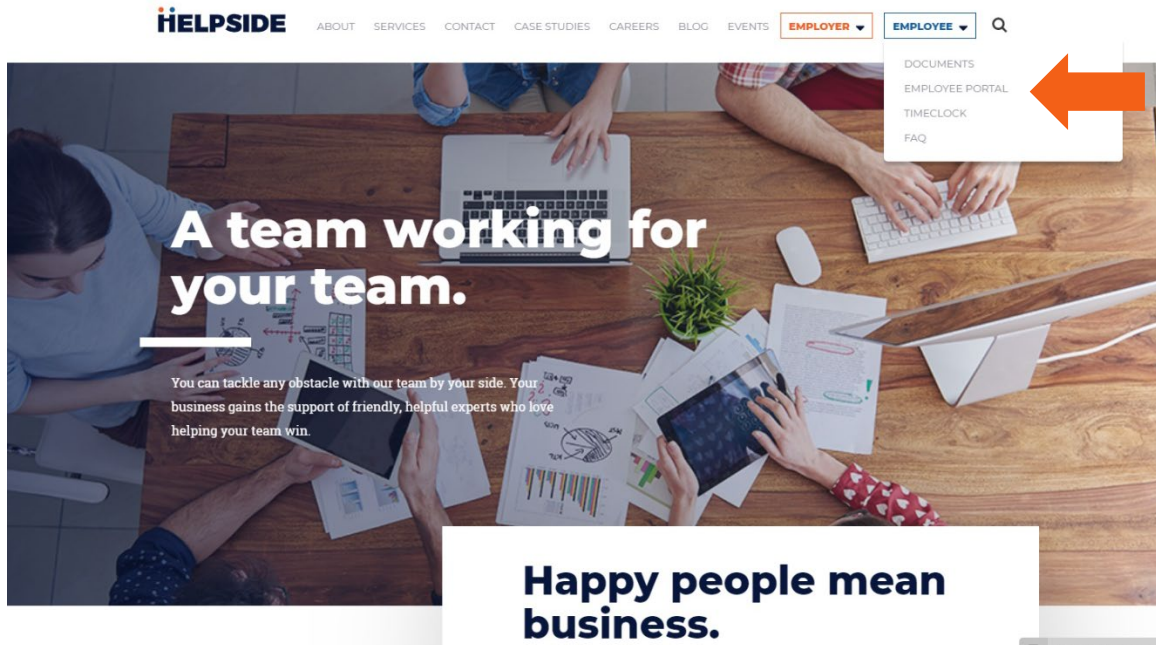


The employee portal will give you easy access to the information that is most important to you such as paycheck stubs, benefits information, and W-2s.

Go to: helpside.com

Click on **Employee** and then **Employee Portal**.



Enter your username and your password and click **Sign In**.

The screenshot shows the 'Helpside Employee Portal' sign-in and registration forms. The 'Sign In' form has fields for 'Helpside Account Username' and 'Helpside Account Password', with a 'Keep me signed in' checkbox and a 'Show password' checkbox. A 'forgot username or password' link is also present. The 'Register' form has fields for 'Last Name', 'Home Zip Code', and 'Email Address'. A 'REQUEST REGISTRATION EMAIL' button is located below the registration form. An orange arrow points to the 'SIGN IN' button.

If you haven't previously registered for the employee portal, complete the form on the right and click on: **Request Registration Email**

Helpside Employee Portal

Sign In

Welcome back! Please sign in below with your Helpside account to access the Helpside Employee Portal.

* Helpside Account Username

* Helpside Account Password

Keep me signed in [forgot username or password](#)

Show password

SIGN IN

Register

Welcome to the new Helpside Employee Portal! Please fill out the short form below to allow us to find, and link, your [PrismHR](#) account with a new Helpside account. We will then send you an email with a link to create your new Helpside account.

* Last Name

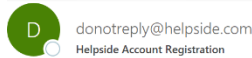
* Home Zip Code

* Email Address

REQUEST REGISTRATION EMAIL



You will receive a registration email at the email address you entered. Open that email and click on the **Create New Username and Password** link.



HELPSIDE

Hello

At your request, we are sending you this personalized link to give you access to register your Helpside account by setting up a new username and password. Please click the button below to get started.

[CREATE NEW USERNAME AND PASSWORD](#)

If you did not request this, please ignore this email or call to let us know.

If you're having trouble clicking the button above, copy and paste the URL below into your web browser.

<https://tools.helpside.com/Authentication/HelpsideAuthenticationRegistration/?l=7763&k=7ea87609-d6a7-4cbf-8046-7e7e2c7d0956&t=636830720456472355>

HELPSIDE
395 W. 600 N.
Lindon, UT 84042
Local: (801) 443-1090
Toll-Free: 1-800-748-5102
www.helpside.com



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

The screenshot shows the Helpline Employee Portal Dashboard for John Example, Admin. The dashboard includes a navigation menu on the left with options like Dashboard, Personal, Payroll, Time Off, Benefits, External Tools, and Contact Us. The main content area features a Payroll table, a Time Off section showing 26.50 hours available, and External Tools links. A Zendesk chat widget is visible in the bottom right corner.

Date	Net Pay
03/01/2019	\$853.23
02/15/2019	\$796.12
02/01/2019	\$851.20
01/18/2019	\$813.93
01/04/2019	\$853.23

Time Off
26.50 Paid Time Off
HOURS AVAILABLE

External Tools
[Benefit Information and Forms](#)
[Find a Provider](#)
[Document Center](#)

To change your direct deposit account, click on **Payroll** and then **Tax Documents**. From this screen you can choose a year from the drop down menu and click **download W-2 pdf for selected year**

The screenshot shows the Helpline Employee Portal Tax Documents page for John Example, Admin. The page includes a navigation menu on the left with options like Dashboard, Personal, Payroll, Time Off, and Benefits. The main content area features a W-2 section with a dropdown menu for the year (2015) and a link to download the W-2 pdf for the selected year. An orange arrow points to the download link. Below the W-2 section is the 1095-C / 1095-B section, which includes a link to service@helpline.com or 801-443-1090.

Tax Documents

W-2

Year to View/Download: 2015 [download W-2 pdf for selected year](#)

1095-C / 1095-B

If you need a copy of your 1095-C or 1095-B Health Coverage form or have any questions, please reach out to us at service@helpline.com or 801-443-1090.

- [About 1095-B form](#)
- [About 1095-C form](#)

If you have questions, please reach out to us at service@helpline.com or 801-443-1090.

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