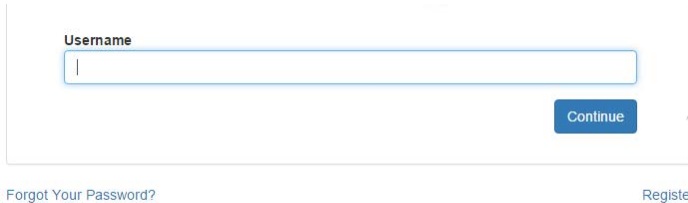


Employees can make changes to their W-4 allowances to adjust the tax deductions from their paychecks online using the Employee Self-Service (ESS) Portal.

Go to: helpside.com

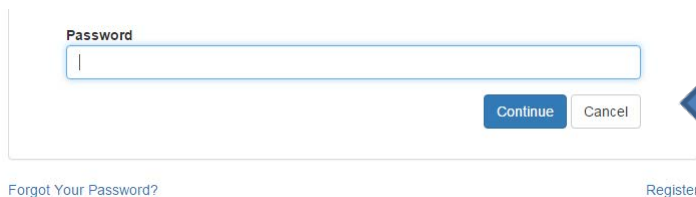
Click on Employee and then ESS



A screenshot of a login form with a text input field labeled "Username" and a "Continue" button. Below the form are links for "Forgot Your Password?" and "Register". A blue arrow points to the "Continue" button.

Enter your username

Click on: **Continue**



A screenshot of a login form with a text input field labeled "Password" and "Continue" and "Cancel" buttons. Below the form are links for "Forgot Your Password?" and "Register". A blue arrow points to the "Continue" button.

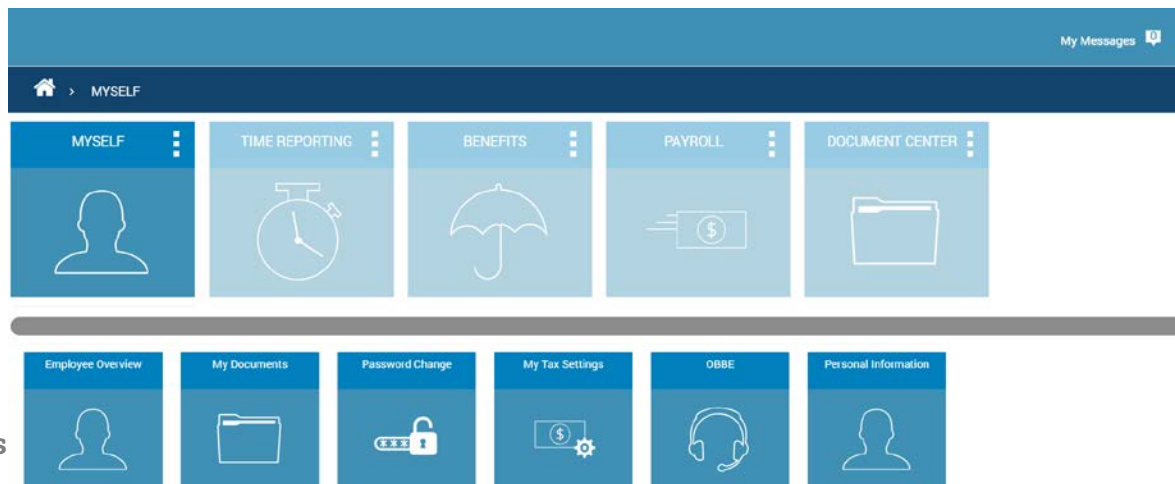
Enter your password you created

Click on: **Continue**

After logging in, you will be taken to the main Dashboard seen below.

To change you W-4 allowances to adujst the tax deductions from your paychecks:

Click on: **Myself**



A screenshot of the ESS Dashboard. At the top right is "My Messages" with a notification icon. Below is a navigation bar with "MYSELF" selected. The main area contains five large tiles: "MYSELF" (with a person icon), "TIME REPORTING" (with a clock icon), "BENEFITS" (with an umbrella icon), "PAYROLL" (with a dollar sign icon), and "DOCUMENT CENTER" (with a folder icon). Below these are six smaller tiles: "Employee Overview" (person icon), "My Documents" (folder icon), "Password Change" (lock icon), "My Tax Settings" (dollar sign and gear icon), "OBBE" (headset icon), and "Personal Information" (person icon). A blue arrow points to the "MYSELF" tile, and another blue arrow points to the "My Tax Settings" tile.

Click on
My Tax Settings

You will be taken to a screen showing your current W-4 allowances. To make a change, choose a filing status from the drop-down box and type in a new number of allowances. You can also select an additional dollar amount to come out of each paycheck. Do this for both federal and state (if applicable).


If you want to use the W-4 allowances worksheet as a guide, you can [view it here](#).

Home > MYSELF > MY TAX SETTINGS

My Tax Settings

Tax Information

Federal Tax	State Tax
<p>Filing Status</p> <p>Married ▾</p>	<p>Filing Status *</p> <p>Married ▾</p>
<p>Allowance</p> <p>1</p>	<p>Number of Allowances *</p> <p>1</p>
<p>Additional Withholding</p> <p>\$</p>	<p>Additional withholding amount</p> <p>\$</p>



When you are done making changes, make sure to click **Save**.

These changes will take place immediately and be ready for your next processed payroll.

If you would like to claim **Exempt** on your taxes, you will need to complete an online W-4 form. Please send an email to service@helpside.com and you will be sent a link where you can complete the form online.

If you have any questions about tax allowances or the employee self-service portal, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or service@helpside.com.