



E-Response Enrollment and Account Update Instructions

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NOTE: If you are a currently enrolled Connecticut Department of Labor (CTDOL) SIDES E-Response employer, please skip to step #6 to access your existing account to make E-Response contact information updates.

Request a SIDES Enrollment PIN

1. Open the ReEmployCT employer site (<https://reemploycttax.dol.ct.gov>) and select the “Enroll/Access SIDES E-Response” link.

The screenshot displays the ReEmployCT website interface. At the top left is the 'RE EMPLOY CT' logo with the tagline 'Unemployment System Alliance Partner'. At the top right is the 'CONNECTICUT DEPARTMENT OF LABOR' logo with the tagline 'Partner of the American Job Center Network'. Below the logos, the text 'Welcome' and 'LOGIN-001' are visible. The main heading reads 'Welcome to ReEmployCT, Connecticut's Tax and Wage Reporting System'. The page is divided into four columns: 'New Employers' with an 'Apply Here' button, 'Existing Employers' with a 'Create User ID and Password' button, 'Third Party Agents (TPA)' with a 'Create a TPA Account' button, and 'Employer/TPA Log In' with input fields for 'User ID' and 'Password (Case sensitive)', a 'Log In' button, and links for 'Forgot User ID' and 'Forgot Password'. Below the columns, there is a 'Quick links' section with links for 'Update BIA Information', 'Add Federal Identification Number (FEIN)', 'Enroll/Access SIDES E-Response' (circled in red), and 'QuickACCESS'. At the bottom, there is a footer with 'Privacy Policy | Disclaimer | Accessibility Policy', 'The Connecticut Department of Labor is an equal opportunity employer.', '©2014-The Connecticut Department of Labor', and 'CT Tax Production 20230712-1800'.

2. Answer No to the “Already have a PIN” question and select Next.

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Unemployment System Alliance Partner

CONNECTICUT DEPARTMENT OF LABOR
Partner of the American Job Center Network

Welcome

NMON-571

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>

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3. Enter your 10-digit CTDOL Employer Account Number (EAN) and 9-digit Federal Employer Identification Number (FEIN) without including any dashes, then select Search.

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Welcome

NMON-573

SIDES E-Response Enrollment Request

* Required Information

1. * EAN 03000

2. * FEIN 874

Search

<Back

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4. Select your company, check the “I would like to participate in the UI SIDES E-Response system” box and then select Submit.

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Welcome NMON-573

SIDES E-Response Enrollment Request

* Required Information

1. * EAN

2. * FEIN

Search Results : _____
Matching EAN & FEIN

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

Select	Entity Name	Trade Name	Federal Employer Identification Number (FEIN)
<input type="radio"/>	BEDDING LLC		874

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

When your enrollment is processed, you will receive a letter at your address of record with your Personal Identification Number (PIN) included. You will use this PIN to complete your enrollment. Return to the <https://www.ctdol.state.ct.us/CTSIDES/index.htm> website and enter your PIN and the additional employer information requested there. Your enrollment will be effective at 1:00 AM the following day.

After you receive an email confirming your successful enrollment in SIDES E-Response, you will only use this site to un-enroll or to update your contact information or email address or from the response system. Be sure to watch for emailed requests for information from the Department, as they are posted for only thirty days and you will have ten days to enter your separation data.

3. * I would like to participate in the UI SIDES E-Response system

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5. You will receive a “SIDES E-Response employer request saved successfully” message. Select the Home button.

Welcome

Home | My Q | Tax | Log out
NMON-585

SIDES E-Response employer enrollment request saved successfully

ReEmployCT will mail you your SIDES E-Response Enrollment PIN letter on the following business day.

OPTIONAL: *If your company has a ReEmployCT account and you don't want to wait for the SIDES E-Response Enrollment PIN letter to arrive in the mail, your SIDES Enrollment PIN letter is also available in the ReEmployCT-Inquiry-Correspondence-View Correspondence section on the business day following your PIN request. Please contact the CTDOL Employer Tax Accounting unit at 860.263.6470 or dol.etau@ct.gov if you require assistance logging into your company's ReEmployCT account.*

When you receive your SIDES Enrollment PIN

6. Open the ReEmployCT employer site (<https://reemploycttax.dol.ct.gov>) and select the “Enroll/Access SIDES E-Response” link.

The screenshot shows the ReEmployCT login page. At the top left is the RE EMPLOY CT logo with the tagline 'Unemployment System Alliance Partner'. At the top right is the Connecticut Department of Labor logo with the tagline 'Partner of the American Job Center Network'. Below the logos is a 'Welcome' message and a 'LOGIN-001' identifier. The main heading is 'Welcome to ReEmployCT, Connecticut's Tax and Wage Reporting System'. There are four main sections: 'New Employers' with an 'Apply Here' button, 'Existing Employers' with a 'Create User ID and Password' button, 'Third Party Agents (TPA)' with a 'Create a TPA Account' button, and 'Employer/TPA Log In' with fields for 'User ID' and 'Password (Case sensitive)', a 'Log In' button, and links for 'Forgot User ID' and 'Forgot Password'. Below these sections are 'Quick links' including 'Update BIA Information', 'Add Federal Identification Number (FEIN)', 'Enroll/Access SIDES E-Response' (circled in red), and 'QuickACCESS'. At the bottom, there is a footer with 'Privacy Policy | Disclaimer | Accessibility Policy', 'The Connecticut Department of Labor is an equal opportunity employer.', '©2014-The Connecticut Department of Labor', and 'CT Tax Production 20230712-1800'.

7. Answer Yes to the “Already have a PIN” question and select Next.

The screenshot shows the SIDES E-Response enrollment page. At the top left is the RE EMPLOY CT logo with the tagline 'Unemployment System Alliance Partner'. At the top right is the Connecticut Department of Labor logo with the tagline 'Partner of the American Job Center Network'. Below the logos is a 'Welcome' message and an 'NM0N-571' identifier. The main heading is 'Welcome to SIDES E-Response' with a sub-heading '* Required Information'. The page is titled 'Department of Labor, Bureau of Unemployment Compensation' and 'GETTING STARTED WITH SIDES E-RESPONSE'. The text describes SIDES E-Response as 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. It mentions that 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. The text also states that using SIDES E-Response reduces follow-up phone calls, helps prevent payments to those who do not meet eligibility requirements, reduces appeals and streamlines the UI response process, reducing paperwork and saving time and money. It is described as 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. The page concludes with 'This site guides through the enrollment process so they can begin using the timesaving SIDES E-Response system.' Below this is a question: '1. * Already have a PIN' with 'Yes' and 'No' radio buttons. The 'Yes' radio button is selected and circled in red. A red arrow points from the 'Yes' radio button to the 'Next>' button, which is also circled in red. At the bottom, there is a footer with 'Privacy Policy | Disclaimer | Accessibility Policy', 'The Connecticut Department of Labor is an equal opportunity employer.', '©2014-The Connecticut Department of Labor', and 'CT Benefits Production 20230713-0347-p01'.

- Enter your 10-digit CTDOL Employer Account Number (EAN), 9-digit Federal Employer Identification Number (FEIN) and Current (Active) PIN without including any dashes, then select Next. For new SIDES E-Response employers, your Current (Active) PIN will be listed at the top right in your SIDES E-Response Enrollment PIN letter.

REEMPLOY CT
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Welcome NMON-575

SIDES E-Response PIN Login

* Required Information

1. * EAN
2. * FEIN
3. * Current (Active) PIN

<Back **Next**>

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- Enter your company's legal and trade names, contact information where CTDOL can call your company if we need to reach you regarding SIDES E-Response, and the email address where you would like CTDOL to send your company's SIDES electronic Notice of Claim Filed notifications. **PLEASE NOTE: If there are multiple staff members at your company that should be notified of new UI benefit claim filings, it is a best practice that you enter an email address that all applicable staff can access.** Once all fields have been completed, select Enroll.

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Welcome Home My Q Tax Log out NMON-577

SIDES E-Response Contact Information

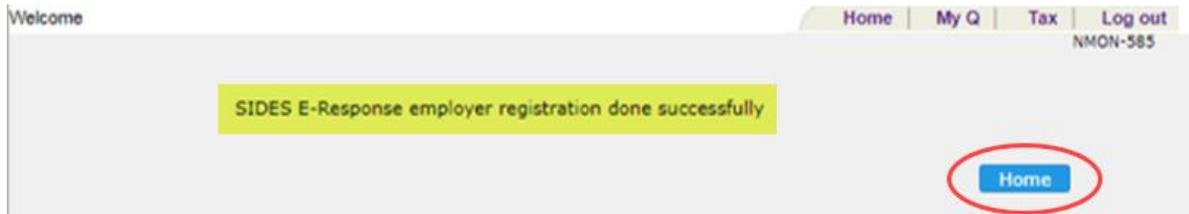
* Required Information

EAN FEIN

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

<Back **Enroll**>

- 10.** You will receive a “SIDES E-Response employer registration done successfully” message. Select the Home button.



Post-Enrollment Actions

11. When you receive a CTDOL separation information notice at the email address that you provided in step 9, log into the SIDES E-Response site's (<https://uisides.org/>) Connecticut Separation Information Exchange using your 9-digit FEIN, 10-digit CT EAN, and CT SIDES E-Response PIN to access and reply to the notice. *Do not include dashes when entering your FEIN and EAN numbers.*

SIDES E-Response

State: Connecticut

Exchange: Separation Information

Federal Employer Identification Number:

State Employer Identification Number:

Pin/Access Code:

Log In

SIDES E-Response

State: CT

FEIN:

SEIN:

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.

Separation Information Requests

Hide submitted records

	Name	SSN	Due Date	Response Status
<input type="checkbox"/>			07/03/2023	Submitted
<input type="checkbox"/>			07/03/2023	Submitted
<input type="checkbox"/>			07/03/2023	Not Started
<input type="checkbox"/>			07/06/2023	Submitted
<input type="checkbox"/>			07/06/2023	Submitted
<input type="checkbox"/>			07/06/2023	In Progress

Your responses to the separation notice questions and the date/time they were entered into SIDES E-Response are recorded on the ReEmployCT claim by the following business day. Please also note that any claims filed prior to your SIDES E-Response enrollment will not appear on the SIDES E-Response site and you should follow the instructions on the form UI-

21A *“Notice to Employer of Claim Filed and Request for Information”* that you received to respond.

Detailed help – including screen captures – for the SIDES E-Response website is available here: http://www.itsc.org/Pages/SIDES_eResponse.aspx

- 12.** Use the “Enroll/Access SIDES E-Response” link from Step 6 if you need to update your SIDES E-Response account’s contact information in the future.

CTDOL SIDES Administration – We're Here to Help!

Require assistance enrolling in SIDES E-Response?

Need help updating your existing SIDES E-Response account?

Have a SIDES question?



portal.ct.gov/DOL/Divisions/Unemployment-Insurance-Benefits/SIDES



DOL.SIDESadmin@ct.gov



860-263-6779