

SIDES Registration Instructions

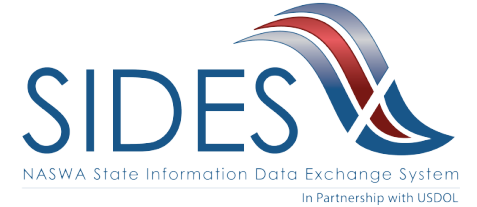
12/08/2022

**Online registration in the
State Information Data Exchange System (SIDES)
is easy through the WorkForce West Virginia website at:**

<https://workforcewv.org/unemployment/employers/online-employer-services>

Step-by-Step Instructions

SIDES registration is completed on the same website used to file contribution/wage reports. Establishing a WV.gov account is necessary for both the Online Employer Filing and SIDES registration.



Screen shots of each step listed below are provided.

- Click *File Online Here*
- Click the *I Agree* button on the Privacy Notice Summary and Notice to Users screens
- If there is an established WorkForce Online Unemployment Compensation Employer Contribution Account, log in on this screen and proceed to the SIDES Sign-Up icon.
- If there is not an established account, create a WV.gov account by clicking on the *Create an Account here* link then the link to *Accounts Page* on the next screen.
- Click the *Sign-Up* button on the WV.gov Accounts page. Complete the registration forms and verify receipt of the email that will be sent. **IT IS ESSENTIAL THAT THE EMAIL IS VERIFIED TO BECOME FULLY REGISTERED WITH THE WV.GOV ACCOUNT.**
- Return to <https://workforcewv.org/unemployment/employers/online-employer-services> to log into the Online Unemployment Compensation Employer Contribution System with the log in credentials created in the WV.gov system
- Click on the *Sign-Up* icon to enroll into E-SIDES
- The next few screens will provide detailed information and disclaimers/acknowledgements of the employer's agreement regarding this electronic service. Contact information, including the email address where all requests for separation information and earnings verification will be directed, is to be entered on this form.
- An email will be sent to the email address registered. Once verified, the E-SIDES account is active. **IT IS ESSENTIAL THAT THE EMAIL SENT TO THE REGISTERED EMAIL ADDRESS IS VERIFIED OR THE REGISTRATION WILL NOT BE VALID.**



WV Department of Commerce Privacy Notice Summary Screen

Online Unemployment Compensation Employer Contribution System

WEST VIRGINIA DEPARTMENT OF COMMERCE
PRIVACY NOTICE SUMMARY
Last Update: 11/29/10

SCOPE
This is a summary of the West Virginia Department of Commerce's privacy notice. This summary and the full privacy notice apply to the Department's website and services that display or link to this notice. To review the full privacy notice click [here](#).

PERSONAL INFORMATION

- We collect information (name, electronic or postal address, etc.) that you choose to give us.
- The information we collect may be combined with information obtained from other Executive Branch Departments' websites and services.
- Information is retained in accordance with applicable laws, rules, regulations, and other policies.

USES OF INFORMATION

- We use personal information for purposes that relate to the reason you provide it. If information is used for another purpose, we will obtain your permission.
- For purposes matching the reason you provided the information, or as required by law, we may share your information with other state and federal agencies as well as others we have hired to assist us.
- We may share non-personal information for purposes related to improving our business practices.

YOUR RIGHTS AND CHOICES

- You have the right to review the personal information you provide us and to update or correct that information.
- If you have consented to an electronic exchange of information, you may cancel that consent by following the instructions in the email you receive.
- If you provide information to any of our agency websites, you may choose to remove it at any time.

SECURITY

- All personal information and non personal information is stored on a secured computer server. Some of the applications serving the public are hosted on different servers that have additional security measures, depending upon the type of information required and obtained. Local, more detailed notices regarding

BY CLICKING "I AGREE" YOU ACKNOWLEDGE THAT YOU AGREE TO THE TERMS AND CONDITIONS OF THE DEPARTMENT OF COMMERCE PRIVACY NOTICE.

Notice to Users

IMPORTANT! If this is the first time you are logging in, you will need your **Account Number** and **FEIN** to register after you log in.

NOTICE TO USERS

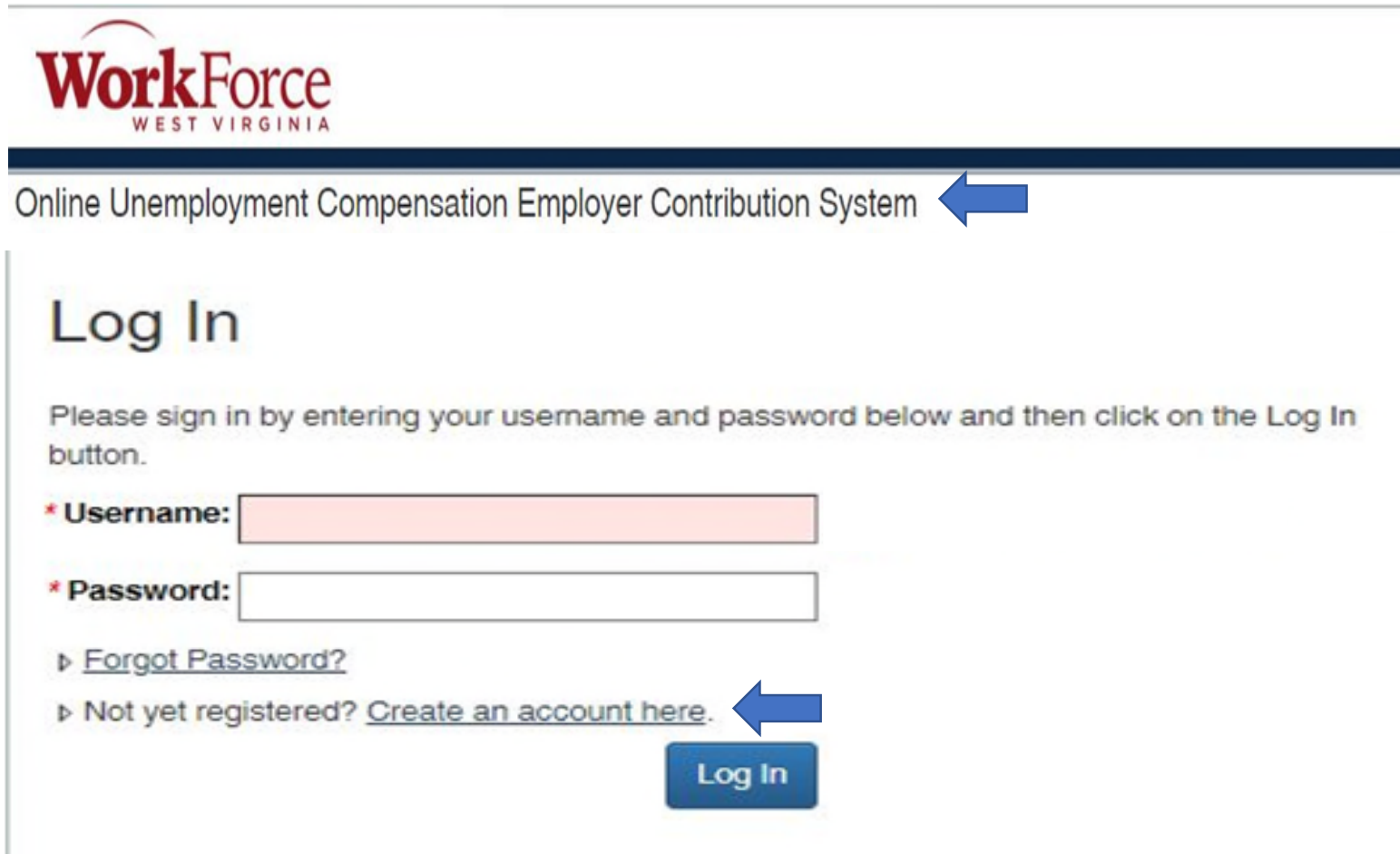
I knowingly accept full responsibility for providing the correct information required and agree to hold WorkForce West Virginia harmless from any and all claims that may arise from my actions. I accept full responsibility for correctly entering my bank account number and routing number. Any mistakes (i.e. wrong bank account number or routing number) will result in delays in payment and could result in penalty and interest being charged to my account if full payment is not received timely.

I Agree

I Disagree

Create a WV.gov Account

To create a WV.gov account, please click on the [Create an account here](#) link and it will redirect to the sign-up page for a WV.gov account. If there is an account already established, please log-in.



The screenshot shows the login interface for the 'WorkForce WEST VIRGINIA' system. At the top, the logo is displayed. Below it, the text 'Online Unemployment Compensation Employer Contribution System' is shown with a blue arrow pointing to it. The main heading is 'Log In'. Below the heading, there is a prompt: 'Please sign in by entering your username and password below and then click on the Log In button.' There are two input fields: '* Username:' and '* Password:'. Below the password field, there are two links: 'Forgot Password?' and 'Not yet registered? [Create an account here.](#)' with a blue arrow pointing to the link. At the bottom right, there is a blue 'Log In' button.

Create a WV.gov Account

west virginia

[Agencies](#) [Phone Directory](#) [Online Services](#) [News](#) [Help](#)

WV.gov Accounts



Sign Up

A WV.gov account allows you to access all of your WV.gov online services in one place. Signing up is easy and only takes a few minutes.

Don't have a WV.gov account?



Sign Up

[Privacy Policy](#) | [Security Policy](#)

Log In

Please sign in by entering your username and password below and then click on the Log In button.

*Username:

*Password:

▶ [Forgot Password?](#)

Log In

Register for a new account

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WV.gov Accounts

Register for New Account

To improve your WV.gov experience, please enter the following information.

(* Required Field)

1) Name

*First Name:

*Last Name:

2) Address and Phone Number

Address Line 1:

Address Line 2:

City:

State:

Zip:

Phone:

Fax:

3) Email Preferences:

Check the box below if you would like updates about WV.gov.

Please send me updates about WV.gov

Previous

Next

[Existing Users](#)

[Log in](#)

Register for a new account

WV.gov Accounts

Register for New Account

In order to create your WV.gov account, please provide the following information...
(* Required Field)

1) E-mail and Username

We will only use your e-mail address to contact you for official WV.gov business. Your username uniquely identifies you and must:

- have at least 4 characters
- contain only letters, numbers, periods (.), and underscores (_).

*E-mail:

*Confirm E-mail:

*Username:

2) Create a Password

Password must:

- have at least 1 special character. Can be any one of these !@#\$%^&*()_
- have at least 1 number
- be at least 7 characters

*Password:

*Confirm Password:

3) Set Your Security Question and Answer

Your security question and answer will be used to validate your identity, should you ever lose your password.

It should:

- be at least 4 characters
- be something only you should know
- be memorable

*Security Question:

*Security Answer:

4) Type the Two Words

In order to prevent automated sign ups, we've implemented this CAPTCHA. Just type in the two words shown below. If you can not see the words, you can validate using the audio version.



Type the text

[Privacy & Terms](#)



reCAPTCHA™
stop spam,
read books.

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Existing Users

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WV.gov Accounts

Register for New Account

Your account has been successfully created.

In order to use your new WV.gov account, you will first need to activate the account. An email has been set to your account with activation instructions. Please check your email to activate your account.

Existing Users

[Log in](#)

[Continue](#)

At this point, users will receive a verification email. Upon receipt of this email, please click this link to complete the account creation.

Online Services Registration Forms



IMPORTANT! If this is the first time you are logging in, you will need your **Account Number** and **FEIN** to register after you log in.

Log In

Please sign in by entering your username and password below and then click on the Log In button.

*Username:

*Password:

▷ [Forgot Password?](#)

▷ Not yet registered? [Create an account here.](#)

Log In

If an error message appears stating a different person is the administrator of the account, please send an email to EUCC@WVInteractive.com for assistance.

Online Unemployment Compensation Employer Contribution System

Registration is quick and easy! All you need is your employer account number and FEIN.

* Employer Account Number:

* FEIN:

Enter your account number: This is found on the preprinted form that is mailed to you each quarter. This number is preceded by four or five zeroes. You do not have to enter the zeroes when logging in.

*Note: do not enter dashes. If you enter the dashes, you will receive a message that your number is not found.

FEIN: This is your federal employer identification number. Do not enter dashes.

Cancel Continue



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REGISTERED ✓

The information you submitted is associated with the employer listed below. Please be sure this is the employer account with which you wish to register. If you are sure the account number you entered is correct, but the employer account below is not, please call 304-558-2676.

If contact information needs updated, you can request that it be changed once you have logged in.

Employer Account Number: [REDACTED]
FEIN: [REDACTED]
Name of Business: [REDACTED]
Mailing Address: [REDACTED]
City: [REDACTED]
State: [REDACTED]
Zip Code: [REDACTED]
Telephone Number: [REDACTED]

By clicking "Finish" below, I certify that I have the necessary authority to file quarterly wage and contribution reports for the above company.

[Cancel](#) [Finish](#)




[Submit Feedback](#) | [Privacy, Security and Accessibility](#) | [WV.gov](#) | [USA.gov](#) | © 2014 State of West Virginia

Congratulations on your registration! You will be sent an email immediately confirming your registration.






*Note – Some auto-generated emails can be routed to your junk or spam email folders. Please check those folders if you have still not received your registration email after 5 minutes. Call 304-414-0265 if you still have not received an email.

Listing of Online Services for Employers



New State Information Data Exchange System (Sides) E-Response

 [What is SIDES and E-Response?](#)  [Sign Up](#)  **Once enrolled the name of this icon will change. This is the location to update contact information if the need would arise.**

Online Filing

 [File Contribution/Wage Reports](#)  [View Filing History](#)  [Delinquent Payments](#)  [Change Employer Account Information](#)  [Manage Bank Account Information](#)

Management Tools

 [Manage Users](#)  [Register for Another Employer](#)

Online Unemployment Compensation Employer Contribution System

Current Employer Account Number: [REDACTED]

State Information Data Exchange System (Sides) E-Response

Dear Employer:

WorkForce West Virginia is pleased to welcome you to the new SIDES E-Response Program. Please read this letter in its entirety for important information about this electronic service.

The State Information Data Exchange System (SIDES) is an example of a successful consortium project developed through a strategic partnership between the U.S. Department of Labor (USDOL) and state unemployment insurance (UI) agencies like WorkForce West Virginia. This partnership resulted in a Web-based system designed to provide employers with a nationally standardized format in which employers could easily and efficiently respond to Unemployment Compensation's information requests.

The SIDES E-Response is available to any employer or Third Party Administrator free of charge. The program is safe and secure and is much faster and a more efficient way to streamline responses to UI information requests. Through the new SIDES E-Response, you will be able to respond electronically to requests for Separation Information and Earnings/Wage Verifications. Both of these requests were previously mailed or faxed.

For employers with a limited number of UI claims throughout the year, the SIDES E-Response website provides an easy and efficient portal for electronically posting responses to information requests from state agencies. By using SIDES E-Response, you the employer, can save time and money, exchanging unemployment information by reducing paper handling, follow-up requests, staff time, postage costs and phone calls. In addition to the cost savings, this system not only performs comprehensive edit checks on the information to ensure accuracy before submission, it also provides the capability to attach documentation as well as receive a date-stamped confirmation of receipt upon submission.

To sign up for this program, please continue to the next screen to complete your **Registration Form**. The completion of this form will allow you to electronically submit both your Separation Information and Earnings Verification forms. As the National SIDES Administrators expand the SIDES services, we hope to be able to include electronic information exchanges for Monetary and Potential Charge Notices, Appeals, and Nonmonetary Determinations.

Before you register for this service, WorkForce West Virginia would like to provide you with some facts that are pertinent for all SIDES participants. During your registration process, you will be asked to add UISIDES@workforcewv.org to your email address book and notify your IT department to ensure that the email notifications reach your inbox instead of being blocked by spam filters. We also highly recommend that you set up a distribution email list to ensure the request is handled in a timely manner.

Upon completion of your registration, you will receive an official notification that you are a SIDES participating employer by email. At that point you will NO longer receive paper notification; instead, you will receive an email notification whenever a Request for Information is ready for you to view and respond to electronically via the SIDES E-Response.

For your convenience, this email will contain the link for the National SIDES site as well as your PIN number which is needed to access the system. Please be advised that the time limits for timely submission for these requests will remain the same as before and will not be extended if emails are misdirected because you failed to promptly notify WorkForce West Virginia of a change in your email address.

To assist you in complying with WorkForce West Virginia's policy of providing a current email address at all times, you will be provided a screen to change your email address within this Web Application. However, please be advised that you will NOT be able to automatically OPT-OUT of this program through the Web Application. If at any time you would need to OPT-OUT of this electronic means of communication, you **MUST** contact the agency at (304) 558-0192 and speak to our customer service representative.

At this point, you as an employer need to weigh the benefits of the SIDES system and determine if you want to join WorkForce West Virginia in the forefront of electronic communication by becoming a SIDES participant. Although participation in SIDES E-Response is voluntary, we encourage you as an employer to join us in facilitating a new era for the Unemployment Compensation Program, an era that will save money as well as ensure the information provided on unemployment claims is not only complete, but timely. If you have any questions please feel free to contact our agency at (304) 558-0192 or through email at UISIDES@workforcewv.org for additional clarification or assistance.

Additional information about SIDES and SIDES E-Response is available [here](#).

Upon entering the screen to complete your Registration Form, please make sure that you read the information carefully. You will be required to certify that you have read and understand the information included on the application before submission. If you are continuing on to the registration page for this program, please accept our sincere thanks for being an employer willing to join our organization in this new era of electronic communication. However, if you are still contemplating the benefits of the SIDES program, please reconsider. Your business has nothing to lose and everything to gain by this method of communication.

Online Unemployment Compensation Employer Contribution System

Current Employer Account Number:

State Information Data Exchange System (Sides) E-Response

Complete this **Registration** form to receive and respond to requests for Separation Information (WWUC-B-6-A) forms and Earnings/Wage Verification requests electronically rather than by U.S. Postal Service mail. If someone you employed files a claim for West Virginia unemployment benefits and you are the claimant's **last employer or a base period employer**, you are always asked to supply separation information. Additionally, if one of your employees has claimed benefits during the same time period as a hire date or wages have been reported you are also asked to supply Earnings/Wage verification information. This particular **REGISTRATION FORM** allows you to complete such requests for information through electronic communication with our agency. Upon registering as a SIDES E-Response Employer, this form will also allow you **TO CHANGE** your email address. In completing the information requested below to officially register for this program, please make sure you mark the appropriate boxes and accurately answer all questions.

Name of Business: [Change Business Name](#)

FEIN:

Employer Account Number:

Mailing Address Where You Currently Receive Unemployment Request for Separation Information (WWUC B 6A)

Address 1:

Address 2:

City:

State:

Zip:

*Contact Person's Name:

*Contact Person's Phone Number: Ext.

*E-Mail Address for Requests:

*Confirm E-Mail Address:

By Checking "I Accept" below, you agree to the following:

You will no longer receive paper unemployment benefit claim notices (WWUC-B-6-A) by the U.S. Postal Service mail nor will you receive paper Earnings/Wage information requests. Instead, you will receive an email notification whenever a Request for information is ready for you to view and respond to electronically via the SIDES E-Response website. You must add [UI SIDES@workforcewv.org](mailto:UISIDES@workforcewv.org) 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. We highly recommend that you set up a distribution email list to ensure the request is handled in a timely manner. The Request for Separation Information time limit under WWUC Law 21A7-4 (6) will not be extended if emails are misdirected because you failed to promptly notify the Department of a change in your email address or because you forgot or misplaced your SIDES E-Response Personal Identification Number (PIN). Please note that your PIN Number will be included in your email notification to assist you in a timely response as well as for your convenience. It is important that you understand that no extensions will be allowed beyond our current policy due to misdirected emails, failure to change your email address, or because you forgot your PIN number. You may contact the agency by email using WorkforceSIDES@wv.gov or the Help Desk at (304)558-0192 to obtain your PIN or to ask a question.

If your email address changes from the address you provided above, you must immediately complete an email address change using this same form. The completion of this form will ensure that your information is updated promptly.

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

Note: In marking the "I Accept" above, you will also be enrolled in any future electronic requests for information adopted by WorkForce West Virginia through the UI SIDES website such as Monetary/Charge Notices, Nonmonetary Determinations and Appeals. Upon WorkForce West Virginia's adoption of an additional module of SIDES, you will be notified through email and given specific instructions as to the production time frame relating to that specific module. Eventually, our goal is to provide you an electronic method to respond to agency requests for information in all areas. In addition, marking the "I Accept" above, also affirms that you understand it is your responsibility to maintain a current email address as well as a contact person and phone number on your SIDES account.

I understand to OPT-OUT of the SIDES E-Response Program I must contact the SIDES Help Desk at (304) 558-0192. I also understand that I must continue to electronically respond until I receive an email confirming the official cancellation of the SIDES E-Response Program. (The "I understand to OPT-OUT box must be checked to register for this program.)

*Authorized Representative's Name:

*Title:

SIDES E-Response Information



[Home](#) | [My Account](#) | [Help](#) | [Log Out](#)



Online Unemployment Compensation Employer Contribution System

Current Employer Account Number: [REDACTED]

State Information Data Exchange System (Sides) E-Response

Your registration has been submitted. A test email has been sent from support@wvinteractive.com. Please open this email to complete registration. If you do not receive email within 24hrs. please check your span mail filters.

Name of Business: [REDACTED]
 FEIN: [REDACTED]
 Employer Account Number: [REDACTED]
 *Mailing Address: [REDACTED]
 Contact Person: [REDACTED]
 E-Mail Address for Requests : [REDACTED] (UNCONFIRMED) [Resend Confirmation](#)
 Authorized Representative: [REDACTED]
 Authorized Date: [REDACTED]

Only one email address can be registered per business. It is recommended a shared email address is used to ensure requests are handled in a timely manner.

[Cancel Sign Up](#) [Main Menu](#)



SIDES Help Desk

**If you have any questions or just want more information about
SIDES, please call 304-558-3340 or email us at:**

WorkForceSIDES@wv.gov

To opt-out of SIDES, you must contact the Help Desk above