

**PARTICIPATION AGREEMENT WITH THE INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT FOR
USE OF SIDES E-RESPONSE PROGRAM**

The following agreement is entered into by the Indiana Department of Workforce Development (IDWD) and User [Responsible party] for the purpose of clarifying the roles and responsibilities of the parties for the effective and efficient operation of the electronic State Information Data Exchange System (“SIDES E-Response”).

As a User of the systems, I hereby agree to the following:

1. Provide an e-mail address(es) as directed by IDWD for the proper transmission of data.
2. Provide IDWD with all factual information necessary to timely and efficiently process any benefit claim.
3. In accordance with IC 22-4-17-2, provide separation information to IDWD exclusively via the Separation Information response within ten (10) days from the date provided on the Separation Information request accessed at <https://uisides.org>.
4. Although a one-time per day e-mail notification is sent when new claimant unemployment insurance claims are filed, conduct regular checks of my employer SIDES E-Response account portal for subsequent new Separation Notices.
5. To accept Monetary and Potential Charges notices electronically through SIDES E-Response.
6. Notify IDWD immediately of changes to the e-mail address of record for SIDES E-Response data transmission in accordance with instructions provided by IDWD.
7. Notify IDWD immediately, in accordance with instructions provided by IDWD of a lost, forgotten or otherwise compromised PIN.
8. Allow IDWD to use the e-mail address associated with SIDES E-Response to convey related Unemployment Insurance information.
9. IDWD reserves the right to remove an employer’s account from the SIDES E-Response program for good cause such as failure to respond to IDWD attempts to validate account information, excessive security breaches, or other abuses of the system.