

1. Click "File a Form 606 (eResponse)"

Unemployment Insurance and New Hire Reporting Hello. [Click here to sign in.](#)

Home Tax Payments New Hire Claims Registration Correspondence Admin Info Live Chat

System Message

- For instructions on filing your quarterly report online, please [click here](#).
- The latest Employer Advisor is available and includes information on online filing, new EFT features, and Unemployment Insurance fraud. Please [click here](#) to read it.

Tax Reporting

Jan 31 Current Filing Qtr: 2014 Q4
Due: **January 31, 2015**

Other Options

- View or amend past reports
- Get employer account PIN
- View tax forms
- View all tax reporting options

[File Tax Report](#)

New Hire Reporting

[File a New Hire Report](#)

Other Options

- View past new hire reports
- View all new hire options

[File New Hire Report](#)

Claims

File a Form 606 (eResponse)

[File a Wage Audit \(613\)](#)

Other Options

- View history of 613 responses
- View all claims options

Account Admin

Most Popular Admin Options

- View account profile
- Display benefit costs
- Rate notice (Form 45)
- Update address information
- File an appeal
- Information for appeals
- Print IRS form 940C
- Close or reopen an account

Other Options

- View all account admin options

Correspondence

[View Correspondence](#)

Other Options

- View all correspondence options

Business Registration

[Create a New UI Account For a Business](#)

Other Options

- Add an existing business to my user account
- View all business registration options

2. Sign in or create a new account

Unemployment Insurance and New Hire Reporting

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System Message

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Sign In

Email Address:

Password: [Forgot Password?](#)

Are you a first time user? [Click here to signup now.](#)

[Sign In](#)

3. Once signed in, click “Add Employer”

The screenshot shows the 'File a Form 606 (eResponse)' page. At the top, there is a navigation bar with 'Unemployment Insurance and New Hire Reporting' on the left and 'Hello, M W' on the right. Below the navigation bar are links for 'Home', 'Tax', 'Payments', 'New Hire', 'Claims', 'Registration', 'Correspondence', 'Admin', and 'Info'. A 'Live Chat' button is also present. The breadcrumb trail reads 'Claims > File a Form 606 (eResponse)'. The main heading is 'File a Form 606 (eResponse)' with a link for 'Problem starting responses?'. Below this is a paragraph of text: 'A list of employers you have access to is displayed below. The number of pending electronic requests is also displayed. Please click on the 'Start' link to be redirected to an external site to complete this response. If you haven't signed up for eResponse yet, please click on the 'Sign Up' link for more details.' An 'Important Information' box contains two bullet points: 'It can take up to 24 hours to refresh the information on this page after you complete a separation request.' and 'Be sure to sign out of your eResponse page when transitioning between claims for different employers.' At the bottom right, the 'Add Employer' button is circled in red.

4. Add employer using Employer ID and either Document number or Access Code. The document number is printed on the paper copy of the 606 form. An access code is assigned after an employer signs up for eResponse and is available for other users to use when adding the employer to their unique accounts.

The screenshot shows the 'Add eResponse Employer' form. At the top, there is a navigation bar with 'Unemployment Insurance and New Hire Reporting' on the left and 'Hello, M W' on the right. Below the navigation bar are links for 'Home', 'Tax', 'Payments', 'New Hire', 'Claims', 'Registration', 'Correspondence', 'Admin', and 'Info'. A 'Live Chat' button is also present. The breadcrumb trail reads 'Claims > File a Form 606 (eResponse) > Add eResponse Employer'. The main heading is 'Add eResponse Employer'. Below this is a paragraph of text: 'You will need your Employer ID number and either the Document Number or the Access Code.' There is a text input field for 'Employer ID:'. Below the input field are two radio button options: 'I have a Document Number' and 'I have an Access Code'. At the bottom, there is a 'Submit' button.

5. After employer is added, you can sign up for eResponse alone or Electronic Correspondence, which means all correspondence will be sent electronically.

The screenshot shows a web interface for "Unemployment Insurance and New Hire Reporting". The user is logged in as "Hello, M W". The navigation menu includes Home, Tax, Payments, New Hire, Claims (selected), Registration, Correspondence, Admin, and Info. A "Live Chat" button is visible in the top right. The breadcrumb trail is "Claims > File a Form 606 (eResponse) > eResponse Options". The main heading is "eResponse Options". Below the heading, a message states: "You have two options to sign up for electronic separation responses. Please select one of the options below." A table with two columns, "Option" and "Description", lists the choices:

Option	Description
Click here to sign up for Electronic Correspondence	Receive all of your Unemployment Insurance (UI) correspondence through a secure web message center. This includes the ability to respond to separation requests on the eReponse website.
Click here to sign up for Electronic Separation Response (eResponse)	Receive and respond to UI separation requests through a secure website. You will be notified via email when you have a response to complete. You will no longer receive separation requests in the mail; all other UI correspondence will still be mailed.

6. Please note that only NEW claims will be available on eResponse – current claims MUST be completed by mail or fax.

The notification window has a title bar "eResponse" with a close button "X". The main text reads: "You must complete any current paper form(s) by hand and fax it with no cover letter to 801-526-4402. Or, you can mail the form(s) to:
Utah Department of Workforce Services
CO Claims
PO BOX 45277
Salt Lake City, UT 84145
Now that you have successfully signed up for Electronic Separation Response, you will no longer receive these requests in the mail. You will receive an email message at codybrown@hotmail.com to complete future requests online." At the bottom right, there is a blue "OK" button.

- When a new claim is filed, you will receive an email notification and when you sign in, the number of claims to fill out will display on the “File a Form 606 (eResponse)” screen.

File a Form 606 (eResponse)

[Problem starting responses?](#)

A list of employers you have access to is displayed below. The number of pending electronic requests is also displayed. Please click on the 'Start' link to be redirected to an external site to complete this response. If you haven't signed up for eResponse yet, please click on the 'Sign Up' link for more details.

i Important Information

- It can take up to 24 hours to refresh the information on this page after you complete a separation request.
- Be sure to sign out of your eResponse page when transitioning between claims for different employers.

[Add Employer](#)

Employer	Number of Requests	Action
New Employer, LLC.	2	Start

- Clicking “Start” will redirect you to the eResponse website (uisides.org), where you will be able to fill out the response and submit it online.