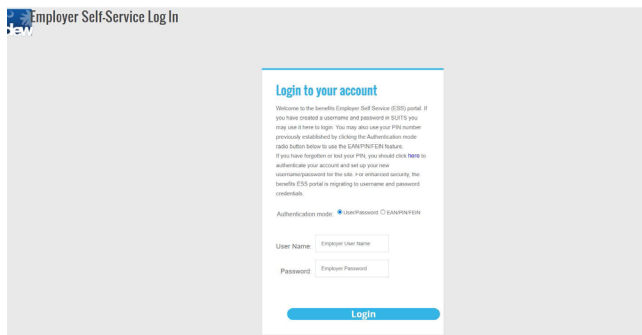


EMPLOYER SELF SERVICE (ESS) LOGIN & REGISTRATION GUIDE



Employers have two options to login the Employer Self Service (ESS) Portal in SCUBI. Employer can click the Authentication Mode radio button which states EAN/PIN/FEIN. Employer will be required to provide all three credentials below and click login:

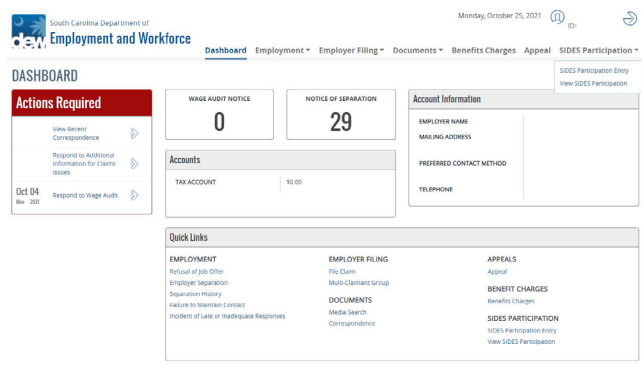
- Employer Account Number (EAN)
- Employer PIN (which was generated in SUITS)
- Federal Employer Identification Number (FEIN)

If the employer already created a username and password in SUITS, they can click the Authentication Mode radio button which states User/Password. The employer will be required to provide:

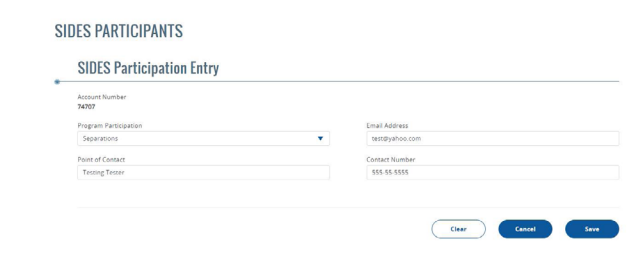
- Employer Username
- Employer Password

If the employer has forgotten or lost the PIN, the employer will need to click on the “Here” hyperlink which will navigate the employer to SUITS to authenticate their account and set up as a new user.

After the employer has set up a new Username and Password established in SUITS, the employer will be able to navigate back to the Bridge for Benefits screen and use the same Username and Password created in SUITS to login to SCUBI.



Once logged in, employers may register as a SIDES Participant by clicking the SIDES Participation Entry smart from the SIDES Participation Drop Down list on the Dashboard Menu or from the Quick Links section.



The system will navigate to the SIDES Participation screen. Add the required information and the click the Save button.

SIDES Participation Details

EMPLOYER ACCOUNT NUMBER	EMPLOYER NAME	PROGRAM TYPE	POINT OF CONTACT	EMAIL ADDRESS	CONTACT NUMBER	EFFECTIVE DATE	END DATE	STATUS	DATE CREATED	CREATED
		Separations	Testing Tester		555555555	10/25/2021		Pending	10/25/2021	ESS-SCUB
		Separations	Review Gaskew		8437922857	07/17/2020		Cancel	07/17/2020	ESS-74705
		Separations			1111111	06/20/2018		Cancel	10/02/2019	SCUB-MS

The system should display a successful validation message with the details previously added.

South Carolina Department of Employment and Workforce
Monday, October 25, 2021

Dashboard | Employment | Employer Filing | Documents | Benefit Charges | Appeal | SIDES Participation

DASHBOARD

Actions Required

- View Recent Correspondence
- Respond to Request for Separation Information
- Respond to Additional Information for Claims Issues
- Respond to Wage Audits

WAGE AUDIT NOTICE
0

NOTICE OF SEPARATION
5

Account Information

EMPLOYER NAME
MAILING ADDRESS
PREFERRED CONTACT METHOD
TELEPHONE

Accounts

TAX ACCOUNT | \$0.00

Quick Links

EMPLOYMENT Request of Job Offer Employer Separation Separation History Failure to Maintain Contact Inhibition of Late or Inadequate Responses	EMPLOYER FILING File Claim Multi-Carrier Group	APPEALS Appeal BENEFIT CHARGES Benefit Charges
DOCUMENTS Notice to Respond Correspondence	SIDES PARTICIPATION SIDES Participation Entry View SIDES Participation	

The system will send a verification email. The email must be acknowledged within 48 hours. Once acknowledged, the Status will go from “Pending” to “Active” and the system will send a second email pertaining the SIDES E Response credentials. SIDES E Response employers will no longer have access to “Respond to Request for Separation Information” under the Smart Links section. All separation information will go through the SIDES E Response Portal and will not be available through ESS Portal. However, the employers will still have access to other Smart Links:

- View Recent Correspondence
- Respond to Additional Information for Claims Issues
- Respond to Wage Audits