Employer: EMPLOYER NAME   Date: 00-00-0000

Arizona UI Tax Account Number: #######

A Notice to Employer (form UB-110) of an unemployment benefit claim filing has been sent to the SIDES E-Response for your review. You have **10 business days** from the date of the Notice to respond. You may lose your right to be an interested party if your response is not on time.

To access the SIDES E-Response website, follow the instructions below.

INSTRUCTIONS FOR LOGGING INTO E-RESPONSE WEBSITE:

1. Use the following link to access the SIDES E-Response website: http://uisides.org
   *If you are having problems with this link, please read the section titled Technical Specifications and Requirements below.

2. Select the option for **'Separation Information'**

   This option will allow you to report all eligibility information, including sick or vacation pay, or any other information you may have about the individual's status.

3. Enter the following **THREE credentials** to access your Notice to Employer:
   a. **Federal Employer Identification Number (FEIN)**
      Please enter numbers only
   b. **Arizona Unemployment Insurance (UI) Tax Account Number**
      First seven digits, plus three digit branch number (if applicable)
   c. **Personal Identification Number (PIN) provided below:**

   PIN: 20170926084609023

Technical Specifications and Requirements

The following browsers are highly recommended for using E-Response. If you used the UI SIDES link above and it did not take you to the SIDES website, please use one of the recommended browsers or check with your IT department to ensure that you are meeting the minimum requirements to log into the E-Response system.

   Recommended Browsers:

      Internet Explorer (IE) version 9 or higher
      Chrome V44 or higher
      Firefox V37 or higher

   Additional requirements:

      JavaScript must be turned ON
      Minimum screen resolution of 1024 X 768

- **If you need assistance logging into the SIDES E-Response System please contact the Helpdesk at 602-542-2460 or EAHelpdesk@azdes.gov.**

● **If you need assistance navigating the SIDES E-Response System, or with edits/errors, please contact the Client Advocate (602) 542-5954 (select option 3) or UIAClientAdvocate@azdes.gov.**