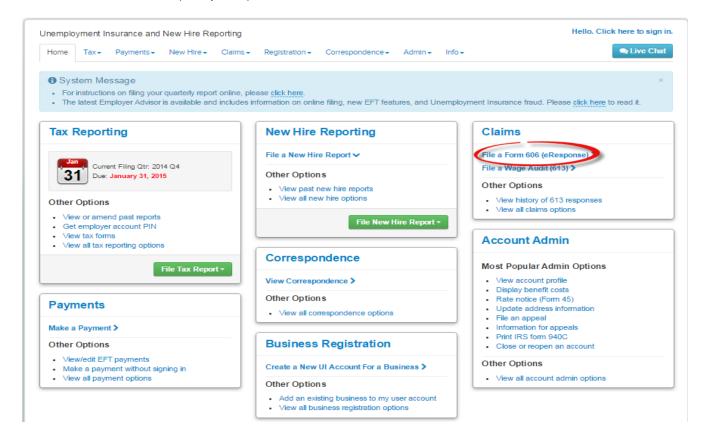
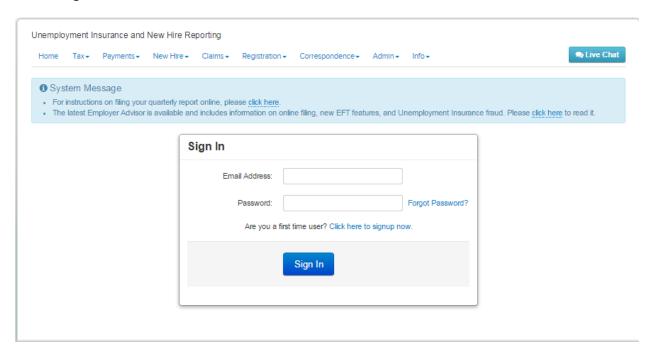
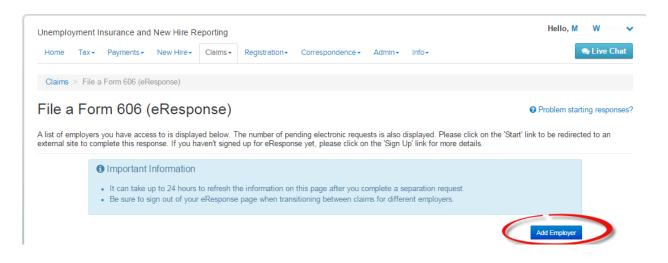
## 1. Click "File a Form 606 (eResponse)"



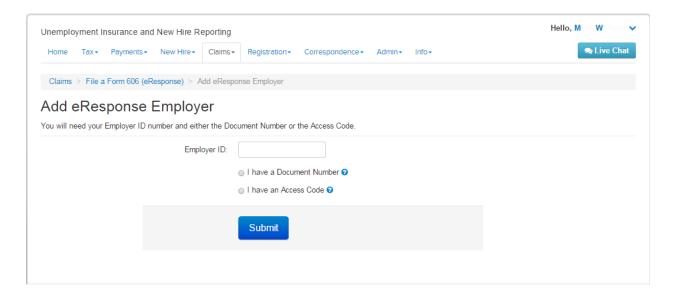
## 2. Sign in or create a new account



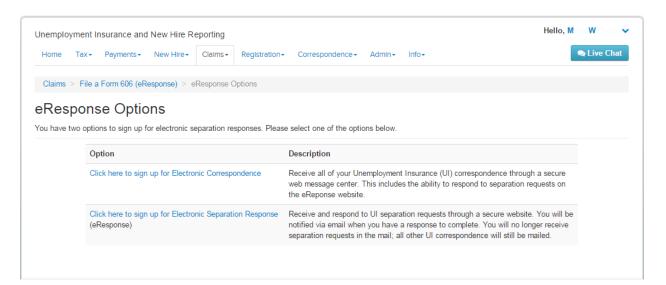
3. Once signed in, click "Add Employer"



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.



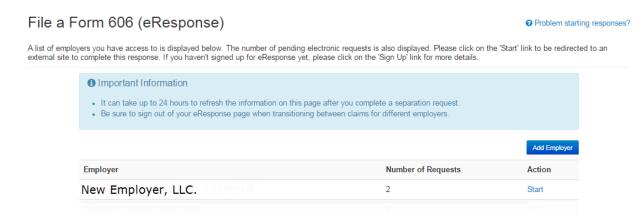
5. After employer is added, you can sign up for eResponse alone or Electronic Correspondence, which means all correspondence will be sent electronically.



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



7. 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.



8. 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.