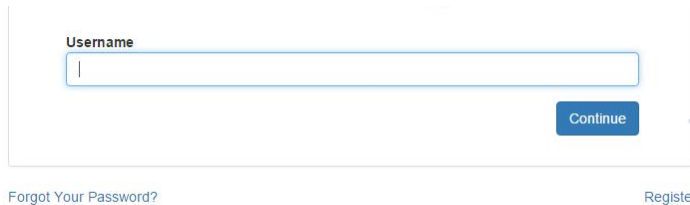


Our online Employee Self-Service (ESS) Portal allows employees to view and print their pay stubs anytime.

Go to: helpside.com

Click on Employee and then ESS



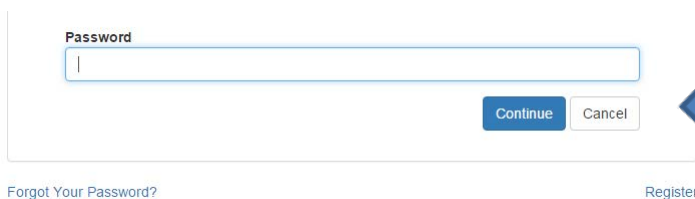
A screenshot of the login form. It features a text input field labeled "Username" with a cursor inside. To the right of the field is a blue button labeled "Continue". Below the input field, there are two links: "Forgot Your Password?" on the left and "Register" on the right. A blue arrow points from the right towards the "Continue" button.

Enter your username

Click on: Continue

Enter your password you created

Click on: **Continue**



A screenshot of the login form. It features a text input field labeled "Password" with a cursor inside. To the right of the field are two buttons: a blue "Continue" button and a white "Cancel" button. Below the input field, there are two links: "Forgot Your Password?" on the left and "Register" on the right. A blue arrow points from the right towards the "Continue" button.

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

To view and print your paystub:

Click on: **Payroll**



A screenshot of the ESS Dashboard. It features a horizontal row of five menu items: "MYSELF", "TIME REPORTING", "BENEFITS", "PAYROLL", and "DOCUMENT CENTER". Each item has a corresponding icon and a three-dot menu icon. The "PAYROLL" item is highlighted in a darker blue. A blue arrow points from the right towards the "PAYROLL" item.



A screenshot of the Payroll sub-menu. It features four items: "Check History", "Direct Deposit Authorization", "Payroll Inquiry", and "W-2 Reprint". Each item has a corresponding icon. A blue arrow points from the right towards the "Check History" item.

Click on: **Check History**

A list of all of your paychecks will be shown. Click on the row of the check stub you wish to view or print.

Check Number	Gross Pay	Taxes	Deductions	Net Pay	Payment Type	Pay Date	Voucher Number
3	3,045.00	1,049.08	75.92	1,920.00	C	08/17/2015	000022
2	1,950.00	453.17	75.92	1,420.91	C	08/07/2015	000014
1	736.00	161.87	75.92	498.21	C	07/31/2015	000002



If you have any questions about the ESS portal, please contact a member of the Client Success team at Helpside at 1-800-748-5102.