



## SIDES PIN Guide

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## **2. INTRODUCTION**

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This document is a reference for understanding how to locate the SIDES E-Response PIN that you will use to login to the SIDES E-Response Web Portal in order to respond to a request for information. This includes the following:

- Locating the PIN for SIDES E-Response web portal

Important: In order to login to the SIDES E-Response website, the PIN used must be the one sent to SIDES when the request for information was sent. It is not possible to 'reset' that PIN.

Creating a new PIN can only be done by un-enrolling and re-enrolling and should only be done if a new PIN is needed for security reasons to respond to future requests for information.

### 3. LOCATING SIDES E-RESPONSE PIN

This section will provide information on locating the SIDES E-Response PIN.

1. From Employer Home, click one of the 'Manage SIDES E-Response' links located on the page (Only staff with Administrator role will see this link).



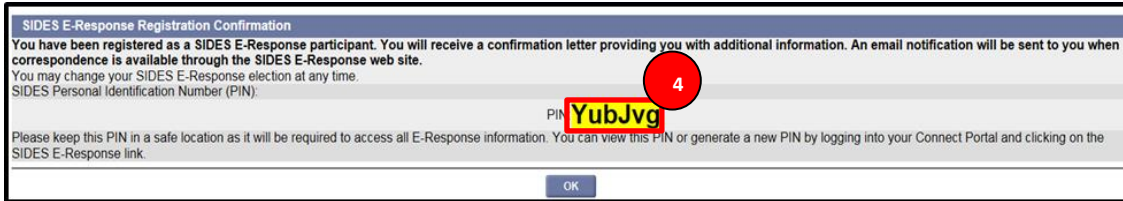
2. Click the SIDES E-Response Registration Screen.



3. Do not make any changes on the Registration screen and then click Submit.



4. The current PIN is displayed on the screen.



The PIN is case sensitive so users may want to select 'Print Preview' at the top of the screen to confirm the proper PIN characters.