# 1. TABLE OF CONTENTS

1. Table of Contents.................................................................................................................. 2
2. Introduction............................................................................................................................. 3
3. Unregistering from SIDES E-Response ................................................................................ 4
2. INTRODUCTION

This document is a reference for understanding how to unregister from SIDES E-Response.

**Important**: If you have any outstanding requests sent through SIDES, you must respond to those requests through SIDES itself. If you do not have the SIDES E-Response PIN, go through the screens below, *without unregistering*, to obtain the current PIN. Then you may follow the process to unregister.
3. UNREGISTERING FROM SIDES E-RESPONSE

This section will provide information on how to unregister from SIDES E-Response.

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. Uncheck the registration box at the bottom of the screen.

4. Click Submit.
5. The employer has unregistered from SIDES E-Response.