

## REGISTRATION FOR STATE INFORMATION DATA EXCHANGE SYSTEM (SIDES) E-RESPONSE

Complete this form to receive and respond to Notice to Employer (*UB-110*) forms electronically rather than by U.S. Postal Service mail when someone you employed files a claim for Arizona unemployment benefits and you are this individual's last employer or base period employer (*Arizona uses a base period of employment to determine eligibility for unemployment. The base period is the first four of the last five completed quarters before the application for benefits was filed*).

Business Name: \_\_\_\_\_

Mailing address where you currently receive unemployment benefit claim notices (*UB-110*) (*No., Street, P.O. Box, City, State, ZIP*): \_\_\_\_\_

Federal Employer Identification Number (*FEIN*): \_\_\_\_\_

Arizona Unemployment Tax Account Number: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Contact Person's Phone Number: \_\_\_\_\_

Email address where you want to receive notification of *UB-110* notices that are ready to view via the *SIDES E-Response* website: \_\_\_\_\_

By checking "**I Accept**" below, you agree to the following: You will no longer receive paper unemployment benefit claim notices (*Notice to Employer, UB-110*) by U.S. Postal Service mail. Instead, you will receive an email notification whenever a Notice to Employer is ready for you to view and respond to electronically via the *SIDES E-Response* website. You **must** add [UIASIDесе-Responses@azdes.gov](mailto:UIASIDесе-Responses@azdes.gov) to your email address book and notify your IT department to ensure that these email notifications reach your inbox instead of being blocked by spam filters. The Notice to Employer response time limit specified by law under [Arizona Administrative Code R6-3-1407](#) (*within 10 business days of the date on the Notice*) will not be extended if emails are misdirected because you failed to notify the Department of a change in your email address promptly or because you forgot or misplaced your *SIDES E-Response* Personal Identification Number (PIN). If you forgot or misplaced your PIN, you must immediately contact the Employment Administration Help Desk at 602-542-2460 to obtain a PIN. If your email address changes from the address you provided above, you must immediately notify the UI Tax Employer Registration Unit by email at [uitstatus@azdes.gov](mailto:uitstatus@azdes.gov) or by fax at 602-532-5539, so that your UI Tax account can be updated with the current email address.

**I Accept** (*The "I Accept" box must be checked or your application to register for SIDES E-Response will not be approved.*)

Authorized Representative's Name (*Print or Type*): \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Representative's Signature (*Original signature only; complete form, then print and sign it.*)  
\_\_\_\_\_

Date: \_\_\_\_\_

**Return your completed, signed application to the Department by one of the methods below:**

**U. S. Postal Service Mail:**

Employer Registration Unit  
AZ DES – UI Tax Section  
Mail Drop 5881  
P.O. Box 6028  
Phoenix, Arizona 85005-6028

**FAX:**

602-532-5539

**Email:**

[uitstatus@azdes.gov](mailto:uitstatus@azdes.gov)  
(*Scan printed, signed form and submit it as a PDF file attachment to the email.*)