

## Instructions for Completion of the WV.gov account that is necessary for both the Online Employer Filing and the SIDES Registration.

- 1.) Click on the icon for Online Employer Services.
- 2.) Click on "I agree" twice.
- 3.) The next screen is the Log In site. You will be required to provide a Username, Password. If you have forgotten your password you will also have a link to re-set your password. If you have not registered you will need to click the link to Not Yet Registered? Create an account here.
- 4.) To register. You will click on the link Create an account here. This will take you to the next page where you will click the link to visit the Accounts Page.
- 5.) You will be directed to WV.Gov Accounts. On the left hand side of the page you will need to choose and click the box that displays **SIGN UP**
- 6.) Enter all the information required. Upon completion and submittal of the information you will receive an email verifying your registration. **Note: You must follow the directions included inside that email to finish the process. IT IS ESSENTIAL THAT YOU VERIFY THE RECEIPT OF THE EMAIL TO BECOME FULLY REGISTERED WITH THE WV.GOV ACCOUNT.** (Please note that the email has a link inside it to return to a previous web page. It has been my experience that it is much easier not to follow that link but to re-open the page.)
- 7.) Now that you have your new Username and Password you are ready to create your account with SIDES! Return to the initial employer website, click on the Online Contribution Reporting Icon, click the "I agree" boxes & log in.
- 8.) You will see a link to register/enroll in SIDES. Upon completion of your SIDES registration you will receive an email verifying your registration and ensuring the email address is correct. **Note: You must follow the directions in the email to validate your email address. IT IS ESSENTIAL THAT YOU VERIFY THE RECEIPT OF THE EMAIL OR YOUR REGISTRATION WILL NOT BE VALID.** After you validate the email address, you will receive a final email congratulating you on successfully enrolling.
- 9.) If assistance is needed during this process, you can reach the SIDES Help Desk at (304)558-0192.