Signing Up For SIDES

The **State Information Data Exchange System (SIDES and SIDES E-Response)** allows companies to electronically respond to unemployment insurance (UI) information requests from the Kansas Department of Labor (KDOL). This eliminates delays at both ends caused by mailing the documents.

These programs are secure and free of charge. They help your company simplify and streamline responses to UI information requests by offering the following benefits:

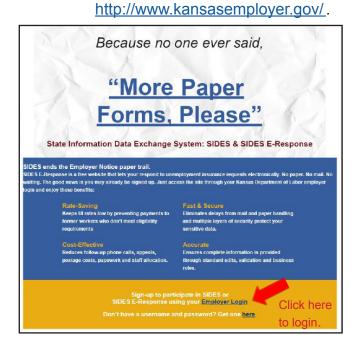- Ensures accurate information exchanges
- Reduces administrative costs
- Saves time
- Minimizes UI rates
- Addresses causes of UI overpayments

Here is some information about the different ways to participate in SIDES:

Employers can access information on SIDES and SIDES E-Response from the employer website: http://www.kansasemployer.gov/ .

Employers use the User ID, Password and PIN they are assigned when they get a KDOL tax account.

▶ **For current employers** who want to sign up for E-Response, they should login at https://www.kansasemployer.gov/uitax/account/login.aspx Under "What would you like to do?", select "Maintain Account Information" under "Established Accounts."

On the right side of the account information page, employers have the ability to sign up for SIDES E-Response by entering an email address (or multiple addresses), under the UI SIDES Email Addresses, to which they wish their UI notices to be routed and then clicking on the SIDES E-Recipient: Participant check box.

► **New employers who sign up online** for a UI tax account are automatically signed up for SIDES E-Response. If they wish to add other email addresses to receive information requests, they can do so under "Maintain Account Information."

► **New employers who obtain their new account information through a KDOL field representative** (UI auditor) will be asked if they wish to participate in SIDES E-Response. If they decide not to participate at that time, they can sign up later by logging in as a current employer.

What happens next?

When KDOL requests unemployment information from SIDES participants, they receive an email asking them to sign in to the website and enter the necessary information. This is fast, secure and saves money.

Remember: When signing up for SIDES, you will need your FEIN (with no dash), your State Unemployment Tax Account Number (6 digits) and the same PIN you use when accessing your employer tax account.

Need help? Email – kdol.sides@ks.gov

Because no one ever said,

"More Paper Forms, Please"

State Information Data Exchange System: SIDES & SIDES E-Response