

# COMMONWEALTH of VIRGINIA

## Virginia Employment Commission

Ellen Marie Hess  
Commissioner



Post Office Box 1358  
703 East Main Street  
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### UI SIDES E-Response Employer Application

The UI State Information Data Exchange System (SIDES) is a program used by all Unemployment Insurance Agencies nationwide. Complete this application to participate in the Virginia UI SIDES E-Response program, which will enable you to receive and respond electronically to Virginia's requests for unemployment insurance information. *If a Third Party Administrator (TPA) handles your unemployment insurance requests, you do NOT need to complete this application.*

#### The following information is required in order to process your application:

Employer Company Name:		
Employer Mailing Address:		
Employer City:	Employer State:	Zip Code:
VEC Employer Account Number:	FEIN:	
Contact Person:	Contact Phone Number: (    )    -	
Contact Email Address:		

#### By checking "I ACCEPT" below, you agree to the following:

1. Your company will no longer receive paper form VEC-B10S, "Employer's Report of Wage and Separation Information" and paper form VEC-BPC-65A "Wage Audit" by mail. Once your account is active (10 days from the date of mailing of your Approval Letter), you will no longer receive paper requests unemployment information related to job separation and earnings verification. Instead, you will receive an email notification whenever a request is ready for you to view and respond to electronically via the SIDES E-Response website.
2. The VEC will be attaching a pdf to each separation request. You must print this attachment, complete it, and upload it into the electronic response to ensure that the VEC correctly determines benefit charge liability. You should also upload any documentation related to the request and submit it with the separation response. Note: You will continue to receive correspondence via mail concerning scheduled unemployment insurance hearings, appeals and tax matters.
3. The VEC will send an email to the email address provided above whenever a SIDES request is ready for you to view and respond to electronically via the UI SIDES E-Response website.
4. You must take the necessary steps to insure that emails from SIDESTeam@VEC.Virginia.gov are delivered to you and not blocked by your email provider or computer filters.
5. If you forget or misplace your Access Code or if your email address changes from what is provided above, you must immediately contact the VEC via email at SIDESTeam@VEC.Virginia.gov
6. A response to a UI SIDES request is due within 10 business days of receipt. You are deemed to have received the request on the date the email notification is transmitted to your email address. The due date of your response will not be extended if the email notice was undeliverable.

**I ACCEPT** the foregoing terms and conditions for participation in the Virginia UI SIDES E-Response program.

\_\_\_\_\_  
Employer Representative Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Date

**Return completed and signed application to the VEC via email at SIDESTeam@VEC.Virginia.gov**

See next page for more important information about UI SIDES E-Response.

**Tips for completing the required application information:**

To participate in the UI SIDES E-Response Program, you must be a registered employer with an active VEC employer account number.

**Employer Company Name**-Enter the legal employer company name.

**VEC Employer Account Number**-Enter your company’s 10 digit account number as assigned by the VEC.

**FEIN (Federal Employer Identification Number)**- Enter the 9 digit (2 digits, followed by a hyphen, followed by 7 digits) employer FEIN.

**Contact E-mail Address**- You should consider providing an email address in your application that is unique to the company and allows for several individuals to be able to receive the email. This will allow the backup staff member(s) to respond to requests when the primary responder is out of the office.

<b>Approval of Application</b>	Once the VEC has received and processed your application, you will be mailed a letter of approval and login information. The login information will contain credentials that will allow you to login to the SIDES E-Response website when you have a request to respond to. <b>You will not be able to login to the SIDES E-Response website until there is a request for information.</b> If you try to login and there is not a request, you will receive an error message.
<b>When Is Our SIDES E-Response Active?</b>	Your SIDES E-Response account will be in a “pending status” for 10 days and will become active 10 days from the date the approval letter is mailed. Once your account is active, the VEC will stop mailing paper requests to your company for information. <b>This means that you will continue to receive paper forms “Employer’s Report of Separation and Wage Information” and “Wage Audit” for the 10 days that your account is not active.</b> You will still need to respond to these requests as usual on paper.
<b>Receiving Requests</b>	When your SIDES E-Response account becomes active and the VEC has a request for separation information or wage verification, you will receive an email with the subject line as follows: <b>VEC Information Request (SIDES).</b> You will be informed as follows: <b>The Virginia Employment Commission (VEC) has sent a SIDES request for Separation Information or Earnings Verification.</b> A separate email is sent for Separation Information and Earnings Verification. You will need to login to your SIDES E-Response account at <a href="http://uisides.org">http://uisides.org</a> to respond to each request.
<b>Assistance or Changing Information on Your Account</b>	If you need assistance with logging into your SIDES E-Response account, contact the VEC at (804) 786-3032. If you lose or forget your Access Code or if you believe someone else is using your Access Code to access your account, contact the VEC via email at <a href="mailto:SIDESTeam@VEC.Virginia.gov">SIDESTeam@VEC.Virginia.gov</a>
<b>Login Errors</b>	If you login to your SIDES E-Response account and you do not have a request to respond to, you will receive an error message. If you enter incorrect information when you login to your SIDES E-Response account, you will receive an error message. After 3 consecutive log in errors within a 24 hour period, you will be locked out and unable to log into your account for one hour.
<b>Types of Requests</b>	There will be electronic requests for Separation Information (similar to the “Employer’s Report of Separation and Wage Information”) and Wage Verification (similar to the “Wage Audit”).