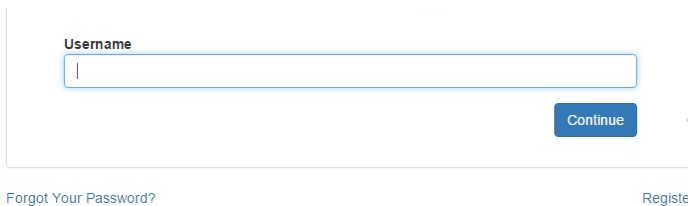


Our online Employee Self-Service (ESS) Portal allows employees to view and print their W-2s.

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

Click on Employee and then ESS



Username

Continue

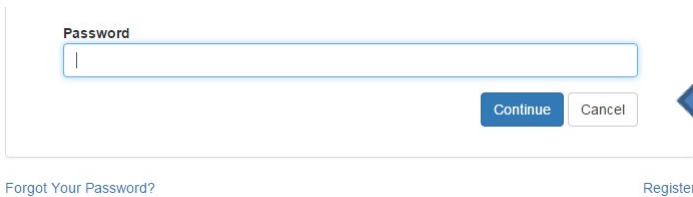
Forgot Your Password? Register

Enter your username

Click on: Continue

Enter your password you created

Click on: **Continue**



Password

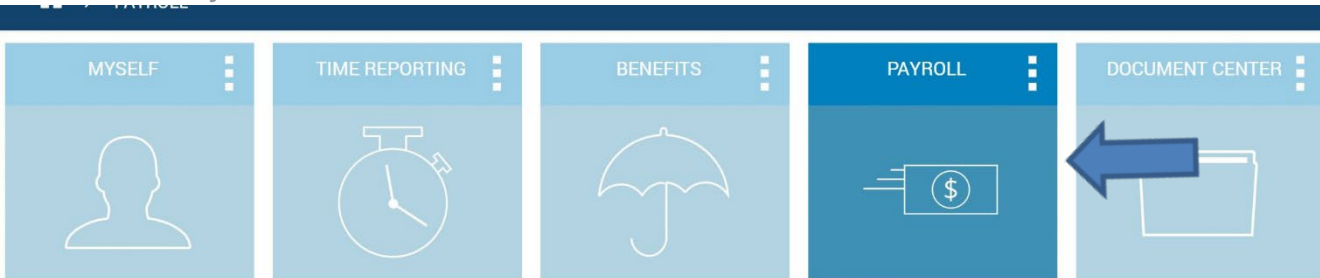
Continue Cancel

Forgot Your Password? Register

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

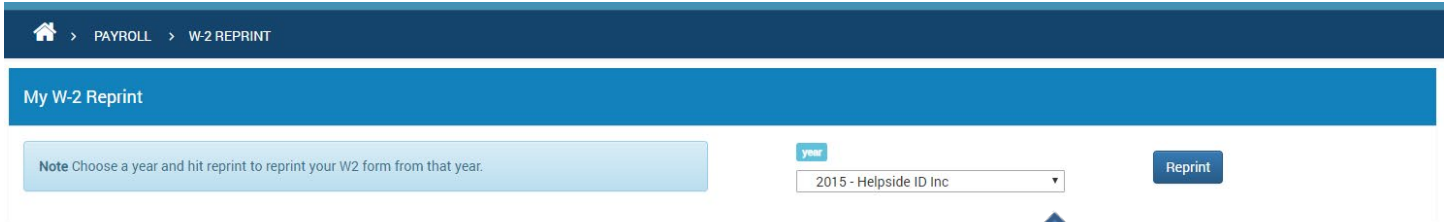
### To view and print your W-2:

Click on: **Payroll**



Click on: **W-2 Reprint**

Select the year you would like from the dropdown list and click Reprint.



Home > PAYROLL > W-2 REPRINT

### My W-2 Reprint

Note Choose a year and hit reprint to reprint your W2 form from that year.

year  
2015 - Helpside ID Inc

Reprint

The W-2 will pull up as a PDF in a separate window. Make sure your browser allows pop-ups.

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 or [service@helpside.com](mailto:service@helpside.com).