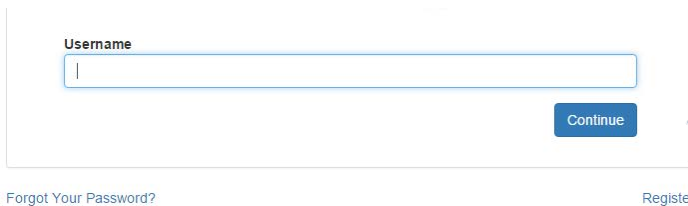


Our online Employee Self-Service (ESS) Portal allows employees to view and print their W-2s.

Go to: helpside.com

Click on Employee and then ESS



Username

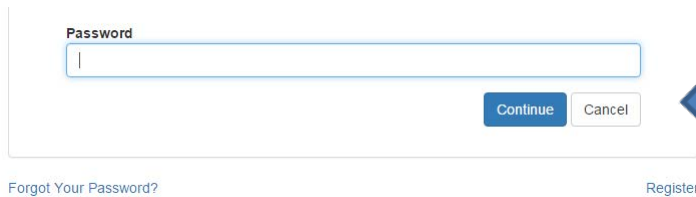
Continue

Forgot Your Password? Register



Enter your username

Click on: Continue



Password

Continue Cancel

Forgot Your Password? Register



Enter your password you created

Click on: **Continue**

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

To view and print your W-2:

Click on: **Payroll**



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.