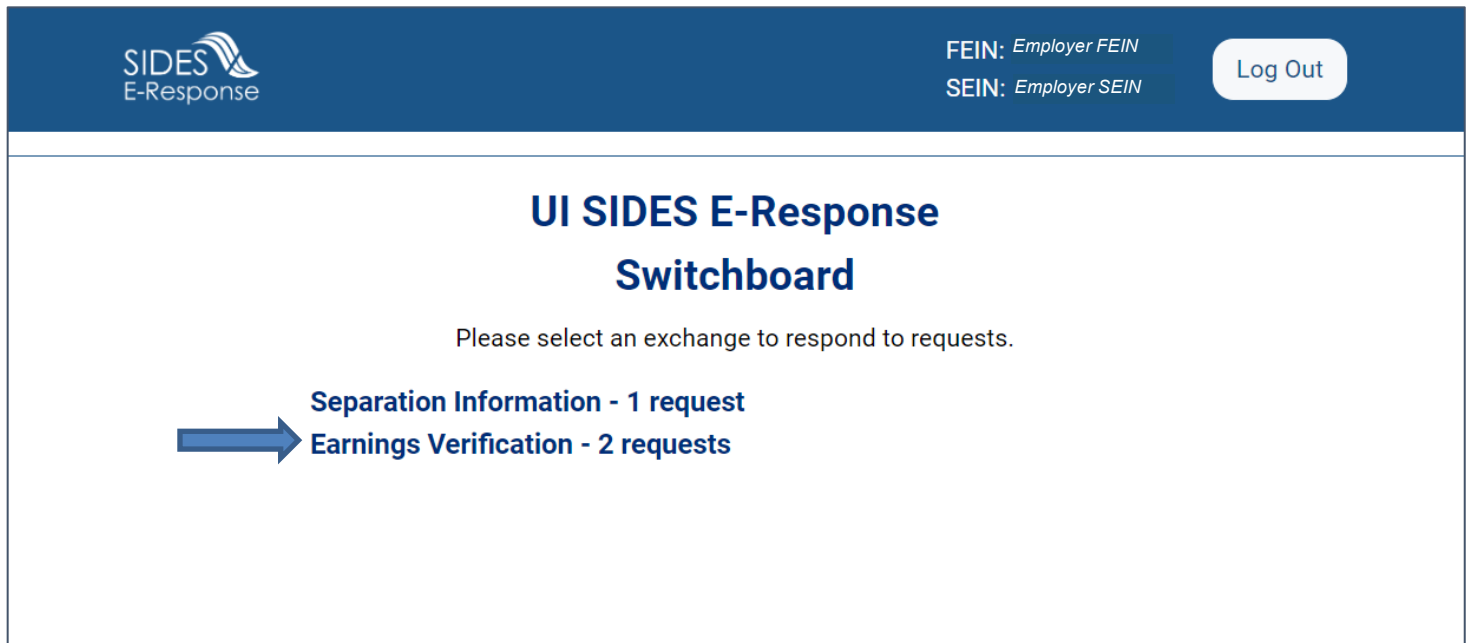
The screenshot shows the ReEmployME main menu. The 'Inquiry' dropdown menu is open, and the 'Correspondence' option is selected, leading to a submenu where 'Respond to SIDES Correspondence' is highlighted. A blue arrow points to this option. A red notification banner on the left states: 'Paid Family Medical Leave: Please be aware employers with Maine-based employees will have new wage reporting obligations for the Maine Paid Family and Medical Leave law which will take effect January 2025. Please visit Maine.gov/paidleave for more information and to sign up to get notifications on the release of the Maine Paid Leave Contributions Portal in January 2025'. The main menu includes various options like 'My User Profile', 'Employer Registration', 'Tax & Wage Report', 'File Appeal', 'Annual Tax Rate', 'Maintain Bank Accounts', '940 Certification Request', 'Audit', 'Enter Abatement Request', and 'Enter Employer Refund Request'.

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

The screenshot shows the 'SIDES Employer Response' screen. It prompts the user to 'Select an EAN to File or Amend a SIDES Response'. Below this is a table with 6 columns: 'Employer Account Number (EAN)', 'Employer Name', 'Number of Requests posted in the past 60 days', 'Number of Requests pending initial response as of 07/07/2026', 'Last Request posted date', and 'Number of Requests posted on the Last Request date'. The first row of data shows 'Employer EAN', 'Employer Name', and 'Earnings Verification - 1' for the first three columns. A blue arrow points to the 'Employer EAN' column header. The table is paginated, showing '1' of 1 records.

Employer Account Number (EAN)	Employer Name	Number of Requests posted in the past 60 days	Number of Requests pending initial response as of 07/07/2026	Last Request posted date	Number of Requests posted on the Last Request date
Employer EAN	Employer Name	Earnings Verification - 1	Earnings Verification - 1	Earnings Verification - 05/13/2026	Earnings Verification - 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, there is a dark blue header bar. On the left, the 'SIDES E-Response' logo is displayed. On the right, the text 'FEIN: Employer FEIN' and 'SEIN: Employer SEIN' is shown, along with a 'Log Out' button. The main content area is white and contains the title 'UI SIDES E-Response Switchboard' in bold blue text. Below the title, a message reads 'Please select an exchange to respond to requests.' There are two options listed: 'Separation Information - 1 request' and 'Earnings Verification - 2 requests'. A blue arrow points to the 'Earnings Verification - 2 requests' option.

Continue to [Section 2, Scenario 2a, Step 4](#)

Accessing SIDES via email link:

Step 1: Select the hyperlink in your email to access SIDES

From: ReEmployME Test ENotification <ENotifytest.ReEmployME@maine.gov>

Sent: Monday, June 29, 2026 5:16 PM

To:

Subject: Maine Department Of Labor - SIDES E-Response - IMPORTANT TIME SENSITIVE INFORMATION!



1 Request(s) for Earnings Verification have been posted on 06/29/2026 from the Maine Department of Labor to the SIDES E-Response site for Employer State Number: *Employer EAN*

Please login to <https://reemployme.maine.gov> to respond to the SIDES E-Response requests.

Alternately, you can go to <https://uisides.org/> to complete the requested information.

You must respond within ten (10) calendar days. Failure to respond in a timely manner may negatively affect your experience rating record.

If you have any questions regarding the SIDES E-Response, please review the information provided on the E-Response site. If you need personal assistance, please call toll free 1-800-593-7660 any weekday during normal business hours (8:00 AM to 3:00 PM).

Confidentiality Notice: This communication, and any files attached, contains confidential information that may be privileged. The information is intended only for the use of the individual(s) or entity to which it is addressed. If you are not the intended recipient, any disclosure, distribution or the taking of any action in reliance upon this communication is prohibited and may be unlawful. If you have received this communication in error, please destroy the original information. Thank you.

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

[Privacy & Security Notice](#) | [Accessibility Policy](#) | [Internet Security](#)

The Maine Department of Labor is an equal opportunity employer.
Auxiliary aids and services are available upon request to individuals with disabilities.

Scenario 2a: SIDES EV Request - Daily

Step 1: To log into your account, select your State and 'Earnings Verification' from the drop-down menu → Next enter your FEIN, EAN (also known as the State Employer Identification Number or SEIN), and PIN → Select *Log In*

Announcement:

NOTICE: SIDES is down every Sunday for maintenance from 12:00 AM ET to 4:00 AM ET. Please plan ahead to ensure your response is submitted by the required due date

State:

Exchange:

Federal Employer Identification Number:

State Employer Identification Number:

PIN/Access Code:

Log In Assistance
Supported Browsers

Select One
Separation Information
Earnings Verification

Step 2: Select the claimant

Announcement:

NOTICE: SIDES is down every Sunday for maintenance from 12:00 AM ET to 4:00 AM ET. Please plan ahead to ensure your response is submitted by the required due date

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

User Guide

Earnings Verification Requests

☐ Hide submitted records

SSN	Name	Due Date	Response Status	
☐	Claimant SSN	Lastname, Firstname	07/02/2026	Not Started

R1

Step 3: The “Claim Details” screen is displayed → Select *Enter Response*

The screenshot shows the 'Claim Details' screen. At the top, the SIDES E-Response logo is on the left, and user information (State: ME, FEIN: Employer FEIN, SEIN: Employer EAN) and a 'Log Out' button are on the right. A 'User Guide' link is also present. The main content area is titled 'Claim Details' and contains a table of claim information:

Name	Lastname, Firstname	SSN	Claimant SSN
Verification Period	03/29/2026 - 04/18/2026	Request	06/22/2026
State Preferred Format	In any format	Due	07/02/2026
Claim Number	11226962	Response Status	Not Started
		View	Request - 06/22/2026

Below the table are two buttons: 'Back' and 'Enter Response'. A large blue arrow points directly to the 'Enter Response' button. The text 'R2' is visible on the right side of the screen.

80 Revision: 672c66f 29:54

Step 4: If needed, you can update your name, FEIN, or SEIN (otherwise known as the EAN) → Select *Next*

The screenshot shows the 'Employer' screen. At the top, the SIDES E-Response logo is on the left, and user information (State: ME, FEIN: Employer FEIN, SEIN: Employer EAN) and buttons for 'Log Out' and 'Requests' are on the right. A 'User Guide' and 'Help' link are also present. The main content area is titled 'Employer' and contains the following fields and options:

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

Buttons: Employer (selected), Claimant, Work/Earnings, Additional Information, Preparer, Review Response

Employer Name: *Employer Name* Corrected:

FEIN: *Employer FEIN*

SEIN: *Employer EAN*

Check if applicable.

- ☐ TPA (Third Party Administrator) receiving the request DOES NOT represent the employer
- ☐ PEO (Professional Employer Organization) receiving the request DOES NOT represent the employer

At the bottom are three buttons: 'Save', 'Close', and 'Next'. A large blue arrow points directly to the 'Next' button. The text '3' is visible on the right side of the screen.

80 Revision: 672c66f 29:22

When completing a SIDES response, TPAs (Third Party Administrators) receiving the request can indicate they DO NOT represent the employer

The screenshot shows the SIDES E-Response interface. At the top, the logo is on the left, and user information (State: ME, FEIN: Employer, SEIN: Employer EAN) and buttons (Log Out, Requests) are on the right. Below this is a header with 'User Guide' and 'Help'. The main form area has a navigation bar with 'Employer', 'Employer Contact', 'Additional Information', 'Preparer', and 'Review Response'. The 'Employer' tab is active. The form is titled 'Employer' and includes fields for 'Employer Name', 'FEIN', and 'SEIN', each with a 'Corrected' checkbox. Below these fields, a section titled 'Check if applicable.' contains two checkboxes: 'TPA (Third Party Administrator) receiving the request DOES NOT represent the employer' (which is checked) and 'PEO (Professional Employer Organization) receiving the request DOES NOT represent the employer' (which is unchecked). At the bottom are 'Save', 'Close', and 'Next' buttons. A blue arrow points to the checked TPA checkbox. The page number '3' is in the bottom right corner.

When completing a SIDES response, PEOs receiving the request can indicate they are not representing the employer

The screenshot shows the SIDES E-Response interface, similar to the one above. The 'Employer' tab is active. The form is titled 'Employer' and includes fields for 'Employer Name', 'FEIN', and 'SEIN', each with a 'Corrected' checkbox. Below these fields, a section titled 'Check if applicable.' contains two checkboxes: 'TPA (Third Party Administrator) receiving the request DOES NOT represent the employer' (which is unchecked) and 'PEO (Professional Employer Organization) receiving the request DOES NOT represent the employer' (which is checked). At the bottom are 'Save', 'Close', and 'Next' buttons. A blue arrow points to the checked PEO checkbox. The page number '3' is in the bottom right corner.

Step 5: Make any corrections, if needed, on the “Claimant” screen → **Select Next**

State: ME
FEIN: Employer FEIN
SEIN: Employer SEIN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/18/2026

Employer Claimant Work/Earnings Additional Information Preparer Review Response

Claimant

Corrected

Claimant Name: Lastname, Firstname

Claimant SSN: Claimant SSN

Claimant ID: 999314

Check if applicable.

☐ Claimant did NOT work for employer.

☐ Employer believes this is a fraudulent claim.

Back Save Close Next

4

80 Revision: df68437 25/04

When completing a SIDES response, it can be noted that the claimant did NOT work for the employer listed.

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Due Date: 07/02/2026

Employer Claimant Additional Information Preparer Review Response

Claimant

Corrected

Claimant Name: Lastname, Firstname

Claimant SSN:

Claimant ID:

Check if applicable.

☒ Claimant did NOT work for employer.

☐ Employer believes this is a fraudulent claim.

Back Save Close Next

4

127 Revision: 9428d66 29/02

When completing a SIDES response, it can be noted that the employer believes it is a fraudulent claim

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

Employer Claimant Work/Earnings Additional Information Preparer Review Response

Claimant

Corrected

Claimant Name: Lastname, Firstname
Claimant SSN: Claimant SSN
Claimant ID: Claimant ID

Check if applicable.
☐ Claimant did NOT work for employer.
☒ Employer believes this is a fraudulent claim.

* Select One

Back Save Close Next

4

117 Revision: 9425b86 29.36

Step 6: Answer questions on the “Work/Earnings” screen → Select Next

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Work/Earnings

Earnings Verification Source

* Did the claimant receive any payments (other than for work performed) between 03/29/2026 and 04/18/2026? i.e. severance, bonus, sick, holiday, etc.

* Did the claimant perform work between 03/29/2026 and 04/18/2026?

* What was the first day the claimant physically worked between 03/29/2026 and 04/18/2026?

* How was claimant paid?

Agency Audit

No
Yes

03/29/2026

Salary/Hourly + Commission Work

Back Save Close Next

Select One
Yes
No
Refuse to Provide

Select One
Salary/Hourly Work and/or Mile/Trip/Load/Unit
Commission Work
Contract Work
Salary/Hourly + Commission Work

180 Revision: 672c66f 26.13

Step 7: The “Employment/Separation Information” screen is displayed → Answers the question, “Is the claimant is still working?” → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Employment/Separation Information

* Is the claimant still working?

Select One

Back Save Close Next

Select One
Yes
No
Unknown

6

Step 8: When 'No' is selected, additional questions are displayed → Select the answer from the drop-down menu and enter a date → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Employment/Separation Information

* Is the claimant still working? No

* Employer's reason for claimant's separation Select One

* What was the last date the claimant performed work?

Back Save Close Next

6

Select One

- Temporary Layoff
- Laid Off/Lack of Work
- Fired/Discharged
- Vacation/ Holiday Shutdown
- Asked to Resign
- Voluntary Quit
- Educational Institution Employee Between Semesters or Terms, Likely to Return
- Educational Institution Employee Between Semesters or Terms, Not Likely to Return
- Still Employed, Full-Time
- Still Employed, Part-Time
- Still Employed, Hours Reduced
- On Call/Temporary Status
- Leave of Absence
- Retirement
- Suspension
- Labor Dispute
- Professional Athlete Between Sports Seasons
- Disaster Related
- Not Listed Above
- Refuse to Provide

Step 9: Depending on the selection made for the reason of separation from employment, additional fields are displayed → Enter any additional information and enter the last date the claimant worked → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

Employer Claimant **Work/Earnings** Salary/Pay Period Earnings Additional Information Prepare

Employment/Seperation Information

* Is the claimant still working? No

* Employer's reason for claimant's separation Fired/Discharged

Enter any additional information regarding the reason for the discharge. For example, specifics of why the claimant was discharged.

* What was the last date the claimant performed work?

Back Save Close **Next**

6

80 Revision: 672c66f 27:17

Step 10: The “Wage Reporting Format” screen is displayed → Select *Daily* as the wage format → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

Employer Claimant Work/Earnings **Salary/Pay Period** Earnings Additional Information Prepare

Wage Reporting Format

Penalty or failure to respond message

The state requires wages to be reported in any format

* Select the wage format you can provide: Select One

Back Save Close **Next**

7

Select One
Daily
Weekly
Bi-Weekly
Semi-Monthly
Monthly

80 Revision: 672c66f 29:16

Step 11: The “Salary/Hourly Pay Period” screen is displayed → Enter the claimant’s rate of pay information → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/18/2026

Employer Claimant Work/Earnings **Salary/Pay Period** Earnings Additional Information Prepare

Salary/Hourly Pay Period

If trip/load/mile payment: Payments may vary by trip/load/mile, enter 0:00 in Regular Rate of Pay and select the appropriate payment frequency, such as daily, weekly, biweekly...

Regular Rate of Pay Select One

Overtime Rate of Pay Select One

Training Rate of Pay Select One

Back Save Close **Next**

137 Revision: df69d37 23:40

Step 12: The “Earnings Selection” screen is displayed → Select the payment type, the weeks the claimant worked, and indicate if commission was earned → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Earnings Selection

* Select all that apply:

Wages ☒ Tips ☐ Bonus ☐
 Severance ☐ Holiday ☐ Vacation ☐
 Sick ☐ Wages In Lieu ☐

Pay Periods	Was any Work Performed?		Were any of the following EARNED during the pay period? Note: Wages are reportable when earned.	
	Yes	No	Wages	Commission
03/29/2026 - 04/04/2026	☐	☐	☐	☐
04/05/2026 - 04/11/2026	☐	☐	☐	☐
04/12/2026 - 04/18/2026	☐	☐	☐	☐

Back Save Close **Next**

137 Revision: df69d37 29:14

Step 13: Enter the pay period earnings for the claimant → Select *Next*

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Pay Period Earnings - Salary/Hourly

03/29/2026 - 04/04/2026

	03/29/2026 Sunday	03/30/2026 Monday	03/31/2026 Tuesday	04/01/2026 Wednesday	04/02/2026 Thursday	04/03/2026 Friday	04/04/2026 Saturday	Total
Hours	0:00							0:00
Earnings								\$ 0.00
Date Allocated								

04/05/2026 - 04/11/2026

	04/05/2026 Sunday	04/06/2026 Monday	04/07/2026 Tuesday	04/08/2026 Wednesday	04/09/2026 Thursday	04/10/2026 Friday	04/11/2026 Saturday	Total
Hours								
Earnings								\$ 0.00
Date Allocated								
Commission Hours								0:00
Commission Earnings								\$ 0.00
Commission Date Paid								

04/12/2026 - 04/18/2026

	04/12/2026 Sunday	04/13/2026 Monday	04/14/2026 Tuesday	04/15/2026 Wednesday	04/16/2026 Thursday	04/17/2026 Friday	04/18/2026 Saturday	Total
Hours								
Earnings								\$ 0.00
Date Allocated								

Back Save Close **Next**

10

Note:

Date Allocated = The date that the earnings were allocated or the individual was paid for hours worked during the provided pay period or day

Step 14: Review the data entered → Select *Next*

SIDES E-Response State: ME Log Out
FEIN: Employer FEIN Requests
SEIN: Employer EAN

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Summary

Salary/Hourly and/or Mile/Trip/Load/Unit Earnings

Period	Hours	Earnings	Total
03/30/2026	8:00	\$ 208.00	\$ 208.00
03/31/2026	8:00	\$ 208.00	\$ 208.00
04/01/2026	8:00	\$ 208.00	\$ 208.00
04/02/2026	8:00	\$ 208.00	\$ 208.00
04/03/2026	8:00	\$ 208.00	\$ 208.00
04/06/2026	8:00	\$ 208.00	\$ 208.00
04/07/2026	8:00	\$ 208.00	\$ 208.00
04/08/2026	8:00	\$ 208.00	\$ 208.00
04/09/2026	8:00	\$ 208.00	\$ 208.00
04/10/2026	8:00	\$ 208.00	\$ 208.00
04/13/2026	8:00	\$ 208.00	\$ 208.00
04/14/2026	8:00	\$ 208.00	\$ 208.00
04/15/2026	8:00	\$ 208.00	\$ 208.00
04/16/2026	8:00	\$ 208.00	\$ 208.00
04/17/2026	8:00	\$ 208.00	\$ 208.00

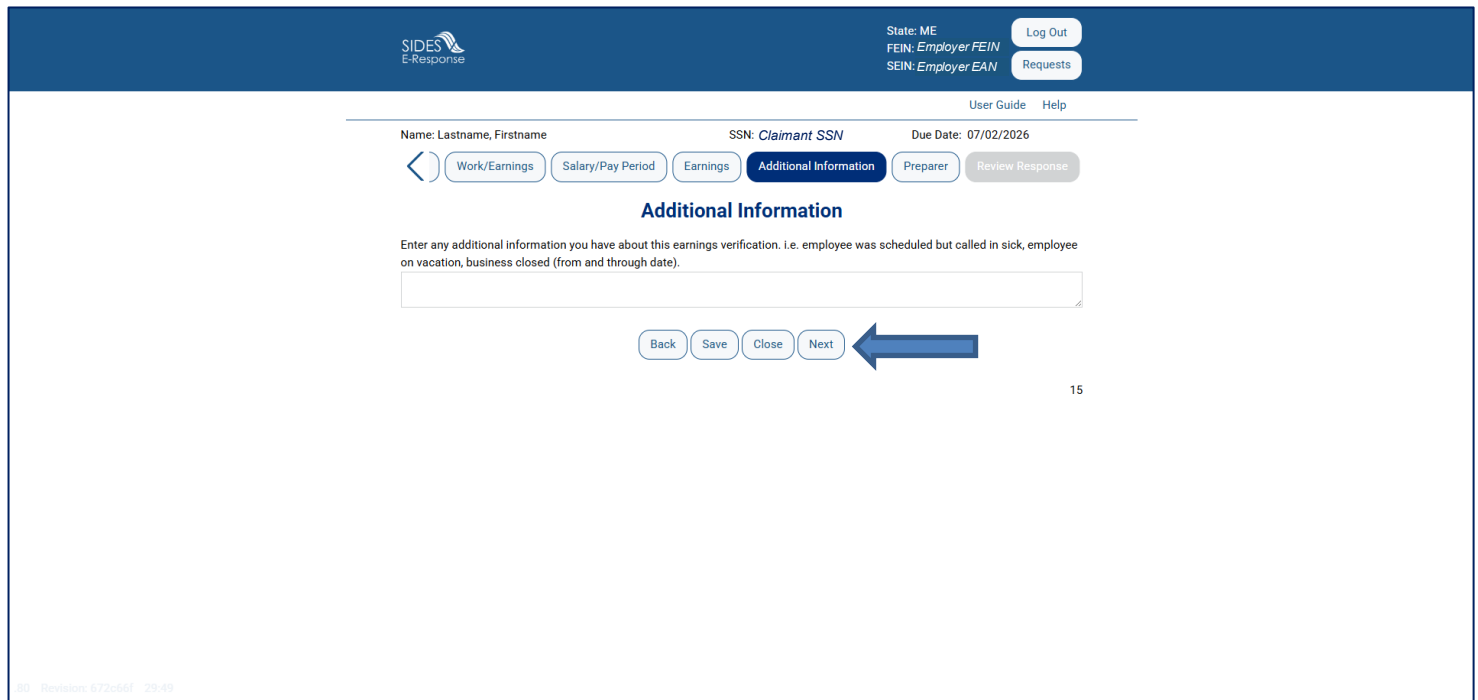
Commission Earnings

Date Paid:	Payment Type:	Number of Hours Worked:	Amount Paid:
04/08/2026	Commission	2:00	\$ 50.00
			Total: \$ 50.00

Back Close **Next**

13

Step 15: The “Additional Information” screen is displayed → Add any pertinent information → Select *Next*



State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Additional Information

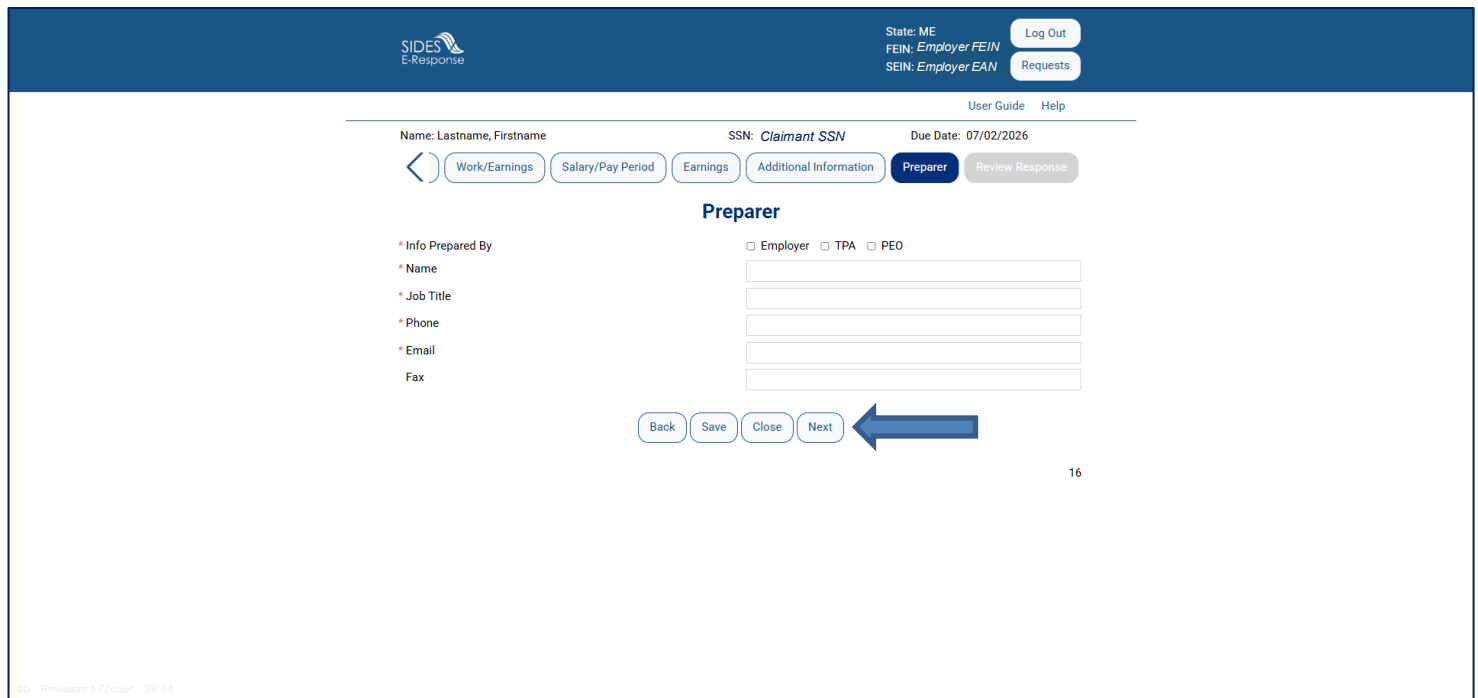
Enter any additional information you have about this earnings verification. I.e. employee was scheduled but called in sick, employee on vacation, business closed (from and through date).

Back Save Close **Next**

15

SB Revision: 672c66f 28-48

Step 16: The “Preparer” screen is displayed → Enter your information → Select *Next*



State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Preparer

* Info Prepared By
* Name
* Job Title
* Phone
* Email
Fax

☐ Employer ☐ TPA ☐ PEO

Back Save Close **Next**

16

SB Revision: 672c66f 28-54

Step 17: The “Review Response” screen is displayed → You can select to view the response → Select *Submit*

The screenshot shows the 'Review Response' screen in the SIDES E-Response system. The header includes the SIDES E-Response logo, state information (ME), and user options (Log Out, Requests). The main content area displays the user's name, SSN, and due date. A navigation bar at the top contains buttons for Work/Earnings, Salary/Pay Period, Earnings, Additional Information, Preparer, and Review Response. The 'Review Response' section prompts the user to review their response before submitting, with a 'View Response' button highlighted by a red box. Below this are 'Back', 'Close', and 'Submit' buttons, with a large blue arrow pointing to the 'Submit' button. The page number 18 is visible in the bottom right corner.

Step 18: The “Confirmation” screen is displayed → You can review the response and/or select *Close*

The screenshot shows the 'Confirmation' screen in the SIDES E-Response system. The header includes the SIDES E-Response logo, state information (ME), and user options (Log Out, Requests). The main content area displays the user's name, SSN, and due date. The 'Confirmation' section informs the user that their response has been accepted and provides a confirmation number. Below this, a prompt to 'Print or download a copy for your records' is shown, with a 'Response' button highlighted by a red box. Below the 'Response' button is a 'Close' button, with a large blue arrow pointing to it. The page number 19 is visible in the bottom right corner.

Scenario 2b: SIDES EV Request – Weekly

Follow **Steps 1-9** in [Section 2, Scenario 2a](#)

Step 10: The “Wage Reporting Format” screen is displayed → Select *Weekly* as the wage format → Select *Next*

SIDES E-Response

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Wage Reporting Format

Penalty or failure to respond message

The state requires wages to be reported in any format

* Select the wage format you can provide:

Select One

Back Save Close **Next**

7

- Select One
- Daily
- Weekly**
- Bi-Weekly
- Semi-Monthly
- Monthly

80 Revision: 672a66f 29:16

Step 11: The “Salary/Hourly Pay Period” screen is displayed → Enter the claimant’s rate of pay information → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Salary/Hourly Pay Period

If trip/load/mile payment: Payments may vary by trip/load/mile, enter 0.00 in Regular Rate of Pay and select the appropriate payment frequency, such as daily, weekly, biweekly...

Regular Rate of Pay Select One

Overtime Rate of Pay Select One

Training Rate of Pay Select One

* Day pay period ends Select One

Back Save Close **Next**

8

Step 12: The “Earnings Selection” screen is displayed → Select the payment type, the weeks the claimant worked, and indicate if commission was earned → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Earnings Selection

* Select all that apply:

Wages ☒ Tips ☐ Bonus ☐
 Severance ☐ Holiday ☐ Vacation ☐
 Sick ☐ Wages in Lieu ☐

Pay Periods	Was any Work Performed?		Were any of the following EARNED during the pay period? Note: Wages are reportable when earned.	
	Yes	No	Wages	Commission
03/29/2026 - 04/04/2026	☐	☐	☐	☐
04/05/2026 - 04/11/2026	☐	☐	☐	☐
04/12/2026 - 04/18/2026	☐	☐	☐	☐

Back Save Close **Next**

9

Step 13: The “Pay Period Earnings – Salary/Hourly” screen displays → If ‘Weekly’ is selected for the wage format in [Step 10](#) the screen below displays → Enter the claimant’s earnings for the weeks identified → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname
SSN: Claimant SSN
Due Date: 07/02/2026

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

Pay Period Earnings - Salary/Hourly

03/29/2026 - 04/18/2026

	Week 1 03/29/2026 - 04/04/2026	Week 2 04/05/2026 - 04/11/2026	Week 3 04/12/2026 - 04/18/2026	Total
Hours	0.00			0.00
Earnings				\$ 0.00
Date Allocated				
Commission Hours				0.00
Commission Earnings				\$ 0.00
Commission Date Paid				

Back
Save
Close
Next

10

Note:

Date Allocated: The date that the earnings were allocated or the individual was paid for hours worked during the provided pay period or day

Step 14: Review the “Summary” screen → Select *Next*

State: ME
 FEIN: Employer FEIN
 SEIN: Employer EAN

Log Out
 Requests

User Guide Help

Name: Lastname, Firstname
 SSN: Claimant SSN
 Due Date: 07/02/2026

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

Summary

Salary/Hourly and/or Mile/Trip/Load/Unit Earnings

Period	Hours	Earnings	Total
03/29/2026 - 04/04/2026	40:00	\$ 1,040.00	\$ 1,040.00
04/05/2026 - 04/11/2026	36:00	\$ 936.00	\$ 936.00
04/12/2026 - 04/18/2026	20:00	\$ 520.00	\$ 520.00

Commission Earnings

Date Paid:	Payment Type:	Number of Hours Worked:	Amount Paid:
04/04/2026	Commission	8:00	\$ 150.00
			Total: \$ 150.00

Back
 Close
 Next

13

1137 Revision: 06/04/17 39:55

Follow [Steps 15-19](#) in [Section 2, Scenario 2a](#) to complete the EV request

Scenario 2c: SIDES EV Request – Bi-Weekly

Follow **Steps 1-9** in [Section 2, Scenario 2a](#)

Step 10: The “Wage Reporting Format” screen is displayed → Select *Bi-Weekly* as the wage format → Select *Next*

The screenshot displays the 'Wage Reporting Format' screen in the SIDES E-Response system. At the top, the header includes the SIDES E-Response logo, user information (State: ME, FEIN: Employer FEIN, SEIN: Employer EAN), and buttons for Log Out and Requests. Below the header, a navigation bar shows the current step: 'Salary/Pay Period'. The main content area is titled 'Wage Reporting Format' and includes a penalty message: 'Penalty or failure to respond message'. It states: 'The state requires wages to be reported in any format'. A red asterisk indicates a required field: '* Select the wage format you can provide:'. A dropdown menu labeled 'Select One' is open, showing the following options: 'Daily', 'Weekly', 'Bi-Weekly' (highlighted with a red box), 'Semi-Monthly', and 'Monthly'. A blue arrow points from the 'Bi-Weekly' option to the 'Next' button. Below the dropdown, there are buttons for 'Back', 'Save', 'Close', and 'Next'. The bottom left corner of the screen shows the text: '80 Revision: 672a66f 29:16'.

Step 11: The “Salary/Hourly Pay Period” screen is displayed → Enter the rate of pay and the frequency as well as the day the pay period ends → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

Employer Claimant Work/Earnings **Salary/Pay Period** Earnings Additional Information Prepare

Salary/Hourly Pay Period

Regular Rate of Pay
Overtime Rate of Pay
Training Rate of Pay
* Day pay period ends

Select One
Hourly
Weekly
Bi-Weekly
Semi-Monthly
Monthly

Select One
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

Back Save Close **Next**

8

80 Revision: 672c66f 29-47

Step 12: The “Earnings Selection” screen is displayed → Select the payment type, the weeks the claimant worked and indicate if commission was earned → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Earnings Selection

* Select all that apply:

Wages ☐ Tips ☐ Bonus ☐
Severance ☐ Holiday ☐ Vacation ☐
Sick ☐ Wages In Lieu ☐

Pay Periods	Was any Work Performed?		Were any of the following EARNED during the pay period? Note: Wages are reportable when earned.	
	Yes	No	Commission	
03/28/2026 - 04/03/2026	☐	☐	☐	
04/04/2026 - 04/10/2026	☐	☐	☐	
04/11/2026 - 04/17/2026	☐	☐	☐	
04/18/2026 - 04/24/2026	☐	☐	☐	

Back Save Close **Next**

9

80 Revision: 672c66f 29-21

Step 13: The “Pay Period Earnings – Salary/Hourly” screen displays → If ‘Bi-Weekly’ is selected for the wage format in [Step 10](#) the screen below displays → Enter the claimant’s earnings for the bi-weeks identified → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname
SSN: Claimant SSN
Due Date: 07/02/2026

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

Pay Period Earnings - Salary/Hourly

03/17/2026 - 04/27/2026

	BI-Week 1 03/17/2026 - 03/30/2026	BI-Week 2 03/31/2026 - 04/13/2026	BI-Week 3 04/14/2026 - 04/27/2026	Total
Hours	0:00			0:00
Earnings				\$ 0.00
Date Allocated				
Commission Hours				0:00
Commission Earnings				\$ 0.00
Commission Date Paid				

Back
Save
Close
Next

Note:

Date Allocated: The date that the earnings were allocated or the individual was paid for hours worked during the provided pay period or day

Step 14: Review the “Summary” screen → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname
SSN: Claimant SSN
Due Date: 07/02/2026

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

Summary

Salary/Hourly and/or Mile/Trip/Load/Unit Earnings

Period	Hours	Earnings	Total
03/29/2026 - 04/04/2026	40:00	\$ 1,040.00	\$ 1,040.00
04/05/2026 - 04/11/2026	36:00	\$ 936.00	\$ 936.00
04/12/2026 - 04/18/2026	20:00	\$ 520.00	\$ 520.00

Commission Earnings

Date Paid:	Payment Type:	Number of Hours Worked:	Amount Paid:
04/04/2026	Commission	8:00	\$ 150.00
			Total: \$ 150.00

Back
Close
Next

Follow [Steps 15-19](#) in [Section 2, Scenario 2a](#) to complete the EV request

Scenario 2d: SIDES EV Request – Semi-Monthly

Follow **Steps 1-9** in [Section 2, Scenario 2a](#)

Step 10: The “Wage Reporting Format” screen is displayed → Select *Semi-Monthly* as the wage format → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

Employer Claimant Work/Earnings **Salary/Pay Period** Earnings Additional Information Prepare

Wage Reporting Format

Penalty or failure to respond message

The state requires wages to be reported in any format

* Select the wage format you can provide:

Select One

Back Save Close **Next**

7

- Select One
- Daily
- Weekly
- Bi-Weekly
- Semi-Monthly**
- Monthly

80 Revision: 672c66f 29:16

Step 11: The “Salary/Hourly Pay Period” screen is displayed → Enter the rate of pay and the frequency as well as the pay period begin and end date → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Salary/Hourly Pay Period

If trip/load/mile payment: Payments may vary by trip/load/mile, enter 0.00 in Regular Rate of Pay and select the appropriate payment frequency, such as daily, weekly, biweekly...

Regular Rate of Pay Select One

Overtime Rate of Pay Select One

Training Rate of Pay Select One

* Date pay period begins

* Date pay period ends

Back Save Close **Next**

Select One

- Hourly
- Weekly
- Bi-Weekly
- Semi-Monthly
- Monthly

March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8

Step 12: The “Earnings Selection” screen is displayed → Select the payment type, the weeks the claimant worked, and indicate if commission was earned → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Earnings Selection

* Select all that apply:

Wages ☒ Tips ☐ Bonus ☐
 Severance ☐ Holiday ☐ Vacation ☐
 Sick ☐ Wages In Lieu ☐

Pay Periods	Was any Work Performed?		Were any of the following EARNED during the pay period? Note: Wages are reportable when earned.	
	Yes	No	Wages	Commission
03/29/2026 - 04/11/2026	☐	☐	☐	☐
04/12/2026 - 04/28/2026	☐	☐	☐	☐

Back Save Close **Next**

9

Step 13: The “Pay Period Earnings – Salary/Hourly” screen displays → If ‘Semi-Monthly’ is selected for the wage format in [Step 10](#) the screen below displays → Enter the claimant’s earnings for the bi-weeks identified → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Pay Period Earnings - Salary/Hourly

03/29/2026 - 04/28/2026

	Semi-Month 1 03/29/2026 - 04/11/2026	Semi-Month 2 04/12/2026 - 04/28/2026	Total
Hours	0.00		0.00
Earnings			\$ 0.00
Date Allocated			
Commission Hours			0.00
Commission Earnings			\$ 0.00
Commission Date Paid			

Back Save Close **Next**

10

Step 14: Review the “Summary” screen → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Summary

Salary/Hourly and/or Mile/Trip/Load/Unit Earnings

Period	Hours	Earnings	Total
03/29/2026 - 04/11/2026	80.00	\$ 2,080.00	\$ 2,080.00
04/12/2026 - 04/28/2026	56.00	\$ 1,456.00	\$ 1,456.00

Commission Earnings

Date Paid:	Payment Type:	Number of Hours Worked:	Amount Paid:
04/11/2026	Commission	12.00	\$ 175.00
			Total: \$ 175.00

Back Close **Next**

13

Follow [Steps 15-19](#) in [Section 2, Scenario 2a](#) to complete the EV request

Scenario 2e: SIDES EV Request – Monthly

Follow **Steps 1-9** in [Section 2, Scenario 2a](#)

Step 10: The “Wage Reporting Format” screen is displayed → Select *Monthly* as the wage format → Select *Next*

SIDES E-Response

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname SSN: Claimant SSN Due Date: 07/02/2026

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

Wage Reporting Format

Penalty or failure to respond message

The state requires wages to be reported in any format

* Select the wage format you can provide:

Select One

Back Save Close **Next**

7

- Select One
- Daily
- Weekly
- Bi-Weekly
- Semi-Monthly
- Monthly**

.80 Revision: 672c66f 29:16

Step 11: The “Salary/Hourly Pay Period” screen is displayed → Enter the rate of pay and the frequency as well as the pay period begin and end date → Select *Next*



State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User GuideHelp

Name: Lastname, FirstnameSSN: Claimant SSNDue Date: 07/02/2026

<Employer

Claimant

Work/Earnings

Salary/Pay Period

Earnings

Additional Information

Pre>

Salary/Hourly Pay Period

If trip/load/mile payment: Payments may vary by trip/load/mile, enter 0:00 in Regular Rate of Pay and select the appropriate payment frequency, such as daily, weekly, biweekly...

Regular Rate of Pay

Select One

Overtime Rate of Pay

Select One

Training Rate of Pay

Select One

* Pay Period end day

Select One

Back

Save

Close

Next

8

Select One

Hourly

Weekly

Bi-Weekly

Semi-Monthly

Monthly

Select One

1

2

3

4

5

6

7

8

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12

13

14

15

16

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22

23

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26

27

28

Last Day of the Month

137 - Revision: d169d37 - 29/43

Step 12: The “Earnings Selection” screen is displayed → Select the payment type, the weeks the claimant worked, and indicate if commission was earned → Select *Next*



State: ME
 FEIN: Employer FEIN
 SEIN: Employer EAN

[Log Out](#)
[Requests](#)

[User Guide](#) [Help](#)

Name: Lastname, Firstname

SSN: Claimant SSN

Due Date: 07/02/2026

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

Earnings Selection

* Select all that apply:

Wages ☒	Tips ☐	Bonus ☐
Severance ☐	Holiday ☐	Vacation ☐
Sick ☐	Wages In Lieu ☐	

Pay Periods	Was any Work Performed?		Were any of the following EARNED during the pay period? Note: Wages are reportable when earned.	
	Yes	No	Wages	Commission
03/01/2026 - 03/31/2026	☐	☐	☐	☐
04/01/2026 - 04/30/2026	☐	☐	☐	☐

Back
Save
Close
Next

9

137 Revision: d16/d37 29:57

Step 13: The “Pay Period Earnings – Salary/Hourly” screen displays → If ‘Monthly’ is selected for the wage format in [Step 10](#) the screen below displays → Enter the claimant’s earnings for the bi-weeks identified → Select *Next*



State: ME
 FEIN: Employer FEIN
 SEIN: Employer EAN

[Log Out](#)
[Requests](#)

[User Guide](#) [Help](#)

Name: Lastname, Firstname

SSN: Claimant SSN

Due Date: 07/02/2026

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

Pay Period Earnings - Salary/Hourly

03/01/2026 - 04/30/2026

	Month 1 03/01/2026 - 03/31/2026	Month 2 04/01/2026 - 04/30/2026	Total
Hours	0:00		0:00
Earnings			\$ 0.00
Date Allocated			
Commission Hours			0:00
Commission Earnings			\$ 0.00
Commission Date Paid			

Back
Save
Close
Next

10

137 Revision: d16/d37 29:52

Step 14: Review the “Summary” screen → Select *Next*

State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out
Requests

User Guide Help

Name: Lastname, Firstname
SSN: Claimant SSN
Due Date: 07/02/2026

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

Summary

Salary/Hourly and/or Mile/Trip/Load/Unit Earnings

Period	Hours	Earnings	Total
03/01/2026 - 03/31/2026	120:00	\$ 3,120.00	\$ 3,120.00
04/01/2026 - 04/30/2026	80:00	\$ 2,080.00	\$ 2,080.00

Commission Earnings

Date Paid:	Payment Type:	Number of Hours Worked:	Amount Paid:
03/31/2026	Commission	20:00	\$ 350.00
			Total: \$ 350.00

Back
Close
Next

Follow [Steps 15-19](#) in [Section 2, Scenario 2a](#) to complete the EV request

Step 20: Review the details entered in the response then close response details

Page 1 of 2 (example response)

SSN -4450
Name
Due Date 10/07/2024

Earnings Verification

Confirmation

Date/Time Submitted 09/30/2024 11:35:28 AM EDT
Record GUID b296 cddf 7713 4d6a adc7 f529 f7e6 d66e
Confirmation Number 6de0 381f bafb 4075 a3f6 27fa 9705 8f93

State Request Information

Agency MDOL BPC BUC
Phone
State ME
Email

Employer

Employer Name
FEIN
SEIN

Work/Earnings

Request Source Interstate Cross Match of Benefits and Wages Records

Did this person perform work or receive payment from 05/26/2024 to 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 to 06/01/2024 05/27/2024

Is the individual still working? Yes

Salary and Pay Period

Claimant Regular Rate of Pay \$20.00 per Hourly
How often is/was the claimant paid? Weekly
Day pay period ends Saturday

Weekly Earnings Verification for Week Beginning 05/26/2024 in UI Weeks

	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	

SIDES Generated PDF

SSN *****450

Name

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
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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

Job Title

tester

Phone

Email

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

SIDES Generated PDF

Step 21: The “Earnings Verification Requests” screen will now display the request as ‘Submitted’



State: ME
FEIN: Employer FEIN
SEIN: Employer EAN

Log Out

User Guide

Announcement:

NOTICE: SIDES is down every Sunday for maintenance from 12:00 AM ET to 4:00 AM ET. Please plan ahead to ensure your response is submitted by the required due date

SIDES E-Response is being updated! The Earnings Verification and Benefit Charges exchanges will be offline and unavailable Thursday, July 16th from 2:00 PM ET - 6:30 PM ET. Plan your work accordingly to ensure you respond to requests on time.

Earnings Verification Requests

☐ Hide submitted records

SSN	Name	Due Date	Response Status
☐		07/18/2026	Submitted