

When responding to employer questions regarding SIDES, here are some canned statements that can be used through. These are state specific to Nebraska.

SIDES website: uisides.org

.....
Here is the information you will need to access SIDES/E-response – your 10-digit EAN (Employer Account Number) is the same as an SEIN (requested on SIDES website). ***The SEIN is **not** your State ID***.

The SIDES ID number/access code must be entered exactly as it is given – **case sensitive, and must include the NE#.**

Note that the EAN/SEIN and FEIN are listed on the website opposite of how they are listed here. Also, we are advised to not copy and paste the SIDES ID, but, to enter it manually.

*****Only use these numbers listed. Any other numbers used will not allow access to SIDES.

If the Access Code should become locked, it will reset itself in an hour or so from the time you last attempted to use it.

When you complete the Response for Employer Separation entry, be sure to ‘Submit to State’ and then ‘Yes’ until you have a confirmation number. If you don’t receive a confirmation number, then it has not been sent to and received by NE DOL. On the confirmation page there is a link to print the entire response that includes the confirmation number.

Please call me if you have any further problems or questions. Normally I am in daily 7:30am to 4:00pm.

Thank you for using SIDES.

The SIDES ID/Access Code is associated with a Response for Employer Separation Information, depending on which code was in effect at the time the claim was filed. You will need to use the ‘previous’ access code to respond to the current Request you are trying to process today. The next time you receive an email from SIDES, you will use the new, current number.

.....

SIDES ID same as UIC password

Here is the information you will need to access SIDES/E-response – your 10-digit EAN (Employer Account Number) is the same as an SEIN (requested on SIDES website). ***The SEIN is **not** your State ID***.

Note that the EAN/SEIN and FEIN are listed on the website opposite of how they are listed here. Also, we are advised to not copy and paste the SIDES ID, but, to enter it manually.

*********Only use these numbers listed. Any other numbers used will not allow access to SIDES.

If the Access Code should become locked, it will reset itself in an hour or so from the time you last attempted to use it.

When you complete the Response for Employer Separation entry, be sure to ‘Submit to State’ and then ‘Yes’ until you have a confirmation number. If you don’t receive a confirmation number, then it has not been sent to and received by NE DOL. On the confirmation page there is a link to print the entire response that includes the confirmation number.

Please call me if you have any further problems or questions. Normally I am in daily 7:30am to 4:00pm.

Thank you for using SIDES.

Add if needed:

If you need assistance with your UIConnect password, please contact our Tax department at 402 471 9898. Let them know that you need to have the password given to you Case Sensitive, because SIDES requires the entry that way.

(NOTE: UIC PASSWORD IS CASE SENSITIVE IN SIDES / if employer requests UIC password from Tax, they (tax) must give the employer the password reflecting the case sensitivity). Tax will tell employer that case doesn’t matter, it doesn’t in UIC, but does in SIDES)

Changing EMAIL address

To update the email address associated with your UI SIDES registration, you will need to go into UIConnect (if you need assistance with your UIConnect password, you will need to contact our Tax department at 402 471 9898 to get it reset). Log into UIConnect at uiconnect.ne.gov and click on the Benefit Center. In the Benefit Center, the top section will be for SIDES E Response, click on the 'update' button and the next page will be for updating the Email Address. Enter and Confirm the new address, click on 'update'. This will generate a brand new SIDES SEP ID number/access code that will be effective starting from the date the update is made, going forward until another update is done. Be sure to print it off so you have it for your next entry.

A Request for Separation Information form is associated with the SIDES SEP ID/Access Code that is in effect at the time the claim is filed. If you have already received a Request for Separation Information that is related to your current SIDES SEP ID/access code, you will need to use that number to respond for that claim.

When you receive an email at the new email address, you will be able to use your new code (current) that corresponds to the new email address.

Please call if you have any questions. I am in the office 7:30a to 4:00p.

Thank you for using SIDES,

Requesting update of email before sending login

There was a notification sent by email from our SIDES E-Response application to the email address on the registration record (Melissa Fair).

Please update the email address to the one that should be receiving the notifications, I will then be able to send you the login information for SIDES so that someone can respond to the current Request for Separation Information form.

To change the email address associated with your UI SIDES registration, you will need to go into UIConnect (if you need assistance with your UIConnect password, you will need to contact our Tax department at 402 471 9898 to get it reset). Log into UIConnect at uiconnect.ne.gov and click on the Benefit Center. After you get into it, the top box will be for SIDES E Response, click on the 'update' button and the next page will be for updating the Email Address. Enter and Confirm the new address, click on 'update'. This will generate a brand new SIDES ID number/access code so be sure to print it off so you have it for your next entry.

A Request for Separation Information form is associated with the SIDES ID/Access Code that is in effect at the time the claim is filed. If you have already received a Request for Separation Information that is related to your current SIDES ID/access code, you will need to use that number to respond for that claim. (This is the number I will send you once you have updated the email address).

When you receive an email at the new email address, you should be able to use your new code (current) that corresponds to that email address.

Please call me if you have any questions. I am in the office from 7:30a to 4:00p.

Thank you for using SIDES,

WEBSITE: uisides.org / click on E-Response Switchboard link / or dol.nebraska.gov/SIDES

Official 'how to'

Go to dol.nebraska.gov/UIConnect. Log into UIConnect. If you're a new employer and don't have a 10-digit Nebraska Employer Account Number (EAN also known as SEIN), click Apply. If you don't have your password, use the Forgot Password link. If you should need assistance with the password, you can call the NDOL Tax Department @ 402 471 9898.

After logging into UIConnect, go to the Benefit Center tab and then click on the SIDES E-Response button (first section in the list). Enter and confirm the email address that should receive any separation requests sent by the Nebraska Department of Labor. Print and keep your SIDES SEP ID/access code in a safe place. The SIDES SEP ID/access code must be entered exactly as it is given – case sensitive and must include the NE#.

You can also register for SIDES E-Response EV (Earnings Verification), this takes the place of paper forms for Audits sent by the Benefit Payment Control Unit (to learn more, you can call them at 402 471 2865).

Once you register with SIDES, from that day forward, you will no longer receive paper copies, but, an email notification from SIDES instead (this will apply to the audits also, if you register for SIDES E V).

If you currently have a paper Request to Employer for Separation Information form, it will need to be returned in your usual way, by fax or regular mail.