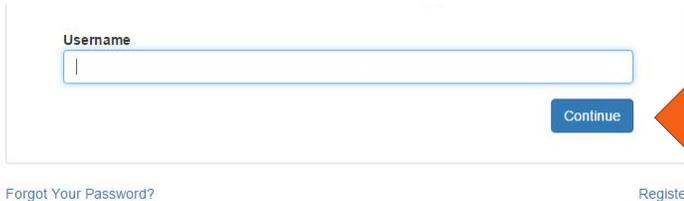# HELPSIDE

Eligible employees can enroll in available benefits options through their employer online using the Employee Self-Service (ESS) Portal.

Go to: helpside.com

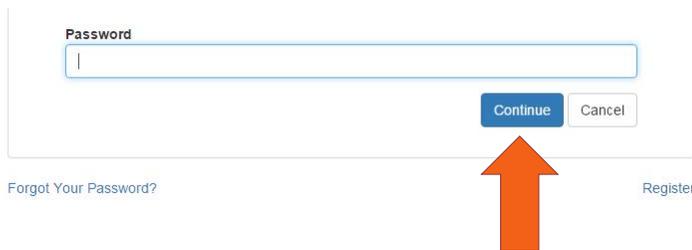Click on Employee and then ESS

Enter your username

Click on: **Continue**

Enter your password you created

Click on: **Continue**

If you forgot your password, use the **Forgot Password** link.

If you haven't registered for the ESS portal, click on: **Register**

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

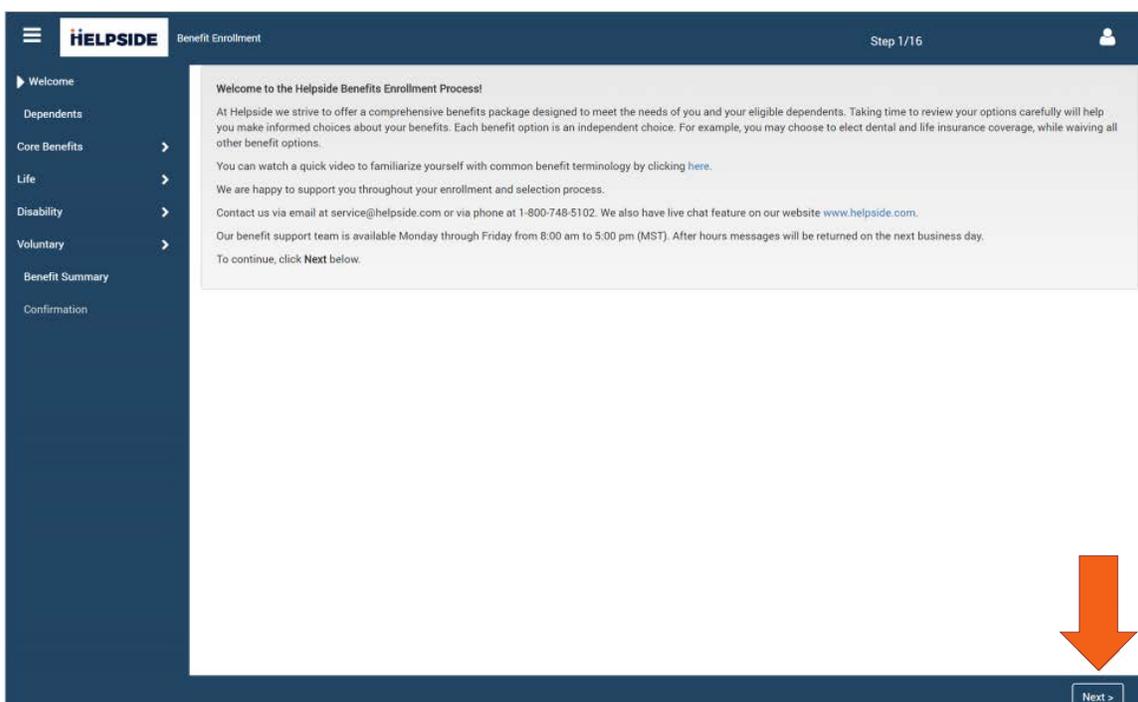**To access the Benefits Enrollment tool:**

Click on: **Benefits**

Click on: **Benefits Enrollment**



From here you will be taken to the Online Benefits Enrollment Tool. This has all of the information for available benefits including plan descriptions, pricing, and some helpful videos. After reading the introduction, click on: **Next**

On the Dependents screen, click on the **Add dependents** to enter the information for any dependents you would like to participate in any of the available benefits options. For each election, you will be able to choose from the dependents added on this screen to participate.



Once you have added all possible dependents, click on **Next**

If you need to edit information for a dependent, you can do that in the Dependent section of the ESS Portal.

Now you will navigate through each of the screens for the available benefits options. A running total of the monthly premiums for your elections will be shown at the top of the screen.

If you do not want to participate in a particular option (for example, you do not want dental coverage) click on the waiver box before clicking **Next** to advance to the next screen.

You will not be able to navigate past the Life Insurance screen until you either enter a beneficiary or waive coverage. If coverage is waived, this can be changed later.

You must either make an election or choose the waiver box for each benefits option in order to complete your enrollment.



Once you have completed all of the available benefits options, you will be taken to your Benefits Summary. Here you can see your monthly premium total as well as your selection for each benefit.

Along the left side of the screen, you will see a navigation menu. A green check mark means that a benefit has been elected. A grey check mark means that a benefit has been waived. If you missed an option it will be shown in red, you will not be able to click on **Submit** to finalize your enrollment until you either mark and election or check the waiver box. Click on the benefit to revisit that page and make your election or waiver.

Once you submit all of your elections, you will be taken to a final confirmation screen.

On this screen, you will need to check the box for the enrollment confirmation, type in your full name (as shown in the upper right-hand corner of the screen) and then click on **Complete Enrollment** to submit your elections to Helpside for processing.



Please save a copy of your enrollment form for your records. A copy will also be available in the Employee Self-Service (ESS) Portal.

If you have any questions about available benefits, enrollment, 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.