

# Establishing a Relationship and Granting Access to Third-Party Administrators/Agents Electronically

This guide will show how an employer can electronically establish a relationship with a Third-Party Administrator (TPA), and grant access to manage the employer's account. In the UC Benefits system, a TPA is referred to as an Agent. A TPA does not need to upload a Power of Attorney form UC-1208 into the UC Benefits System.

## **1. Agent Requests to Represent an Employer ([Page 2-13](#))**

For each employer the agent selects, the system sends a request notification to the primary employer contact.

## **2. Employer Activates Agent ([Page 14-24](#))**

Employers review the agent, activate the relationship, and define the agent's access privileges.

## **3. Agent or Employer makes the connection to the SIDES Broker ([Page 22-25](#))**

Agent or employer can select the broker number in the SIDES panel from the Employer's profile.

## **4. If the mailing address needs to be updated**

[Employer-Mailing-Address-Contact-Info.pdf \(pa.gov\)](#)

## **5. Employer or Agent Ends the Relationship ([Page 26-36](#))**

At any time, Employer or Third-Party Agent can choose to inactivate the relationship. [Cancel-POA-or-Inactive-TPA.pdf](#)

# Agent Requests to Represent an Employer

Go to <https://benefits.uc.pa.gov/>

and click

Sign In/Register



## Individual

Welcome to Pennsylvania's Unemployment Compensation (UC) system. Apply and manage your UC benefits anytime, anywhere.

Self-Services available include:

- File or Reopen a Claim
- File for Weekly UC Benefits
- Check Claim Status
- View Benefit Payments
- File a Benefit Appeal
- Manage Personal & Payment information

## Employers

The UC system provides employers a helpful online tool to manage UC benefit requests and account information.

Self-Services available include:

- Respond to Requests, Fact-finding inquiries, and Trade Readjustment Allowances.
- View Determinations
- File Benefit Appeals
- Review & Manage Charges
- SIDES E-Responses Portal
- Shared Work Plan Management

## Third Party Administrators

The UC System also offers TPA's the opportunity to manage UC benefit requests and account information on behalf of their clients. Self-Services Available will vary depending on the TPA/Employer relationship.

- Respond to Requests, Fact-finding inquiries, and Trade Readjustment Allowances.
- View Determinations

**Enter your User Name and password in Option 1 section, and click**

Sign In

 Option 1 - Alr

User Name:

b-Abcdef12

Password:

.....



Sign In

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

**Click on**  
[View your Profile and Contact Information.](#)



**Welcome to My Employer Workspace User Name, [View your Profile and Contact Information.](#)**

This page introduces you to features available in the system, lets you customize the content you are interested in, and offers suggestions to you. Please make a selection from the items below.

My Employer Dashboard

Directory of Services

### ▼ Employer News and Announcements

#### [Mandatory Postings for Pennsylvania Employers](#)

Pennsylvania employers are required to post certain notices in their worksites so employees have access to and information about applicable labor laws. These posters can be downloaded for free. Visit

[www.dli.pa.gov/Pages/Mandatory-Postings.aspx](http://www.dli.pa.gov/Pages/Mandatory-Postings.aspx)

All notices must be posted in a conspicuous place so that they can be seen and read by employees. Failure to post notices can result in stiff penalties and possible fines. In addition to the notices listed below, all government agencies and private employers with government contracts over \$25,000 are required to publish and post an anti-drug policy statement in accordance with the Drug-Free Workplace Act of 1998.



## Use this folder to manage your general company information including contact and login information.

If you make changes, click the Save button.

[ [Agent Portfolio](#) ]

- [-] **Agent Profiles**
  - [-] **Corporate Profil**
    - [General Informa](#)
    - [Locations](#)
    - [Contacts/Users](#)
    - [Account Summa](#)
    - [Documents](#)
    - [Representing Employers](#)

**OR**

- [-] **Agent Profiles**
  - [-] **Corporate Profile**
    - [General Information](#)
    - [Locations](#)
    - [Contacts/Users](#)
    - [Account Summary](#)
    - [Documents](#)
    - [Representing Employers](#)
  - [-] **Communications Profile**
    - [Messages](#)
    - [Subscriptions](#)
    - [Email Log](#)

**Click on Representing Employers**

[Representing Employers](#)

- General Information**
- [Locations](#)
- [Contacts/Users](#)
- [Account Summary](#)
- [Documents](#)
- [Representing Employers](#)



**Use this folder to add employers you wish to represent, view your current employer relationships, or to work on behalf of an active employer**

[ [Agent Portfolio](#) ]

- [-] **Agent Profiles**
- [-] **Corporate Profile**
  - [General Information](#)
  - [Locations](#)
  - [Contacts/Users](#)
  - [Account Summary](#)
  - [Documents](#)
  - [Representing Employers](#)**
- [-] **Communications Profile**
  - [Messages](#)
  - [Subscriptions](#)
  - [Email Log](#)

**The clients can be viewed under the Representing Employers tab.**



Pin to Dashboard

[Hide Filter Options](#)

Results Filter

Company Name (Begins with)

Status:

FEIN:

[Filter](#) [Reset Filter](#)

**Employer accounts can be viewed separately by filtering the Status by Any, Active, Inactive, and Pending**

- Any
- Active
- Inactive
- Pending

To sort on any column, click a column title.

<u>Company Name</u> (Begins with)	<u>Contact</u>	<u>Signature Date</u>	<u>Start Date</u>	<u>Ending Date</u>	<u>Power Of Attorney</u>	<u>Account Type</u>	<u>Status</u>	<u>FEIN UIID</u>	<u>Action</u>	<u>Select</u>
<a href="#">EMPLOYER NAME 1</a>	CONTACT NAME 1	3/13/2023		7/6/2071	<a href="#">UC-1208.pdf</a> - Approved	Unemployment	Inactive <a href="#">Reason</a>	221234568 1234568	<a href="#">View</a>	<input type="checkbox"/>
<a href="#">EMPLOYER NAME 2</a>	CONTACT NAME 2					Unemployment	Pending	221234569 1234569	<a href="#">View</a>	<input type="checkbox"/>

2 Records Found

[\[ Add Separation Notice Alleging Disqualification \]](#)

[\[ Search for Employers to Represent \]](#)



**Scroll down and click [Search for Employers to Represent](#)**



**Enter at least one criteria to search for employers you wish to represent.**  
You may select multiple employers per search.

## Find an Employer to represent



Company Name:

Federal Employer ID  
Number:

UI Employer Account  
Number:

Account Type

**Enter the account numbers without hyphens**

**FEIN: 123456789  
(nine digits)**

**State UI: 1234567  
(7 digits)**

**Then click**

## Search Results

Check the box and click [Select](#)

To sort on any column, click a column title.

<u>Company</u>	<u>FEIN</u>	<u>Address</u>	<u>City</u>	<u>Zip Code</u>	Select
EMPLOYER NAME 3	221234567	EMPLOYER ADDRESS	HARRISBURG	17121	<input type="checkbox"/>
					<a href="#">Select</a>

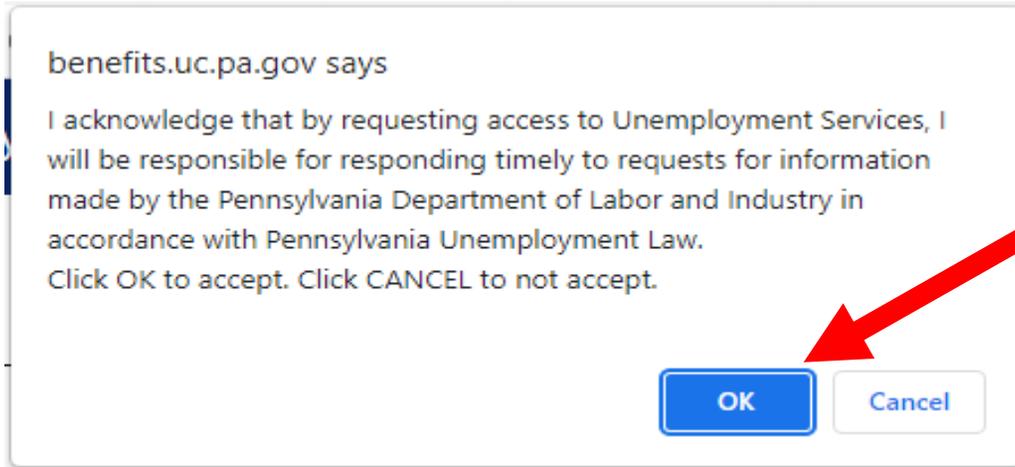
Page 1 of 1 Rows 100

## Search Results

To sort on any column, click a column title.

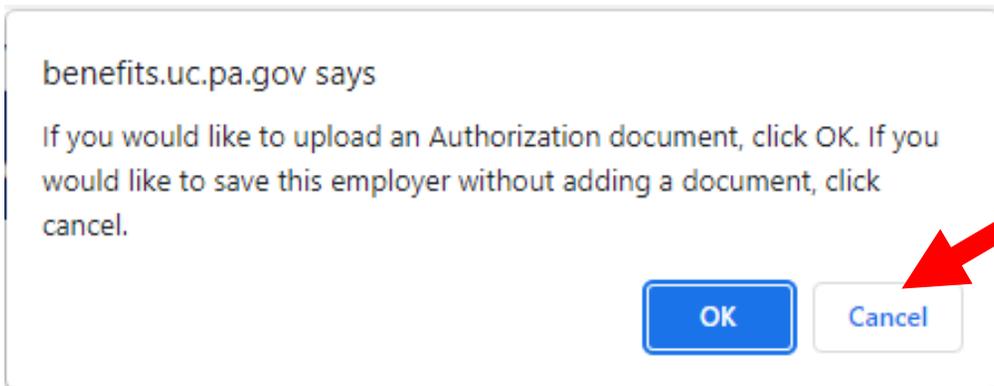
<u>Company</u>	<u>FEIN</u>	<u>Address</u>	<u>City</u>	<u>Zip Code</u>	Select
EMPLOYER NAME 3	221234567	EMPLOYER ADDRESS	HARRISBURG	17121	<input checked="" type="checkbox"/>
					<a href="#">Select</a>

## Establishing a Relationship and Granting Access to TPA - Employer



**Click OK**

The second pop-up will prompt you to add a Power of Attorney without an Authorization document. Please select "Cancel." You do not need to upload a signed and dated Power of Attorney.



**Click Cancel**



The added employer information can be viewed under the representing employer tab, by filtering the Pending Status.



[+ Show Filter Options](#)

**Expand**  
[+ Show Filter Options](#)

[- Hide Filter Options](#)

**Results Filter**

<b>Company Name</b> (Begins with)	<input type="text"/>
<b>Status:</b>	<div style="border: 1px solid black; padding: 2px;"><p>Active</p><p>Any</p><p>Active</p><p>Inactive</p><p>Pending</p></div>
<b>FEIN:</b>	

**Select Pending**

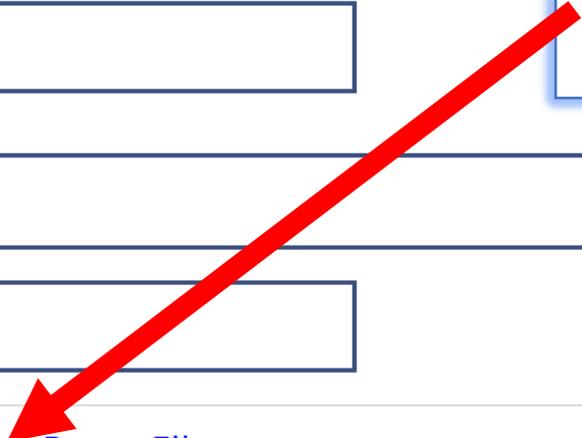
- [General Information](#)
- [Locations](#)
- [Contacts/Users](#)
- [Account Summary](#)
- [Documents](#)
- Representing Employers**

 Pin to Dashboard

 [Hide Filter Options](#)

Results Filter	
<b>Company Name</b> (Begins with)	<input type="text"/>
<b>Status:</b>	<input type="text" value="Pending"/>
<b>FEIN:</b>	<input type="text"/>
<a href="#">Filter</a> <a href="#">Reset Filter</a>	

Click [Filter](#)



<a href="#">General Information</a>	<a href="#">Locations</a>	<a href="#">Contacts/Users</a>	<a href="#">Account Summary</a>	<a href="#">Documents</a>	<b>Representing Employers</b>
-------------------------------------	---------------------------	--------------------------------	---------------------------------	---------------------------	-------------------------------

 Pin to Dashboard

 [Show Filter Options](#)

To sort on any column, click a column title.

<u>Company Name</u> (Begins with)	<u>Contact</u>	<u>Signature Date</u>	<u>Start Date</u>	<u>Ending Date</u>	<u>Power Of Attorney</u>	<u>Account Type</u>	<u>Status</u>	<u>FEIN UIID</u>	<u>Action</u>	<u>Select</u>
<a href="#">EMPLOYER NAME</a>	Employer Contact					Unemployment	Pending		<a href="#">View</a>	<input type="checkbox"/>



**TPA can view the Pending Status**

<u>Account Type</u>	<u>Status</u>	<u>FEIN UIID</u>
Unemployment	Pending	

## Employer Activates Agent and Granting Access

If an employer cannot log in, employer can contact the UC Employer Service Center at **833-728-2367**.

Go to <https://benefits.uc.pa.gov/> website and click

Sign In/Register



### Individual

Welcome to Pennsylvania's Unemployment Compensation (UC) system. Apply and manage your UC benefits anytime, anywhere.

Self-Services available include:

### Employers

The UC system provides employers a helpful online tool to manage UC benefit requests and account information.

Self-Services available include:

### Third Party Administrators

The UC System also offers TPA's the opportunity to manage UC benefit requests and account information on behalf of their clients. Self-Services

**Enter your User Name and password in Option 1 section, and click**

Sign In

 **Option 1 - Already Registered**

**User Name:**

b-Abcdef12

**Password:**

.....



Sign In

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

**Click on**  
[View your Profile and Contact Information.](#)

**Welcome to My Employer Workspace** User Name [View your Profile and Contact Information.](#)

This page introduces you to features available in the system, lets you customize the content you are interested in, and offers suggestions to you. Please make a selection from the items below.

My Employer Dashboard | Directory of Services

Services Preview

▼ Widgets

▼ My Messages

- 0 Unread Messages
- 0 Read Messages

[Enter the Message Center](#)

▼ My Calendar

August 2021

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

▼ Unemployment Services

- [Provide Additional Documentation](#)  
Upload documents that were requested during claim intake or fact finding.
- [Claimant Separation Form](#)  
The Statement of Potential Charges and Separation Request can be completed and submitted here.



## Use this folder to manage your general company information including contact and login information.

If you make changes, click the Save button.

Click on **Agents**

[-] **Employer Profiles**

[-] **Corporate Profile**

**General Information**

**Locations**

**Contacts/Users**

**Account Summary**

**Documents**

**Agents**

[-] **Employer Profiles**

[-] **Corporate Profile**

**General Information**

**Locations**

**Contacts/Users**

**Account Summary**

**Documents**

**Agents**

**Communications Profile**

**Messages**

**Subscriptions**

**Email Log**

[ [Employer Portfolio](#) ]

[-] **Unemployment Files**

[-] **Unemployment Benefit File**

**Employer Charges**

**Claimants**

**Determinations**

**Appeals**

**Labor/Non-Labor**

**Disputes**

**Shared-Work**

**Wage Audit Notices**

Or  
Click on

**Agents**

**General Information**

**Locations**

**Contacts/Users**

**Account Summary**

**Documents**

**Agents**

[ [Employer Portfolio](#) ]

[-] [Employer Profiles](#)

[-] [Corporate Profile](#)

[General Information](#)

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[Contacts/Users](#)

[Account Summary](#)

[Documents](#)

[Agents](#)

[-] [Communications Profile](#)

[Messages](#)

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[Email Log](#)

[-] [Unemployment Files](#)

[-] [Unemployment Benefit File](#)

[Employer Charges](#)

[Claimants](#)

[Determinations](#)

[Appeals](#)

[Labor/Non-Labor Disputes](#)

[Shared-Work](#)

[Wage Audit Notices](#)

Click on **Activate**

<u>Agent Access</u>	<u>Action</u>
Pending	<a href="#">View</a> <a href="#">Activate</a>



<a href="#">General Information</a>	<a href="#">Locations</a>	<a href="#">Contacts/Users</a>	<a href="#">Account Summary</a>	<a href="#">Documents</a>	<b>Agents</b>
-------------------------------------	---------------------------	--------------------------------	---------------------------------	---------------------------	---------------

To sort on any column, click a column title. Current Sort: *Agent Access ascending*

<a href="#">Agent Name</a>	<a href="#">Contact</a>	<a href="#">Agent type</a>	<a href="#">Location</a>	<a href="#">Signature Date</a>	<a href="#">Start Date</a>	<a href="#">Ending Date</a>	<a href="#">Authorization Docs</a>	<a href="#">Agent Access</a>	<a href="#">Action</a>
<a href="#">TPA Name</a>	TPA Contact	Third Party Administrator Agent	TPA Address					Pending	<a href="#">View</a> <a href="#">Activate</a>

Establishing a Relationship an

**Click on Select All**  
**User Privileges**

**User Privileges**

Select All / Un-Select All

**Contacts**

**Basic Contact Privileges**

**User Privileges for Corporate Information**

Edit General Information

**User Privileges for Locations**

Add and Edit Locations

**User Privileges for Locations Associated with this User**

Edit Locations

Activate and Inactivate Locations

**User Privileges for Locations NOT Associated with this User**

Edit Locations

Activate and Inactivate Locations

**User Privileges for Contacts at the Location(s) Associated with this User**

Add and Edit Contacts

Edit Contacts

Activate and Inactivate Contacts

**User Privileges for Contacts at the Location(s) NOT Associated with this User**

Add and Edit Contacts

Edit Contacts

Activate and Inactivate Contacts

**User Privileges for Messages**

View Messages

Select All / Un-Select All

**Basic Contact Privileges**

**Basic Contact Privileges**

**User Privileges for Corporate Information**

Edit General Information

**User Privileges for Locations**

Add and Edit Locations

**User Privileges for Locations Associated with this User**

Edit Locations

Activate and Inactivate Locations

**User Privileges for Locations NOT Associated with this User**

Edit Locations

Activate and Inactivate Locations

**User Privileges for Contacts at the Location(s) Associated with this User**

Add and Edit Contacts

Edit Contacts

Activate and Inactivate Contacts

Pending  Active  Inactive

Save

Cancel

**Click on Active**

Pending  Active  Inactive

**Unemployment privileges**

**Unemployment Privileges**

**User Privileges for UI**

- Review and respond to claims filed (Statement of Potential Charge)
- File a separation notice on a former employee (Form 77)
- Review claimant wage information
- Review and protest employer charges
- Manage appeals
- Request part-time credits
- Respond to SIDES/SIDES e-Response requests
- Respond to a Benefits Accuracy Measurement (BAM) request
- Manage Trade Act activities
- Unemployment Messages

# Establishing a Relationship and Granting Access to TPA - Employer

## User Privileges

Select All / Un-Select All

Contact: TPA Contact

### Basic Contact Privileges

#### User Privileges for Corporate Information

Edit General Information

#### User Privileges for Locations

Add and Edit Locations

#### User Privileges for Locations Associated with this User

Edit Locations

Activate and Inactivate Locations

#### User Privileges for Locations NOT Associated with this User

Edit Locations

Activate and Inactivate Locations

#### User Privileges for Contacts at the Location(s) Associated with this User

Add and Edit Contacts

Edit Contacts

Activate and Inactivate Contacts

#### User Privileges for Contacts at the Location(s) NOT Associated with this User

Add and Edit Contacts

Edit Contacts

Activate and Inactivate Contacts

#### User Privileges for Messages

View Messages

## Unemployment Privileges

### User Privileges for UI

Review and respond to claims filed (Statement of Potential Charges /Notice of Claim Filed)

File a separation notice on a former employee (Form 77)

Review claimant wage information

Review and protest employer charges

Manage appeals

Request part-time credits

Respond to SIDES/SIDES e-Response requests

Respond to a Benefits Accuracy Measurement (BAM) request

Manage Trade Act activities

Unemployment Messages

## Unemployment Privileges

### User Privileges for UI

Review and respond to claims filed (Statement of Potential Charges /Notice of Claim Filed)

File a separation notice on a former employee (Form 77)

Review claimant wage information

Review and protest employer charges

Manage appeals

Request part-time credits

Respond to SIDES/SIDES e-Response requests

Respond to a Benefits Accuracy Measurement (BAM) request

Manage Trade Act activities

Unemployment Messages

## Select Active and Save

Type of Agent:

TPA (Third Party Administrators)

Status:

Pending  Active  Inactive

Save

Cancel

Type of Agent:

TPA (Third Party Administrators)

Status:

Pending  Active  Inactive

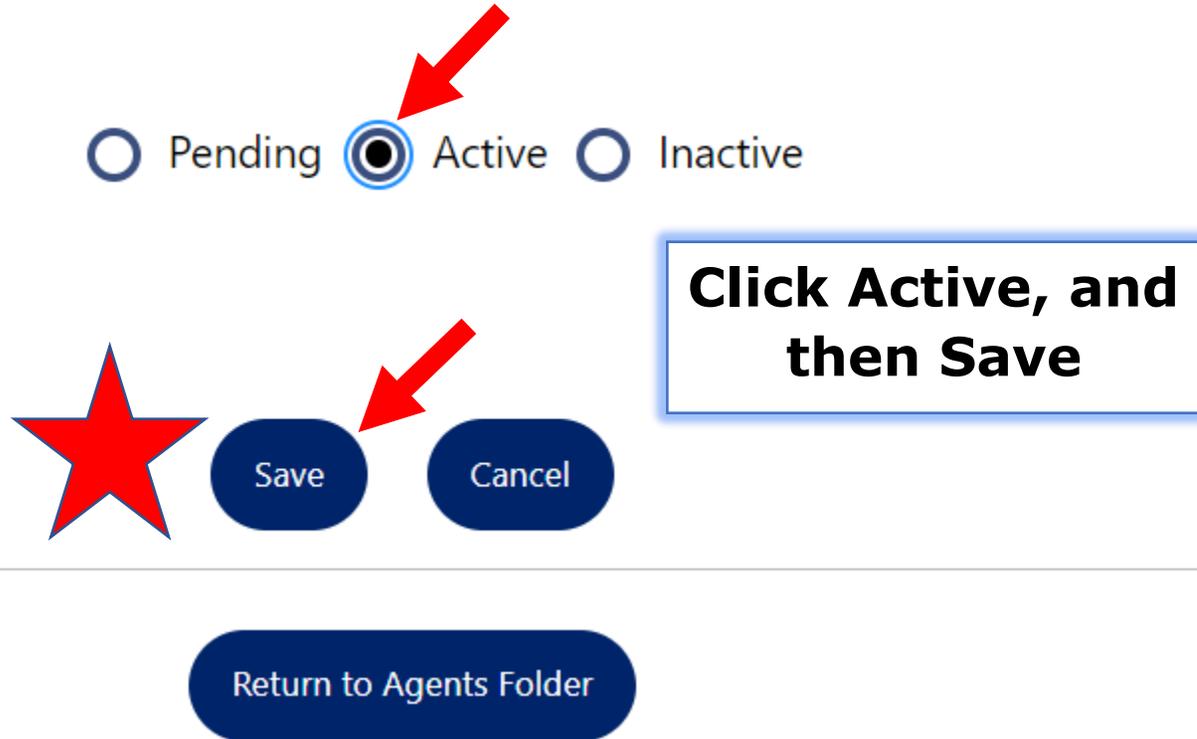
Save

Cancel

Return to Agents Folder

Type of Agent: TPA (Third Party Administrators)

Status:  Pending  Active  Inactive



**The process to establish an employer-TPA relationship and granting access has been completed. The employer or TPA can activate the State Information Data Exchange System (SIDES) under the General Information tab.**

## Agent or Employer can make the connection to the SIDES Broker

To access the Employer Profiles, TPA must click the employer's name under the Company Name that is under the Representing Employers tab (on page 28).



Use this folder to manage your general company information including contact and login information.

If you make changes, click the Save button.

[ [Employer Portfolio](#) ]

- [-] **Employer Profiles**
  - [-] [Corporate Profile](#)
    - [General Information](#)
    - [Locations](#)
    - [Contacts/Users](#)
    - [Account Summary](#)
    - [Documents](#)
  - [-] [Communications Profile](#)
    - [Messages](#)
    - [Subscriptions](#)
    - [Email Log](#)
- [-] **Unemployment Files**
  - [-] [Unemployment Benefit File](#)
    - [Employer Charges](#)
    - [Claimants](#)
    - [Determinations](#)
    - [Appeals](#)
    - [Labor/Non-Labor Disputes](#)
    - [Shared-Work](#)
    - [Wage Audit Notices](#)

**Scroll down to SIDES**



- General Information**
- [Locations](#)
- [Contacts/Users](#)
- [Account Summary](#)
- [Documents](#)

\* Indicates required fields.

For help click the information icon next to each section.

## SIDES (State Information Data Exchange System)

### SIDES Application Exchanges:

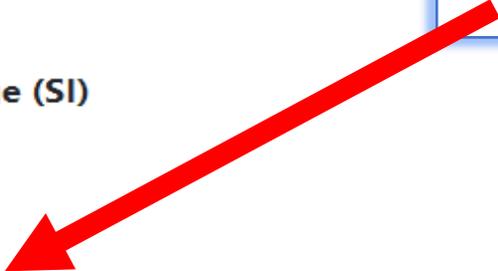
#### Separation Information Requests Exchange (SI)

None

**SIDES PIN:**

[ [Edit](#) | [SIDES PIN History](#) ]

Click [Edit](#)



## SIDES (State Information Data Exchange System)

### SIDES Application Exchanges: Please select options for each Exchange

#### Separation Information Requests Exchange (SI)

- None
- SIDES Employer / TPA
- SIDES Employer / E-Response

**SI PIN:**

**SIDES SI TPA Account:**

None Selected

**SIDES PIN:**

**Generate New Pin**

[ [Update](#) | [SIDES PIN History](#) ]

**Click  
SIDES Employer/TPA  
button**

## SIDES (State Information Data Exchange System)

SIDES Application Exchange: Please select options for each Exchange

Separation Information Requests Exchange (SI)

- None
- SIDES Employer / TPA
- SIDES Employer / E-Response

SI PIN:

SIDES SI TPA Account:

SIDES PIN:

**Generate New Pin**

[ [Update](#) | [SIDES PIN History](#) ]

## SIDES (State Information Data Exchange System)

**SIDES Application Exchanges: Please select options for each Exchange**

**Separation Information Requests Exchange (SI)**

- None
- SIDES Employer / TPA
- SIDES Employer / E-Response

SI PIN:

SIDES PIN:

**Generate New Pin**

[ [Update](#) | [SIDES PIN History](#) ]



**Return to Employer Profile**

**Click the drop  
down and select  
TPA name**

BR000000999 TPA Name 1  
BR000000999 TPA Name 2  
BR000000999 TPA Name 3  
BR000000999 TPA Name 4  
BR000000999 TPA Name 5  
BR000000999 TPA Name 6

**then click [Update](#)**

**SIDES SI TPA Account:**

BR000000999 TPA Name ▼



# Inactivate TPA Relationship or Cancellation of POA by Agent



Use this folder to add employers you wish to represent, view your current employer relationships, or to work on behalf of an active employer

[ [Agent Portfolio](#) ]

- [-] [Agent Profiles](#)
  - [-] [Corporate Profile](#)
    - [General Information](#)
    - [Locations](#)
    - [Contacts/Users](#)
    - [Account Summary](#)
    - [Documents](#)
    - [Representing Employers](#)
  - [-] [Communications Profile](#)
    - [Messages](#)
    - [Subscriptions](#)
    - [Email Log](#)

Click to expand the [+ Show Filter Options](#)

- [General Information](#)
- [Locations](#)
- [Contacts/Users](#)
- [Account Summary](#)
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- Representing Employers**

Pin to dashboard

[Show Filter Options](#)

## Establishing a Relationship and Granting Access to TPA - Employer

[General Information](#)
[Locations](#)
[Contacts/Users](#)
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Representing Employers

 Pin to Dashboard

 [Hide Filter Options](#)

Results Filter

Company Name (Begins with)

Status:

FEIN:

[Filter](#) [Reset Filter](#)

Enter FEIN and then Click [Filter](#)



To sort on any column, click a column title.

Company Name (Begins with)	Contact	Signature Date	Start Date	Ending Date	Power Of Attorney	Account Type	Status	FEIN UIID	Action	Select
EMPLOYER NAME	CONTACT NAME EMPLOYER ADDRESS					Unemployment	Active	221234567 1234567	<a href="#">View</a>	<input type="checkbox"/>
										<a href="#">Delete</a>

# Establishing a Relationship and Granting Access to TPA - Employer

[General Information](#) [Locations](#) [Contacts/Users](#) [Account Summary](#) [Documents](#) **Representing Employers**

[Pin to Dashboard](#)

[Hide Filter Options](#)

**Results Filter**

Company Name (Begins with)

Status:

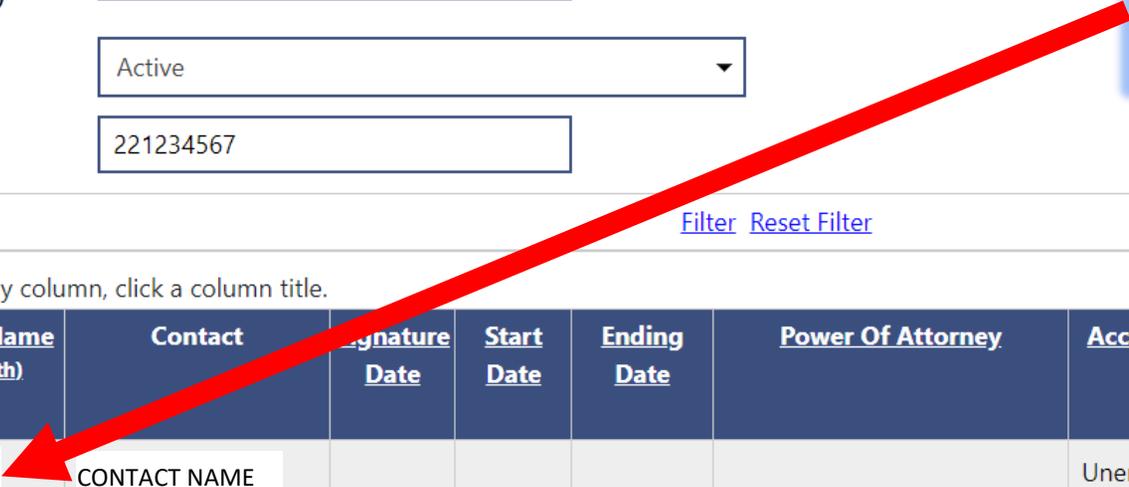
FEIN:

[Filter](#) [Reset Filter](#)

To sort on any column, click a column title.

<a href="#">Company Name (Begins with)</a>	<a href="#">Contact</a>	<a href="#">Signature Date</a>	<a href="#">Start Date</a>	<a href="#">Ending Date</a>	<a href="#">Power Of Attorney</a>	<a href="#">Account Type</a>	<a href="#">Status</a>	<a href="#">FEIN UIID</a>	<a href="#">Action</a>	<a href="#">Select</a>
<a href="#">EMPLOYER NAME</a>	CONTACT NAME EMPLOYER ADDRESS					Unemployment	Active	123456789 1234567	<a href="#">View</a>	<input type="checkbox"/>
										<a href="#">Delete</a>

**Click on EMPLOYER NAME to view Employer Profiles**





## Use this folder to manage your general company information including contact and login information.

If you make changes, click the Save button.

[ [Employer Portfolio](#) ]

**Scroll down to SIDES**

- [-] [Employer Profiles](#)
  - [-] [Corporate Profile](#)
    - [General Information](#)
    - [Locations](#)
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    - [Account Summary](#)
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- [-] [Unemployment Files](#)
  - [-] [Unemployment Benefit File](#)
    - [Employer Charges](#)
    - [Claimants](#)
    - [Determinations](#)
    - [Appeals](#)
    - [Labor/Non-Labor Disputes](#)
    - [Shared-Work](#)
    - [Wage Audit Notices](#)

**General Information**   [Locations](#)   [Contacts/Users](#)   [Account Summary](#)   [Documents](#)

\* Indicates required fields.

For help click the information icon next to each section.



## SIDES (State Information Data Exchange System)

Click [Edit](#), then next screen will appear

### SIDES Application Exchanges:

#### Separation Information Requests Exchange (SI)

SIDES Employer / TPA

SI PIN:

SIDES SI TPA Account:

BR000000999 TPA Name

SIDES PIN:

[ [Edit](#) | [SIDES PIN History](#) ]

## SIDES (State Information Data Exchange System)

### SIDES Application Exchanges: Please select options for each Exchange

#### Separation Information Requests Exchange (SI)

- None
- SIDES Employer / TPA
- SIDES Employer / E-Response

SI PIN:

SIDES SI TPA Account:

BR000000999 TPA Name ▼

SIDES PIN:

Generate New Pin

[ [Update](#) | [SIDES PIN History](#) ]

Release currently assisting: EMPLOYER NAME

Return to Employer Profile

## SIDES (State Information Data Exchange System)

**Click None to disconnect SIDES, then [Update](#)**

**SIDES Application Exchanges: Please select options for each Exchange**

**Separation Information Requests Exchange (SI)**

- None
- SIDES Employer / TPA
- SIDES Employer / E-Response

**SI PIN:**

**SIDES SI TPA Account:**

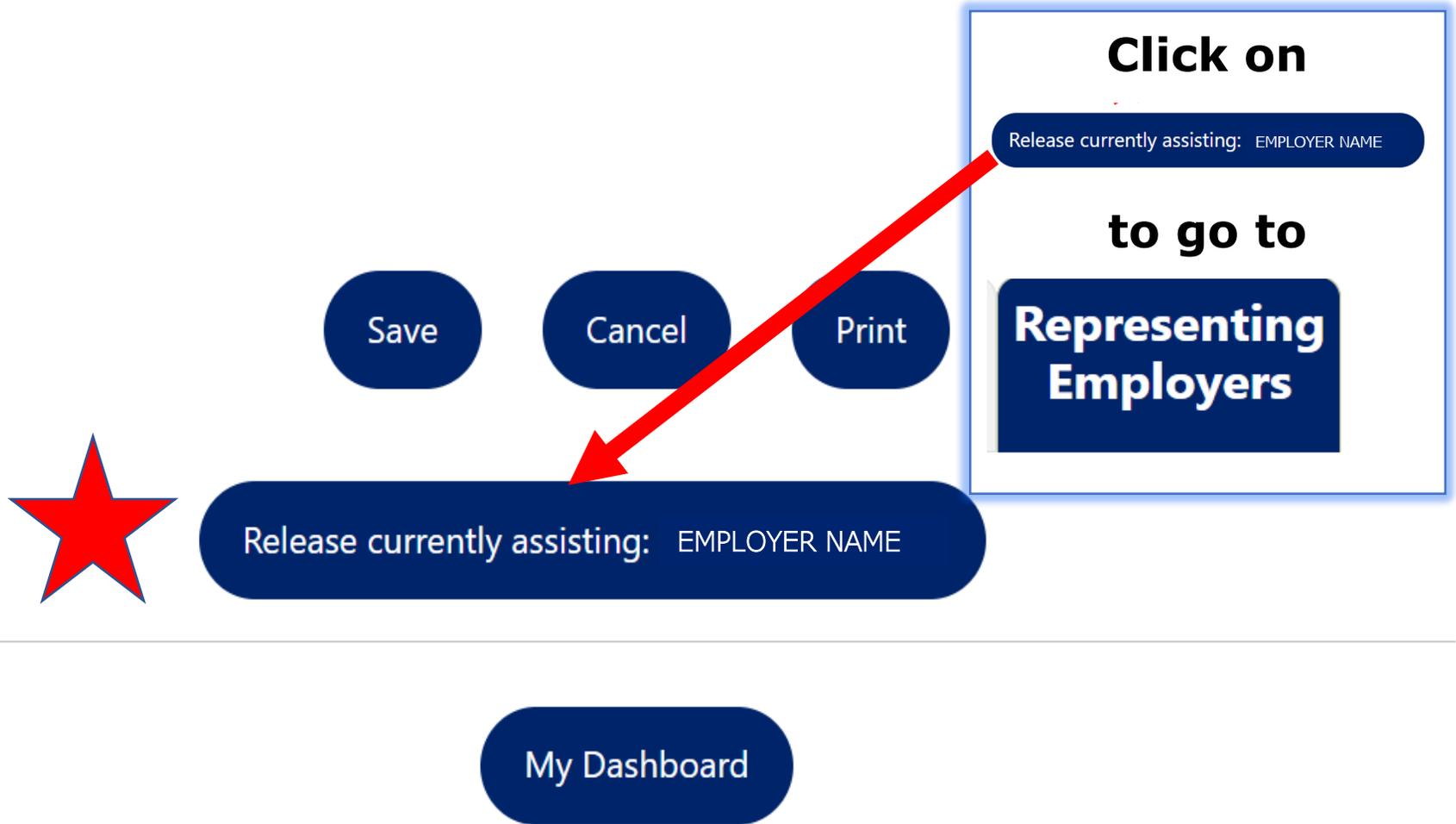
**SIDES PIN:**

**Generate New Pin**

[ [Update](#) | [SIDES PIN History](#) ]

**Release currently assisting: EMPLOYER NAME**

**Return to Employer Profile**



# Establishing a Relationship and Granting Access to TPA - Employer

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### Results Filter

**Company Name**  
(Begins with)

**Status:**

**FEIN:**

[Filter](#) [Reset Filter](#)

**Click the check box under Select**



To sort on any column, click a column title.

<u>Company Name</u> (Begins with)	<u>Contact</u>	<u>Signature Date</u>	<u>Start Date</u>	<u>Ending Date</u>	<u>Power Of Attorney</u>	<u>Account Type</u>	<u>Status</u>	<u>FEIN UIID</u>	<u>Action</u>	<u>Select</u>
<a href="#">EMPLOYER NAME</a>	EMPLOYER ADDRESS					Unemployment	Active	123456789 1234567	<a href="#">View</a>	<input type="checkbox"/>
										<a href="#">Delete</a>

## Establishing a Relationship and Granting Access to TPA - Employer

[Show Filter Options](#)

To sort on any column, click a column title.

Click **Delete**, and then **OK**  
to Inactivate the relationship

Company Name (Begins with)	Contact	Signature Date	Start Date	Ending Date	Power Of Attorney	Account Type	Status	FEIN UID	Action	Select
<a href="#">EMPLOYER NAME</a>	EMPLOYER ADDRESS					Unemployment	Active	123456789 1234567	<a href="#">View</a>	<input checked="" type="checkbox"/>
										<a href="#">Delete</a>

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To sort on any column, click a column title.

Company Name (Begins with)	Contact	Signature Date	Start Date	Ending Date	Power Of Attorney	Account Type	Status	FEIN UID	Action	Select
<a href="#">EMPLOYER NAME</a>	EMPLOYER ADDRESS					Unemployment	Active	123456789 1234567	<a href="#">View</a>	<input checked="" type="checkbox"/>
										<a href="#">Delete</a>

**Please Confirm...**

Delete (inactivate) relationship with this employer?

**Click to expand the**  
+ [Show Filter Options](#)  
**Select inactive, then [Filter](#)**

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Results Filter	
<b>Company Name</b> (Begins with)	<input type="text"/>
<b>Status:</b>	<div style="border: 1px solid #ccc; padding: 2px;"><p>Inactive </p><p>Any</p><p>Active</p><p><b>Inactive</b></p><p>Pending</p></div>
<b>FEIN:</b>	<input type="text"/>

**Employer status is inactive at the end**

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To sort on any column, click a column title.

<u>Company Name</u> (Begins with)	<u>Contact</u>	<u>Signature Date</u>	<u>Start Date</u>	<u>Ending Date</u>	<u>Power Of Attorney</u>	<u>Account Type</u>	<u>Status</u>	<u>FEIN UIID</u>	<u>Action</u>	<u>Select</u>
<a href="#">EMPLOYER NAME</a>	EMPLOYER ADDRESS					Unemployment	Inactive	123456789 1234567	<a href="#">View</a>	<input type="checkbox"/>



Employer can also cancel or inactivate the relationship with a TPA. The guide is attached on our website under the Resources, [Cancel-POA-or-Inactive-TPA.pdf](#)/.