



SEPARATION INFORMATION E-RESPONSE WEB SITE

USER GUIDE

Version: 2.1

Date: February 2013

Copyright © 2013, National Association of State Workforce Agencies.
All Rights Reserved.

1	Introduction	1
2	Getting Started	1
2.1	Minimum Requirements, Credentials, and Conventions	1
2.2	Credentials.....	1
2.3	Conventions.....	1
3	Logging In	2
4	Features Included in Multiple Screens	4
5	Separation Information Requests Screen.....	5
6	Amending a Submitted Response.....	17

1 Introduction

SIDES E-Response makes it possible for employers to respond electronically to requests for information from participating state unemployment insurance agencies. This guide provides step-by-step guidance for responding to requests for information about the reasons that a former worker was separated from employment, including samples of the screens that you will see when you log-in to E-Response and enter information related to a specific claim/individual. The E-Response system performs a comprehensive check of the information to ensure that it is complete before it is submitted. When a response is submitted, E-Response provides a confirmation number for your records.

2 Getting Started

2.1 Minimum Requirements, Credentials, and Conventions

Minimum Requirements.

The minimum system requirements to use SIDES E-Response are:

- Internet Explorer version 7.0 or higher.
- Javascript must be turned on.
- A minimum screen resolution of 1024 x 768.

2.2 Credentials

Before logging into SIDES E-Response, you will need the following credentials:

- Federal Employer Identification Number (FEIN)
- State Employer Identification Number (SEIN) if used by requesting State.
- Personal Identification Number (PIN)

The State Unemployment Insurance (UI) agency requesting information will provide your PIN either with the notice that requests separation information or through another avenue. Some States may assign a business one PIN for access to all requests sent to it; other states may assign a separate PIN for access to each request. If you have questions regarding credentials for logging in to E-Response, please contact the State UI agency from which you have received a request.

2.3 Conventions

This guide uses the following conventions:

[Button]: Brackets indicate a button and the button label you will see on the screen.

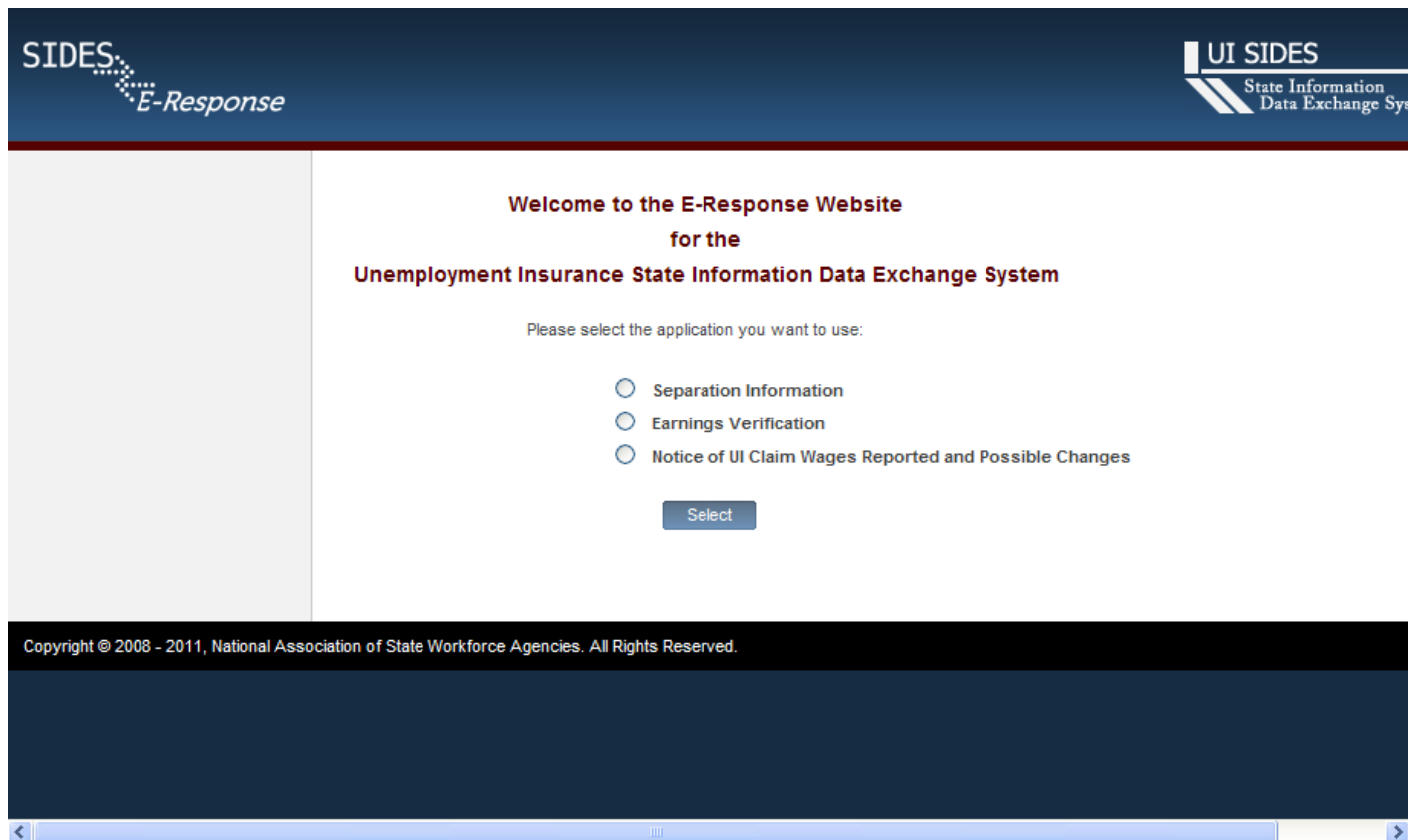
- Hyperlink:** All hyperlinks in the screen will be indicated with a bold underline.
- “Area of screen”:** Double quotes indicate headers or some other specific area of a particular screen.
- SMALL CAPS:** Screen titles are shown in SMALL CAPS.

3 Logging In

To log-in to SIDES E-Response:

- Launch an Internet Browser (Internet Explorer, version 7.0 or higher required)
- Go to <http://uisides.org>

The screen shown below will appear.



The screenshot shows the SIDES E-Response website. The header features the SIDES E-Response logo on the left and the UI SIDES State Information Data Exchange System logo on the right. The main content area has a dark blue background with white text. It reads: "Welcome to the E-Response Website for the Unemployment Insurance State Information Data Exchange System". Below this, it says "Please select the application you want to use:" followed by three radio button options: "Separation Information", "Earnings Verification", and "Notice of UI Claim Wages Reported and Possible Changes". A "Select" button is positioned below the options. At the bottom of the page, a copyright notice states: "Copyright © 2008 - 2011, National Association of State Workforce Agencies. All Rights Reserved."

On the WELCOME screen, select Separation Information, and click the [Select] button.

The screen shown below will appear.

The screenshot shows the 'SIDES E-Response' interface. At the top left is the 'SIDES E-Response' logo. At the top right is the 'UI SIDES State Information Data Exchange System' logo. Below the top bar, on the left, is a sidebar with a link to 'Users Guide' and a note: 'Note: Dashes and/or other punctuation should be omitted from the Federal/State Employer Identification Numbers.' The main content area is titled 'Separation Information Application Response Entry'. It contains instructions: 'To respond to your separation information request(s), please login using the instructions provided by the State Agency.' Below this are four required fields, each marked with a red asterisk and a help icon (question mark in a circle): 'State:' with a dropdown menu showing 'Select One'; 'Federal Employer Identification Number:' with a text input field; 'State Employer Identification Number:' with a text input field; and 'Identification Number/Access Code:' with a text input field. At the bottom of the form are two buttons: 'Cancel' and 'Login'. The footer of the page contains copyright information: 'Copyright © 2008 - 2011, National Association of State Workforce Agencies. All Rights Reserved.' and a version/build number: '13.143 - Build 15320'.

On the LOGIN screen, do the following:

- Select the appropriate State from the drop-down list;
- Enter your Federal Employer Identification Number (FEIN) without dashes or other punctuation;
- Enter your State Employer Identification Number (SEIN) without dashes or other punctuation;

Note: If a State UI agency does not use a State Employer Identification Number, the SEIN is not required and no SEIN box will be displayed on the Login screen;

- Enter the PIN provided to you by the requesting State UI agency, and

Note: PINs are case SenSitive

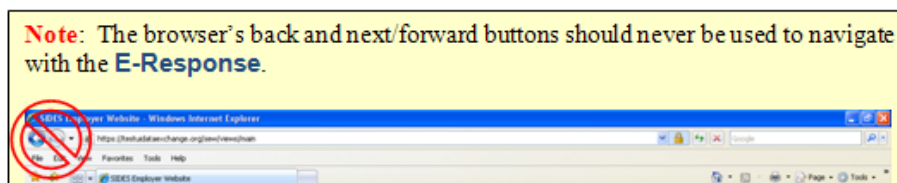
- Click the [Login] button.


If the login is unsuccessful, first try again, being very careful with your key strokes. If you continue to have a problem, either your credentials are incorrect or there are no separation information requests pending at this time. Contact the requesting State UI agency if you received a notice that a separation request is pending and you cannot log into the system to enter your response.

4 Features Included in Multiple Screens

- Identifying Information. Your FEIN and SEIN (if used) will be displayed in the upper right portion of the screens.
- Information Bar. A vertical section on the left side of the screen provides specific instructions to help you navigate specific pages.
- Site Navigation Buttons. At the bottom of most pages you will find the following buttons:
 - [Back]—saves your work and takes you to the previous page.
 - [Cancel]—deletes data from the screen, and you remain on the same page.
 - [Save]—saves data entered and runs validations, but you remain on the same page.
 - [Main Menu]—does not save data entered, and returns you to the Separation Information Requests page.
 - [Next]—saves data entered and moves to the next page.
 - [Go]—a drop down menu allows you to select and jump to a particular page.

Note: Using the browser navigation button to go back or go forward will **NOT** ensure the proper functioning of the site and could cause you to lose work.



- Sign Out Button. The [Sign Out] button located in the upper far-right portion of each page will log you out of the E-Response website. Be sure you have saved your work before signing out.
- Help Icon.  This symbol indicates help is available for the particular field where it is found. Simply mouse over the icon to see the help text.
- Screen Identification Number. The number in the bottom right corner of each screen identifies it. Should you have questions or problems with a particular screen/page, please refer to this screen number when contacting your State UI agency.
- Standard Web Interface Features. Many pages include navigation and functions that are common on most websites, including clickable radio buttons, check boxes, drop-down menus, and text fields. Remember to use only the navigation features built into the site. Using browser navigation features to go back, forward, or print could cause you to lose your work.

5 Separation Information Requests Screen

After logging in to E-Response you will see the pending separation information request or requests that are associated with the PIN that you entered. A sample screen is shown below.

- If the response is in progress, you can choose the buttons [Edit Response] or [Delete Response]
- If the response has been submitted, the button will show [Create Amendment].

5.1 Creating a Response

This section takes you step by step in the process of creating and submitting a response. At any point in the process, you can save your work and come back to it later. When you login to work on it later, click the [Edit Response] button which will take you back to the beginning of the response pages. You also have the option of deleting all of the information that you have entered and starting fresh by clicking the [Delete Response] button.

Note: Only a limited character set (numbers and letters) may be keyed into text fields. Use care when cutting and pasting from other applications, such as Microsoft Word. Invisible characters such as a paragraph symbol may be pasted into the text field that will cause an error message to be displayed.

To begin work on a response, click [Create Response]. You will then see the **CLAIMANT AND EMPLOYER IDENTIFICATION** page. A sample is shown below.

* indicates a Required Field

Please review Employer Information and enter any corrections.

Please select **SAVE** to view any newly required fields due to data input into the system since the last **SAVE**.

Note: Selecting the **NEXT** or **GO** buttons will **SAVE** the data entered before moving away from this screen. Saved data can be changed later if necessary. If you do not want to save the data entered on this screen, press the **CANCEL** button before selecting **NEXT** or **GO**.

TPA: Third Party Administrator

[Users Guide](#)

Response for: SSN: 000-98-9494 Claim Number: 65070 Name: WHEELLOCK, PHILIPPE M

Claimant and Employer Identification

Save completed successfully.

Requesting State

State: NJ
Agency: E ORANGE
Phone: 6095559055
Fax: 6095559014

Claimant Provided Information

SSN: 000-98-9494
Name: WHEELLOCK, PHILIPPE M
Other Last Name Used:
State Claim Number: 65070

Employer Information

Information of Record

Employer Name: ELDORA ENTERPRISES LTD LIABILITY CO
State Employer Identification Number: 342424001
Federal Employer Identification Number: 841173055

Employer Information (if different)

<input type="text"/>	?
<input type="text"/>	?
<input type="text"/>	?

- ☒ Check here if claimant did NOT work for this employer ?
- ☐ Check here if TPA receiving this request does NOT represent this employer

Preparer Information

* Who is providing this response?

* If the preparer is a TPA, what is the TPA company name?

* Name of the person preparing this response?

* Job title of the person preparing this response?

* Preparer's telephone number plus extension? (Only digits, omit parenthesis, dashes or spaces)

Preparer's e-mail address?

Preparer's Fax number? (Only digits, omit parenthesis, dashes or spaces)

Enter Information

<input type="checkbox"/> Employer	<input checked="" type="checkbox"/> TPA	?
<input type="text" value="ADP St. Louis"/>		?
<input type="text" value="Donna Grey"/>		?
<input type="text" value="Claims Processing Rep"/>		?
<input type="text" value="3335551212"/>		?
<input type="text"/>		?
<input type="text"/>		?

Cancel

Save

Main Menu

Next >

Go to Page Claimant and Employer Identification

Go

This page includes a series of pre-populated fields including "Requesting State" information and "Claimant Information." This information cannot be changed.

“Employer Information” is also pre-filled; however, should this information be incorrect, you may provide corrected information. If you enter information into the “Corrected Employer Information” fields, the changed data will be routed to the appropriate State UI agency for review and handling.

Immediately below this section, there is an opportunity to check a box indicating that the request has been sent to you in error either because the individual did not work for your business or, if you are a TPA, that you do not represent the employer for whom the individual worked. If you check one of these boxes, click [Next] which will give you the opportunity to provide comments and submit the response.

In the “Preparer Information” section you will enter information about the entity and person preparing the response.

After completing the required information on the Claimant and Employer Identification page, click [Next]. This will take you to the **ADDITIONAL CLAIMANT INFORMATION REQUEST** page. A sample is shown below.

SIDES

E-Response

dew

SOUTH CAROLINA
DEPARTMENT OF EMPLOYMENT AND WORKFORCE

FEIN: 999991000

SEIN: 123456789

Sign out

* indicates a Required Field

Enter any additional or corrected information.

Documents may be attached to this Separation Information Request. Note: Some documents may require your response.

Note: Selecting the BACK, NEXT or GO buttons will **SAVE** the data entered before moving away from this screen. Saved data can be changed later if necessary. If you do not want to save the data entered on this screen, press the CANCEL button before selecting BACK, NEXT or GO.

[Users Guide](#)

Response for: SSN: 000-98-9494 Claim Number: 65070 Name: WHEELLOCK, PHILIPPE M

Additional Claimant Information Request

Information of Record

Did the claimant work under any other Social Security Number (SSN)? (Omit dashes)

000-98-9494

Claimant Name used to file claim:

WHEELLOCK, PHILIPPE M

Other Last Name Used:

State Claim Number:

65070

Benefit Year Beginning Date:

09/28/2011

Type of Claim:

New Initial Claim

Additional Information

Informational only Attachments:

Document Name	Document Extension	Size	
ExampleDocument1.rtf	RTF	3923	Download
ExampleDocument2.pdf	PDF	60040	Download
ExampleDocument3.txt	TXT	25	Download
ExampleDocument4.tif	TIFF	633832	Download
ExampleDocument5.csv	CSV	824	Download

< Back

Cancel

Save

Main Menu

Next >

Go to Page

Additional Claimant Information Request

Go

Copyright © 2008 - 2011, National Association of State Workforce Agencies. All Rights Reserved.

4

On this page you are asked to provide any other SSN or name used by the claimant and to download any documents that the requesting state agency has attached to the request. Please download any attachments, review, and complete any that must be returned with your response.

After reviewing/completing this page, click [Next] which takes you to the **EMPLOYMENT INFORMATION** page. You will enter information about the claimant's employment and earnings with your business on this page, a sample of which is shown below.

10

UI SIDES
 State Information
 Data Exchange System

SIDES

E-Response

SC

SOUTH CAROLINA

DEPARTMENT OF EMPLOYMENT AND WORKFORCE

FEIN: 999991000

SEIN: 123456789

Sign out

★ Indicates a Required Field

Enter all applicable information using the space provided.

Please select **SAVE** to view any newly required fields due to data input into the system since the last SAVE.

Note: Selecting the **BACK**, **NEXT** or **GO** buttons will **SAVE** the data entered before moving away from this screen. Saved data can be changed later if necessary. If you do not want to save the data entered on this screen, press the **CANCEL** button before selecting **BACK**, **NEXT** or **GO**.

[Users Guide](#)

Response for: SSN: 000-98-9494 Claim Number: 65070 Name: WHEELLOCK, PHILIPPE M

Employment Information

Claimant's Job Title: SKI PATROL

Was this seasonal employment? ☐ Yes ☐ No

First day of work: 11/25/2005

Last day of work: 04/10/2011

If the date the claimant was separated from employment is different than the actual last day of work, what was the date of separation?

What was the claimant's average weekly wage?

What was the average number of hours the claimant worked per week?

What were the total wages earned by the claimant after 10/27/2011:

What were the total hours worked by the claimant after 10/27/2011:

< Back

Cancel

Save

Main Menu

Next >

Go to Page

Employment Information

Go

Copyright © 2008 - 2011, National Association of State Workforce Agencies. All Rights Reserved.

5

After entering this information, click [Next] which will take you to the **REASON FOR SEPARATION** page.

11

UI SIDES

State Information Data Exchange System

SIDES
E-Response

FEIN: 999991000
SEIN: 123456789

Sign out

* Indicates a Required Field

Enter all applicable information using the space provided.

N/A: Not Applicable

Please select **SAVE** to view any newly required fields because of data input into the system since the last **SAVE**.

Note: Selecting the **BACK**, **NEXT** or **GO** buttons will **SAVE** the data entered before moving away from this screen. Saved data can be changed later if necessary. If you do not want to save the data entered on this screen, press the **CANCEL** button before selecting **BACK**, **NEXT** or **GO**.

[Users Guide](#)

Response for: SSN: 000-98-9494 Claim Number: 65070 Name: WHEELock, PHILIPPE M

Reason for Separation

Claimant Provided Reason for Separation: Temporary Layoff

* Employer's Reason for Claimant's Separation:

If the reason for separation is a Labor Dispute, is the claimant not working due to a strike or a lockout? ☐ Strike ☐ Lockout

Does the claimant have reasonable assurance of returning to work? ☐ Yes ☐ No

If yes, what date do you expect the claimant to return to work?

If the claimant is still doing some work, is the claimant working all available hours? ☐ Yes ☐ No ☐ N/A

If no, why isn't the claimant working all available hours?

< Back

Cancel

Save

Main Menu

Next >

Go to Page Reason for Separation Go

Copyright © 2008 - 2011, National Association of State Workforce Agencies. All Rights Reserved.

6

Below are the separation reasons available to you from the “Employer’s Reason for Claimant’s Separation” drop-down list. If you know the specific number associated with your reason, you may simply type the number of your choice to jump to that reason in the list.

1 = Temporary Layoff	11 = Still Employed, Hours Reduced by Employer
2 = Laid Off/Lack of Work	12 = On Call or Temporary Status
3 = Fired/Discharged	13 = Leave of Absence
4 = Vacation/Holiday Shutdown	14 = Retirement
5 = Asked to Resign	15 = Disciplinary Suspension
6 = Voluntary Quit/Separation	16 = Labor Dispute
7 = School Employee Between Semesters or Terms, Likely to Return	17 = Professional Athlete Between Sports Seasons
8 = School Employee Between Semesters or Terms, Not Likely to Return	18 = Disaster Related Suspension
9 = Still Employed, Full Time	19 = Other
10 = Still Employed, Part Time	99 = Not Provided

12

UI SIDES
 State Information
 Data Exchange System

After selecting one of the reasons from the list above, you will be directed to additional pages and asked a series of questions related to that particular reason.

If after you begin answering the questions, you decide that another reason may be more accurate, you may go back and change the reason selected. If you do so, you will see a screen asking you to confirm the change and warning that your answers to the questions related to the prior reason will be deleted.

The screenshot displays the SIDES E-Response interface. The header includes the SIDES E-Response logo, the South Carolina Department of Employment and Workforce (dew) logo, and identification numbers (FEIN: 999991000, SEIN: 123456789) and a Sign out button. The main content area is titled 'Change Reason For Separation' and contains a warning message: 'Warning: If you change the reason for separation previously entered for this claimant all of the information you entered pertaining to the original reason for separation will be deleted. However, all general information entered on screens that precede the Reason for Separation screen shall remain.' Below the warning is a link to the 'Users Guide'. The confirmation text states: 'You have chosen to change the Reason for Separation selected. The Reason for Separation determines the follow-on questions asked. Responses to questions pertaining to the Reason for Separation being changed will be deleted.' A question 'Do you want to continue?' is followed by 'Cancel' and 'Continue' buttons. The footer shows copyright information (© 2008 - 2011, National Association of State Workforce Agencies) and a version number (6.1).

SIDES E-Response **dew** **SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE** FEIN: 999991000 SEIN: 123456789 [Sign out](#)

Change Reason For Separation

Warning: If you change the reason for separation previously entered for this claimant all of the information you entered pertaining to the original reason for separation will be deleted. However, all general information entered on screens that precede the Reason for Separation screen shall remain.

[Users Guide](#)

You have chosen to change the Reason for Separation selected. The Reason for Separation determines the follow-on questions asked. Responses to questions pertaining to the Reason for Separation being changed will be deleted.

Do you want to continue?

[Cancel](#) [Continue](#)

Copyright © 2008 - 2011, National Association of State Workforce Agencies. All Rights Reserved. 6.1

After completing all the questions related to the reason for separation, click [Next] which will take you to the ATTACHMENTS page.

SIDES

E-Response

SC

SOUTH CAROLINA

DEPARTMENT OF EMPLOYMENT AND WORKFORCE

FEIN: 999991000

SEIN: 123456789

Sign out

★ indicates a Required Field

> indicates a Required Field if Step 1 is filled in

If an attachment to the separation request reply is in Microsoft Word format, choose **Save As** from the Microsoft Word menu and convert it to RTF (Rich Text Format) or TXT (text) format. If the attachment is in Excel format, choose **Save As** and convert it to CSV (comma delimited) format.

Enter Attachment Information then click on the Save To Table button. Entry will move to Table and clear the data fields.

Add additional attachment information. Repeat as needed.

To view or edit an Attachment in the table, click the radio button to the left of the Attachment and then click on the View/Edit button. The information will appear in the data entry section above and may be edited. Then, Save to Table.

To remove an Attachment from the table, click on the radio button to the left of the Attachment and click on the Delete button.

[Users Guide](#)

Response for: SSN: 000-98-9494 Claim Number: 65070 Name: WHEELLOCK, PHILIPPE M

Attachments

Do you have any attachments (up to 10 documents) which support your statement regarding the Reason for Separation?

Acceptable file formats are: csv, pdf, rtf, tiff, txt.

If Yes, go to Step 1 and enter each attachment separately (See HELP on the left side of this screen).

If No, go to the NEXT page.

Step 1: Add Attachments.

> Attachment File Name:

Browse... ?

> Describe the document being attached (e.g. Warning Documents, Notice of Separation):

?

Reset

Save to Table

Note: Any data in the above fields will be lost unless the 'Save to Table' button is selected to add to or edit the Summary Table below. 'Save to Table' before moving from this screen to save data.

Step 2: Review/Edit Entries.

Response Attachments

Select	Document Description	Document Type	Size (bytes)	Attachment
No Records Found.				

View/Edit

Delete

< Back

Main Menu

Next >

Go to Page

Attachments

▼

Go

Copyright © 2008 - 2011, National Association of State Workforce Agencies. All Rights Reserved.

13 143 - Build 15320

17

If you have attachments that support the reason for separation you have provided you may enter them here. The following file types can be attached to the Separation Request or Response:

Type	Description	Programs to Use to Access
RTF	A rich text format document	Most word processing applications
PDF	An Adobe PDF	Adobe PDF Reader or Adobe PDF

14

UI SIDES
 State Information
 Data Exchange System

Type	Description	Programs to Use to Access
TXT	A text file	All word processing applications and all text editors (Notepad, vi, etc...)
TIFF	A tiff image file	Graphical tools and picture tools
CSV	A comma-separated values file	Most spreadsheet programs and database management systems

After attaching any supporting documents click [Next] to go to the **SUBMISSION** page. A sample is shown below.

The screenshot shows the SIDES E-Response interface. At the top, there is a header with the SIDES E-Response logo, the South Carolina Department of Employment and Workforce logo, and a 'Sign out' button. Below the header, the page displays the user's response information: 'Response for: SSN: 007-79-8253 Claim Number: 1 Name: RONQUILLO, OSMIN'. The main heading is 'Submission'. Below this, there is a 'View/Print' link with a printer icon. At the bottom of the main content area, there are three buttons: '< Back', 'Main Menu', and 'Submit to State'. On the left side, there is a sidebar with instructions: 'Please view your Separation Information Response. If correct, click on the Submit button to send the Separation Information to the State Unemployment Insurance office. You will receive a confirmation number on successful submission.' and 'If you need to make a correction prior to submission, press the BACK button until you reach the appropriate screen to amend.' Below the instructions is a link to the 'Users Guide'. At the very bottom, there is a footer with copyright information: 'Copyright © 2008 - 2011, National Association of State Workforce Agencies. All Rights Reserved.' and the page number '19'.

The [Submit to State] button will be grayed out until the system has determined that the Separation Response is fully compliant with the data input validation and business rules.

If there are errors with the business or validation rules, you will see links on this screen displaying the screen and field name in question. See SUBMISSION screen with errors below.

Simply click on the link in order to be directed to the screen and error.

SIDES E-Response **dew SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE** FEIN: 999990000 SEIN: 123456789 [Sign out](#)

Please view your Separation Information Response. If correct, click on the Submit button to send the Separation Information to the State Unemployment Insurance office. You will receive a confirmation number on successful submission.

If you need to make a correction prior to submission, press the BACK button until you reach the appropriate screen to amend.

[Users Guide](#)

Response for: SSN: 001-29-3253 Claim Number: 1 Name: BRUNTZ, AMANDA

Submission

[View/Print](#)

Please correct the following errors:

Additional Separation Information - Employer Separation Reason Comments is required

[< Back](#) [Main Menu](#) [Submit to State](#)

Copyright © 2008 - 2011, National Association of State Workforce Agencies. All Rights Reserved. 19

142 - Build 15804

When the Separation Response has been successfully validated, you can submit it to the State UI agency.

You may print the Separation Response at any time by clicking the [View/Print](#) link. It will display in Adobe PDF format and can be printed from an Adobe Acrobat reader. You will be able to see all information you entered up to the time of printing as well as the information on the Separation Request.

As with other important steps in the editing of a Separation Response, a warning screen will appear to make sure you are fully prepared to submit to the State.

After you click [Submit] you will see a **CONFIRMATION** page, sample below, which provides your confirmation number. Keep this confirmation number in your files. The confirmation number will also appear at the top of the PDF under the [View/Print](#) link. We strongly recommend you print a copy of your submission for your records. You may also save an electronic copy of the PDF document; however the PDF document is deleted from the web site after 30 days.

The screenshot shows the SIDES E-Response website interface. At the top, there is a header with the SIDES E-Response logo, the South Carolina Department of Employment and Workforce logo, and a sign out button. Below the header, a confirmation message is displayed: "Confirmation: Your response has been accepted. Your confirmation number is: 8F2C 692A CCE6 3541 E7D6 9A79 247C 6097". A link to "View/Print" is provided, along with a "Main Menu" button. The footer contains copyright information and a page number "21".

SIDES E-Response

SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

FEIN: 999991000 SEIN: 123456789

Sign out

Response for: SSN: 000-98-9494 Claim Number: 65070 Name: WHEELLOCK, PHILIPPE M

[Users Guide](#)

Confirmation

Your response has been accepted. Your confirmation number is:

8F2C 692A CCE6 3541 E7D6 9A79 247C 6097

[Please print this pdf and keep with your records.](#)

[View/Print](#)

[Main Menu](#)

Copyright © 2008 - 2011, National Association of State Workforce Agencies. All Rights Reserved.

21

13.143 - Build 15320

6 Amending a Submitted Response

After you submit a response, it remains on the SIDES E-Response website for 30 days from the date of the request; during that period you can correct the response or add additional information. **However, any changes made to the response after the due date for submission to the requesting state agency may or may not be used in determining the individual's eligibility for unemployment benefits depending on state policy.**

To amend a response, log-in to E-Response using the appropriate PIN (either a permanent PIN issued by the state to which the response was submitted or a one-time PIN linked to the request for which the response was submitted.) Identify the case on the SEPARATION INFORMATION REQUESTS page and click [Create Amendment]. You will then see the same series of screens that were presented when you created your submitted response. Make whatever changes are needed on those screens. Before submitting the Amended Response, you will be asked to explain why you are amending your previous submission and what has changed. See sample AMENDED RESPONSE page below.

* indicates a Required Field

Enter all applicable information using the space provided.

Note: Selecting the BACK, NEXT or GO buttons will SAVE the data entered before moving away from this screen. Saved data can be changed later if necessary. If you do not want to save the data entered on this screen, press the CANCEL button before selecting BACK, NEXT or GO.

[Users Guide](#)

Response for: SSN: 000-98-9494 Claim Number: 65070 Name: WHEELLOCK, PHILIPPE M

Amended Response

Amended Response Number

1

* Why is the response being amended and what changed?



< Back

Cancel

Save

Main Menu

Next >

Go to Page Amended Response

Go