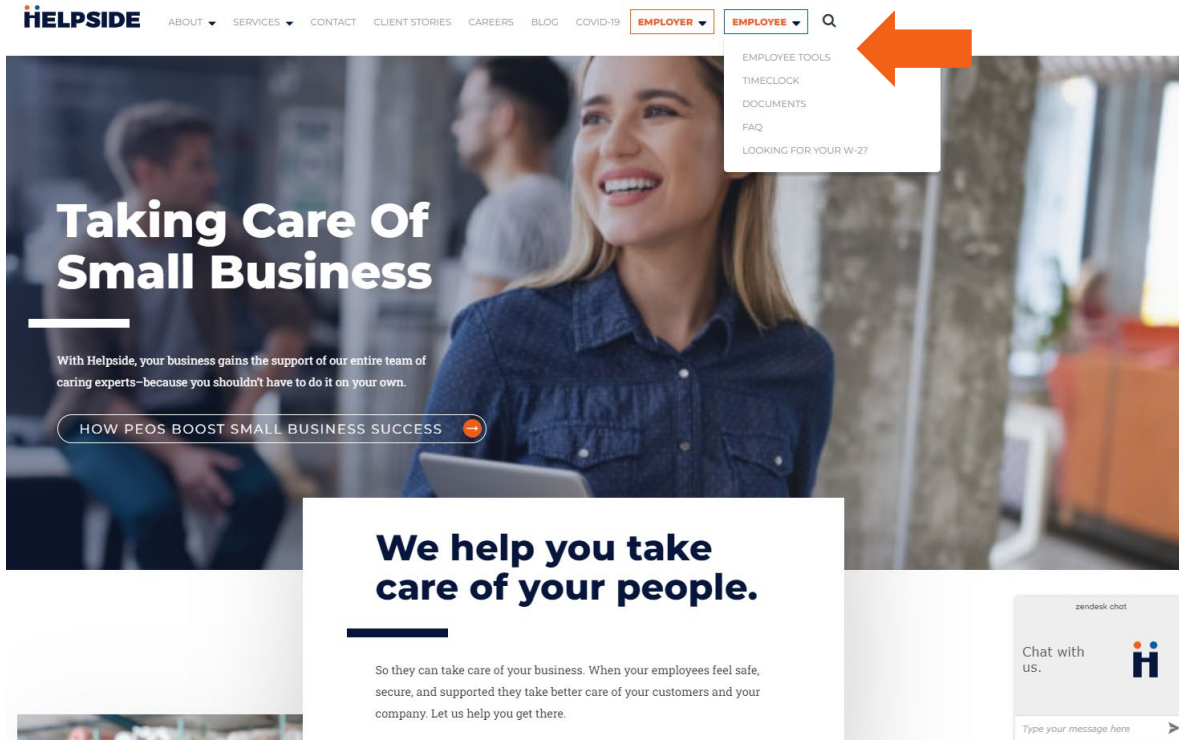


The employee portal will give you easy access to the information that is most important to you such as paycheck stubs, benefits information, and W-2s.

Go to: [helpside.com](https://helpside.com)


Click on **Employee** and then **Employee Tools**.



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

A screenshot of the Helpside website showing the Sign In and Register forms. The top navigation bar includes the Helpside logo and links for ABOUT, SERVICES, CONTACT, CASE STUDIES, CAREERS, BLOG, EVENTS, EMPLOYER, and EMPLOYEE. The main content area is titled "First Time Users" and contains two forms: "Sign In" and "Register". The Sign In form has fields for "Helpside Account Username" and "Helpside Account Password", a checkbox for "Keep me signed in", and a "SIGN IN" button. The Register form has fields for "Last Name", "Home Zip Code", and "Email Address", and a "REQUEST REGISTRATION EMAIL" button. A red arrow points to the SIGN IN button.

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

  
[ABOUT](#) [SERVICES](#) [CONTACT](#) [CASE STUDIES](#) [CAREERS](#) [BLOG](#) [EVENTS](#) [EMPLOYER](#) [EMPLOYEE](#) [Q](#)

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### First Time Users

Please fill in and submit the form under Register. We will then send you an email with a link to create your new Helpside account.

#### Sign In

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

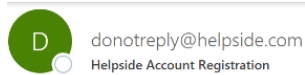
  
  
 Keep me signed in [forgot username or password](#)  
 Show password

#### Register

Welcome to the new Helpside Employee Tools! 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.

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.



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](http://www.helpside.com)



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

The screenshot shows the Helpside Employee Dashboard. At the top, there is a navigation bar with the Helpside logo and links for ABOUT, SERVICES, CONTACT, CASE STUDIES, CAREERS, BLOG, EVENTS, EMPLOYER, and EMPLOYEE. A search icon is also present. Below the navigation bar is a dark header area with a profile picture placeholder on the left and a 'Sign Out' link on the right. The main content area is divided into three columns. The left column contains a sidebar with a 'Dashboard' link (highlighted in orange) and other options: Personal, Payroll, Time Off, and Benefits. The middle column has three main sections: 'Time Off' with a message 'No available time off. Not managed by Helpside.' and a 'view details' button; 'Payroll' with a table showing 'Date' and 'Net Pay' columns and a 'view details' button; and 'Company Links' with a list of links including 'Helpside' and 'Helpside Employee Handbook'. The right column has a 'Documents' section with a link to 'Helpside Employee Handbook'.

To download a copy of your W-2, click on **Payroll** and then **Tax Documents**. From this screen you can choose a year list and click to download a W-2 for selected year

The screenshot shows the Helpside Tax Documents page. At the top, there is a dark header area with a profile picture placeholder on the left and a 'Sign Out' link on the right. The main content area is divided into two columns. The left column contains a sidebar with a 'Dashboard' link (highlighted in orange) and other options: Personal, Payroll (highlighted in orange), Tax Documents (highlighted in orange), Time Off, Benefits, External Tools, and Contact Us. The right column has a 'Tax Documents' section with a 'W-2 Download' sub-section. Below this, there is a message: 'Click on the link(s) below to download a W-2.' followed by a list of links for each year from 2015 to 2021, all labeled 'In-house'. Below this list is a '1095-C / 1095-B' section with a message: 'Below you may download a copy of your Form 1095-B and 1095-C to document that health coverage was offered by your employer(s).'

If you have any questions about the employee dashboard, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or [service@helpside.com](mailto:service@helpside.com).