What Can SIDES Do for You?

Employers Can Now Access SIDES via MyTax Illinois

May 2018

SIDES and SIDES E-Response

General SIDES Information

The State Information Data Exchange System (SIDES) is a web-based system that allows for the electronic and secure transmission of information from UI agencies to employers and/or Third-Party Administrators (TPAs). It also allows for the transmission of replies containing the requested information back to the UI agencies.

There are two ways employers/TPAs can utilize SIDES. For employers/TPAs with a limited number of UI claims, SIDES E-Response is an easy to use website that can be used to enter and receive the requested UI information. For large and/or multi state employers, SIDES utilizes a computer interface which may be more appropriate as it allows employers to customize their systems to interface with SIDES. This option requires the employer/TPA to do programming.

Currently, the Illinois Department of Employment Security (IDES) uses both SIDES and SIDES E-Response for Notice of Claim (Separation Information) processing only. Starting in 2018, IDES will begin to use SIDES and SIDES E-Response for Earnings Verification processing as well.

With SIDES, employers and TPAs will be able to
- ✓ Eliminate delays related to paper mail delivery
- ✓ Keep your UI tax rates lower by reducing improper payments
- ✓ Reduce paper handling and postage expenses
- ✓ Streamline your UI response process

Registering for SIDES is easy if you already have a MyTax Illinois account.
- Simply login to your MyTax Illinois account at mytax.illinois.gov
- Click on "Unemployment Insurance" link under the Account tab
- Click on the "Manage Your SIDES Profile" link under the "Account Maintenance" section to start your enrollment
- It's that easy!

Additional SIDES and SIDES E-Response information, including a detailed user guide, can be found at the IDES SIDES website **www.ides.illinois.gov/SIDES.** If you have questions, please contact the IDES Employer Hotline at 1-800-247-4984. If you already have a MyTax Illinois account, you can easily begin the SIDES registration process at **mytax.illinois.gov**. Detailed instructions for establishing your SIDES E-Response profile are attached.
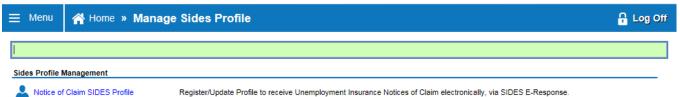
Instructions for Accessing SIDES from MyTax Illinois For Employers

Step 1: Log-in to your MyTax Illinois accounts at [mytax.illinois.gov.](mytax.illinois.gov)

Step 2: Select your unemployment insurance account from the **Accounts** list after you log-in; under the **Account Maintenance** list click on the **Manage Your SIDES Profile** link.

Step 3: From the **Manage SIDES Profile** screen, click on the **Notice of Claim SIDES Profile** link.

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Step 4: If there has never been a SIDES email setup before, then the User needs to complete the fields located at the bottom of the screen. When finished, click the **Submit** button.

1. Update SIDES Profile

Update SIDES Profile

Welcome to the State Information Data Exchange Systems(SIDES). This will allow employers to perform the following SIDES functions.

1. Reset your SIDES PIN
2. Change your Receipt/Response Type
3. Update the email address you use to receive SIDES information

Login to SIDES

Receipt Type	SIDES Email	SIDES Pin	Response Type

Email

Confirm Email

Receipt Type

Response Type

Generate Pin

Complete these fields to setup the email and notification setting and to request a new PIN for SIDES. Click the Submit button when finished.

Cancel   Previous   Submit

Below is a listing of the Receipt/Response options:

Receipt Types	Response Types
E-Response – Receives an email that claim is available for review	**E-Response** – Able to create an electronic response to an active claim listed in SIDES
Paper – Claim is mailed to root address or POA address in file	**Paper** – Complete the claim form mailed to you and return it to address or fax number listed on the claim form

After you receive the confirmation page stating that your request will be processed, you will be directed back to the screen in Step 3. Click on the <u>Notice of Claim SIDES Profile</u> **link again and you will see the PIN number that has been assigned to you along with the registered email address.**

<u>**Electronic claim notices will be sent to this email with claims created on the next business day as long as you have selected the Receipt Type as** *E-Response***.**</u>

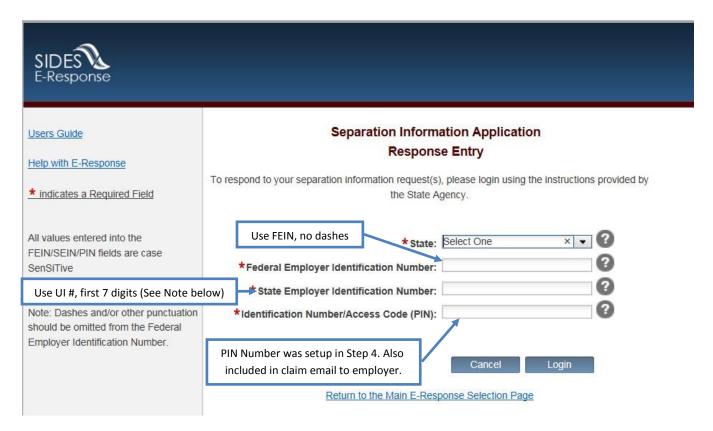# Instructions for Accessing SIDES through MyTax Illinois For Employers

Step 5: After retrieving your PIN below, you can get to the SIDES login page by either clicking on the link within the notice of claim email (when you have received an email notifying you of a claim), or by clicking on the Login to SIDES link on this page.

1. Update SIDES Profile		

Update SIDES Profile

> Click this list to go to the SIDES Separation page to review active claims. (See Step 6)

> After an email has been setup in SIDES, it will be listed in this section with the PIN assigned to it and the receipt and response types.

Welcome to the State Information Data Exchange Systems(SIDES). This will allow employers to perform the following SIDES functions:

1. Reset your SIDES PIN
2. Change your Receipt/Response Type
3. Update the email address you use to receive SIDES information

Login to SIDES

Receipt Type	SIDES Email	SIDES Pin	Response Type
E-	myemail@mycompany	98547652145	E-

Email		
Confirm Email		
Receipt Type		▼
Response Type		▼
Generate Pin	☐	

Cancel		‹ Previous	Submit

NOTE: If you have updated or changed your email address or PIN under SIDES, all the previous information will be listed above. The email address and PIN number <u>at the top of the list</u> is the <u>active</u> PIN that should be used to access SIDES.

Instructions for Accessing SIDES through MyTax Illinois For Employers

Step 6: This is the landing page for logging into SIDES. This appears when you click the **Login to SIDES** link in Step 5.

> **SIDES E-Response**
>
> Users Guide
>
> Help with E-Response
>
> * indicates a Required Field
>
> All values entered into the FEIN/SEIN/PIN fields are case SenSiTive
>
> Note: Dashes and/or other punctuation should be omitted from the Federal Employer Identification Number.
>
> **Separation Information Application Response Entry**
>
> To respond to your separation information request(s), please login using the instructions provided by the State Agency.
>
> Use FEIN, no dashes
>
> Use UI #, first 7 digits (See Note below)
>
> PIN Number was setup in Step 4. Also included in claim email to employer.
>
> * State: Select One
>
> *Federal Employer Identification Number:
>
> *State Employer Identification Number:
>
> *Identification Number/Access Code (PIN):
>
> Cancel   Login
>
> Return to the Main E-Response Selection Page

NOTE: If the FEIN or UI account number begins with a "zero", the leading "zero" IS NOT NEEDED. Enter all the remaining numbers.

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