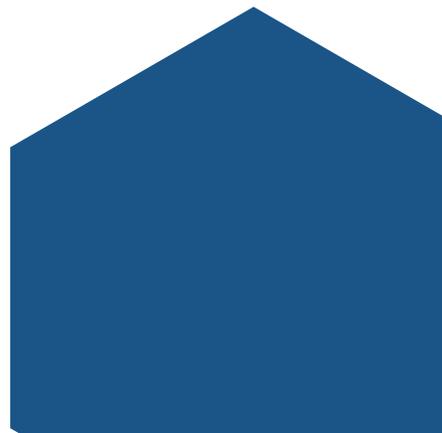
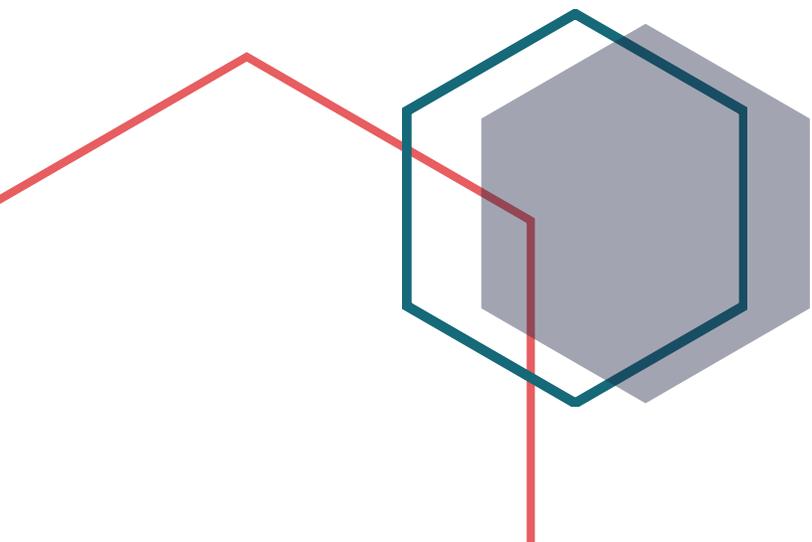


Monetary and Potential Charges E-Response Users Guide



What is SIDES?

SIDES stands for the State Information Data Exchange System. It's a software tool that empowers states, employers, Third Party Administrators (TPAs) and Professional Employer Organizations (PEOs) to quickly, accurately, and securely respond to unemployment insurance requests.

How it Works

SIDES E-Response is a free website where employers and their representatives submit UI responses directly to state unemployment agencies.

When you receive a request, use the provided PIN to access and complete responses. Once completed, a confirmation number and downloadable PDF will immediately be available for your records.

Benefits

- Lost responses are a thing of the past. With direct online communication, feel confident knowing information was transmitted correctly and securely.
- Nationally consistent format for any size business. Eliminate submission errors with SIDES' consistent and intuitive format.
- Handles details so employers can focus on business. The innovative digital process reduces personnel time and effort.
- Enhances the integrity of the UI system. SIDES reduces UI tax rates and waste in the system.

How to Register

Contact your State Workforce Agency.

SIDES E-Response



SIDES E-Response is an online tool for employers to quickly, accurately, and securely respond to state unemployment insurance requests. Built specifically for ease of use, employers can log into the website and submit responses easily anytime, anywhere.

Requirements



SIDES E-Response only requires an internet connection. There is no cost to use SIDES E-Response.



Monetary and Potential Charges Exchange

Advises the employer of the wages they have paid to the claimant that are being used in the calculation of potential benefits payable to the claimant. Informs the employer of the potential charges that will be applied to their state unemployment taxes if benefits are awarded and they are found liable.

Preparing to Respond to a Monetary and Potential Charge Request

Gather detailed, pertinent information about the claimant's separation and payments made after the separation.

- Employer contact information
- Dates of employment
- Details of separation
- Payroll information
- Supporting documentation

Supported Browsers

IE 11 and above

Chrome V44 and higher

Firefox V37 and higher

Access the SIDES Monetary and Potential Charges Exchange

Log into visides.org using the credentials provided by the state workforce agency and select Monetary & Potential Charges from the exchange dropdown. Some states provide a direct link in their employer portal.

The screenshot shows the SIDES E-Response login interface. It features a dark blue header with the SIDES E-Response logo. The main content area is white and contains the following elements:

- State:** A dropdown menu with the text "Select One" and a downward arrow.
- Exchange:** A dropdown menu that is currently blank.
- Federal Employer Identification Number:** A text input field that is currently blank.
- State Employer Identification Number:** A text input field that is currently blank.
- Pin/Access Code:** A text input field that is currently blank.
- Log In:** A button located below the input fields.
- Log In Assistance** and **Supported Browsers:** Two links located at the bottom of the page.



Select a Notice

The list of Notices will be displayed. This list can be sorted by any column by selecting the up or down arrow next to the column header.

Select the Notice you want to view.



State: ST
 FEIN: 987654321
 SEIN: 987654321

Log Out

[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.

Monetary and Potential Charges

Hide submitted records

	Name ▲	SSN ◊	Due Date ◊	Response Status ◊
 <input style="border: 1px solid red;" type="checkbox"/>	Allen, Bob		09/01/2023	Not Started

R1



Review Claim Details

This screen provides information related to the claim.



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SEIN: 987654321

[Log Out](#)

User Guide

Claim Details

Name	Allen, Bob	Claim Effective	08/20/2023
SSN		Benefit Year Begin	08/20/2023
Request Date	08/21/2023	Account Type	Taxable Employer
Response required ONLY if requesting relief of charges		Response Status	Not Started
		View	Request - 08/21/2023

Back

Enter Response

Tip: If you fail to download your response after submitting, you can return to this screen to download your response.

Records are only displayed for 35 days from the request date.



State UI Instructions

View documents submitted by the state.

 State: ST [Log Out](#)
FEIN: 987654321 [Requests](#)
SEIN: 987654321

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

Name: Allen, Bob

SSN:

Due Date: 09/01/2023

[Employer](#) [Claimant](#) **[UI Instructions](#)** [Benefits and Potential Charges](#) [Documentation](#) [Preparer](#) [Thank](#) 

UI Instructions

Document Name	Type	Attachment Type
UI Request Test File	TXT	Informational only - No Action Needed (i.e., a standard form that outlines how to file an appeal that is not employer or claimant specific) Download

[Back](#) [Save](#) [Close](#) [Next](#)

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Tip: Some attachments may require an action from you.



Benefits and Potential Charge

Review the base period wages and potential charges to the employer's account.



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Requests

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Name: Allen, Bob

SSN:

Due Date: 09/01/2023

Employer

Claimant

UI Instructions

Benefits and Potential Charges

Thank You

Benefits and Potential Charge

Base Period

Begin 01/01/2022

End 12/31/2022

Employers in Base Period 1

Wages from All Employers

\$ 50,000.00

Employer's Wage Paid

The information below is based on reported wage records. To correct wages, contact the state directly at:

(555) 555-5555

email@uioffice.com

www.wagecorrection.com

Wages

First Quarter (Jan 2022 - Mar 2022)	\$ 12,500.00
Second Quarter (Apr 2022 - Jun 2022)	\$ 12,500.00
Third Quarter (Jul 2022 - Sep 2022)	\$ 12,500.00
Fourth Quarter (Oct 2022 - Dec 2022)	\$ 12,500.00
Total Wages	\$ 50,000.00
Weekly Benefit	\$ 500.00
Maximum Benefit	\$ 13,500.00
Total Weeks Eligible	26

Charge

Payment Percentage Charged	100 %
Potentially Chargeable	\$ 13,500.00

Your account may be charged the following weeks:

Begin Week	End Week	Weekly Charge	Total Charge
1st Week of Benefits	13th Week of Benefits	\$ 125.00	\$ 125.00

Back

Save

Close

Next



Request Relief

Indicate whether you wish to request relief of charges to the employer's account (if applicable).



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[Requests](#)

[Help](#)

Name: Allen, Bob
SSN:
Due Date:

Employer
Claimant
Benefits and Potential Charges
Documentation
Preparer
Review Response

Relief Request

* Do you want to request relief of the charges or wages? Yes No

Separation Information

* Have you already responded to a Separation request for this claimant? Yes No

Back
Save
Close
Next

Tip: Separation Information question will only display if the state needs that information.

Tip: If you are requesting relief from charges/wages an additional question will display.



Fraud Indicator

You can report potential fraud if you are providing separation information.



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Name: Allen, Bob

SSN:

Due Date:

Employer

Claimant

Benefits and Potential Charges

Documentation

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Review Response

Relief Request

* Do you want to request relief of the charges or wages? Yes No

Separation Information

* Have you already responded to a Separation request for this claimant? Yes No

Employer believes this is a fraudulent claim.

Employer is a Temporary Staffing Agency, and the claimant was working a temporary assignment.

Claimant's stated reason for separation

Temporary Layoff

* Employer's reason for claimant separation

Select One ▼

Was this seasonal employment?

Yes No

Back

Save

Close

Next

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INTEGRITY TIP: If you feel a claim is potentially fraudulent, alert the state immediately! Select the fraudulent claim checkbox if you have knowledge of:

- Potential identity fraud
- Claimant is still working
- Claimant is deceased
- Claimant is incarcerated



Documentation

Upload documents that support your response.

The screenshot shows the 'Documentation' section of the SIDES E-Response system. At the top left is the SIDES E-Response logo. At the top right, it displays 'State: ST', 'FEIN: 987654321', and 'SEIN: 987654321', along with 'Log Out' and 'Requests' buttons. Below this is a navigation bar with buttons for 'Claimant', 'UI Instructions', 'Benefits and Potential Charges', 'Documentation' (which is highlighted), 'Preparer', and 'Review Response'. The user's name is 'Allen, Bob', and the due date is '09/01/2023'. The main heading is 'Documentation'. A question asks 'Do you have any documents supporting your response?' with 'Yes' checked and 'No' unchecked. Below this, it lists allowable file formats (csv, jpg, jpeg, pdf, rtf, tiff (tif), txt) and a 5 MB size limit. There are 'Add Attachment', 'Save', 'Close', and 'Next' buttons. Two callout boxes provide tips: one about file size and another about relevance of attachments.

State: ST
FEIN: 987654321
SEIN: 987654321
Log Out
Requests

User Guide Help

Name: Allen, Bob SSN: Due Date: 09/01/2023

Claimant UI Instructions Benefits and Potential Charges **Documentation** Preparer Review Response

Documentation

* Do you have any documents supporting your response? Yes No

Allowable file formats are csv, jpg, jpeg, pdf, rtf, tiff (tif), txt. The total size of all attachments is limited to 5 megabytes. Scanned PDFs may be too large. For information on how to reduce the size of a PDF click [here](#).

Save Close Next Add Attachment

Tip: Reduce the size of your attachments. The response cannot be more than 5 MB.

Tip: Keep attachments relevant. For example, there is no need to attach your entire employee handbook. Send the related section.



Tell Us About You

Provide the information for the person who completed the response.

State: ST
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SEIN: 987654321

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

Name: Allen, BobSSN:Due Date: 09/01/2023

<ClaimantUI InstructionsBenefits and Potential ChargesDocumentationPreparerReview Response

Preparer

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

Employer TPA

Back Save Close Next

Tip: Verify this information carefully. Follow-up requests will be directed here.



Review the Response for Accuracy

Click 'View Response' to see a copy of the PDF before it is sent to the state workforce agency.

State: ST
FEIN: 987654321
SEIN: 987654321

Log Out
Requests

User Guide Help

Name: Allen, Bob SSN: Due Date: 09/01/2023

Claimant UI Instructions Benefits and Potential Charges Documentation Preparer Review Response

Review Response

Review your response before submitting:

View Response

Back Close Submit

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Tip: The response is not submitted until you select the Submit button.



Save the Confirmation

Records are only saved on the website for 35 days after the request is sent. Save your confirmation number and download a copy of your response. **An emailed copy will NOT be sent.**

SIDES E-Response State: ST FEIN: 987654321 SEIN: 987654321 Log Out Requests

User Guide Help

Name: Allen, Bob SSN Due Date: 09/01/2023

Confirmation

Your response has been accepted. Your confirmation number is 6562-69ac-f32e-4afb-a003-213f-535a-930296.

Print or download a copy for your records.

Response

Survey

Close

Tip: Print or download a copy of your response for your records.

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Save or Print your PDF

Download or print your document.

Name:	Allen, Bob		
SSN:		Due:	
Monetary and Potential Charges			
Confirmation			
Date/Time Submitted	08/21/2023 12:42:52 PM EDT	Confirmation Number	6562 69ac f32e 4afb a003 213f 535a 930296
State Request Information			
State	ST	Agency	UI Office
Phone	(555) 555 - 5555	Fax	(555) 123 - 4567
Email	email@uioffice.com		
Claim Detail			
Claim Effective Date	08/20/2023		
Account Type	Taxable Employer	Request Date	08/21/2023
Benefit Year Begin	08/20/2023		
Employer			
Employer Name	XYZ Holdings		
FEIN	98-7654321	SEIN	987654321
Type of Employer	Last, Base Period, and Lag Quarter Employer		
Attachments UI Instructions			
Description	UI Request Test File	Action	Informational only - No Action Needed
Base Period			
Begin	01/01/2022	End	12/31/2022

