

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
Unemployment Insurance (UI) Division

REGISTRATION FOR
STATE INFORMATION DATA EXCHANGE SYSTEM (SIDES) E-RESPONSE

Complete this form to receive and respond to Unemployment Insurance Employer Notices electronically from a secure message center rather than by US Postal Service.

BUSINESS NAME	
MAILING ADDRESS WHERE YOU CURRENTLY RECEIVE UI CLAIM NOTICES (NO., STREET, PO BOX, CITY, STATE, ZIP)	
FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)	SOUTH DAKOTA UI TAX ACCOUNT NUMBER
CONTACT PERSON'S NAME	CONTACT PERSON'S PHONE NUMBER
EMAIL ADDRESS WHERE YOU WANT TO RECEIVE NOTICE OF CLAIMS	

By checking "I ACCEPT" below, you agree to the following: You will no longer receive paper unemployment insurance benefits claim notices by the US Postal Service. You will receive an email notification whenever an UI Employer Notice is ready for you to view and respond to electronically on the SIDES E-Response website. **You must add SDUID.SIDES@state.sd.us to your email address book and notify your IT department to ensure that these email notifications reach your inbox instead of being blocked as spam.**

The UI Employer Notice response time limit specified by South Dakota statute (within 15 business days of the date of the Notice) **will not be extended**. No extension will be granted due to misdirected email because you failed to notify the Department of a change in your email address or misplaced your SIDES E-Response PIN/Access Code. If you misplaced your PIN/Access Code, contact the Department at 605.626.2310 for assistance. If your email address or contact information changes, you must submit a new SIDES application form. To obtain the form call the Department at 605.626.2310 or go www.dlr.sd.gov for a printable version.

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

AUTHORIZED REPRESENTATIVE'S NAME (PRINT OR TYPE)	TITLE
AUTHORIZED REPRESENTATIVE'S SIGNATURE	DATE

RETURN YOUR COMPLETED, SIGNED APPLICATION TO THE DEPARTMENT BY ONE OF THE METHODS BELOW:

US POSTAL SERVICE:
SIDES REGISTRATION
ATTN: DESERAЕ
PO BOX 4730
ABERDEEN, SD 57402-4730

FAX:
605.626.2322

EMAIL: (Scanned copy)
SDUID.SIDES@state.sd.us