

Eligible employees can enroll in available benefits options online using the Helpside Employee Portal.

Go to: helpside.com/ess

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 →



If you haven't previously registered for the Helpside Employee Portal portal, 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 →



If you have previously registered, enter your sign in using your Helpside Account Username and Password.

Click on: **Sign In**.

* Helpside Account Username

* Helpside Account Password

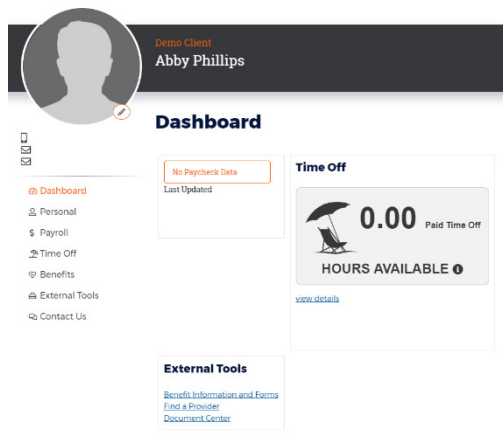
Keep me signed in

Show password

[forgot username or password](#)

If you forgot your username or password, use the **forgot username or password** link.

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



The dashboard shows the user's profile (Abby Phillips), a navigation menu on the left, and several data cards. The 'Time Off' card displays '0.00 HOURS AVAILABLE'. The 'External Tools' section includes links for 'Benefits Information and Forms', 'Find a Provider', and 'Document Center'.

To access the Benefits Enrollment tool:

Click on: **Benefits** found on the menu on the left side of the screen. This will expand.

 Dashboard

 Personal

 Payroll

 Time Off

 **Benefits**

 External Tools


 Contact Us



Click on: **Benefits Enrollment**

 Dashboard

 Personal

 Payroll

 Time Off

 **Benefits**

Benefits Summary

FSA & HSA

Dependents/Beneficiaries

Information and Forms

Benefits Enrollment

 External Tools

 Contact Us



From here you will need to open the Benefit Enrollment Portal. To start click on: **Go To Benefits Enrollment**

Benefits Enrollment

Welcome to Benefits Enrollment. If your company participates in benefit plans sponsored by Helpside, you may enroll in benefits by clicking the link below.

There are three different opportunities when you may enroll or change Helpside sponsored benefits. They include:

Newly Eligible Employees

New employees and employees who experience a status change of part-time to full-time.

Qualifying Events

If you believe that you or a family member have experienced one of the following qualifying life events within the past 60 days and wish to modify your benefits enrollment, please contact Helpside at 1-800-748-5102 in order to gain web access.

- Marriage
- Divorce
- Birth
- Adoption
- Death
- Gain group coverage (Gain of medical share programs are not qualifying)
- Loss of group coverage (Loss of medical share programs are not qualifying)
- Loss of eligibility for Medicare, Medicaid, or CHIP
- Loss of coverage through a family member
- Qualifying for UPP (Utah's Premium Partnership for Health Insurance)

Open Enrollment

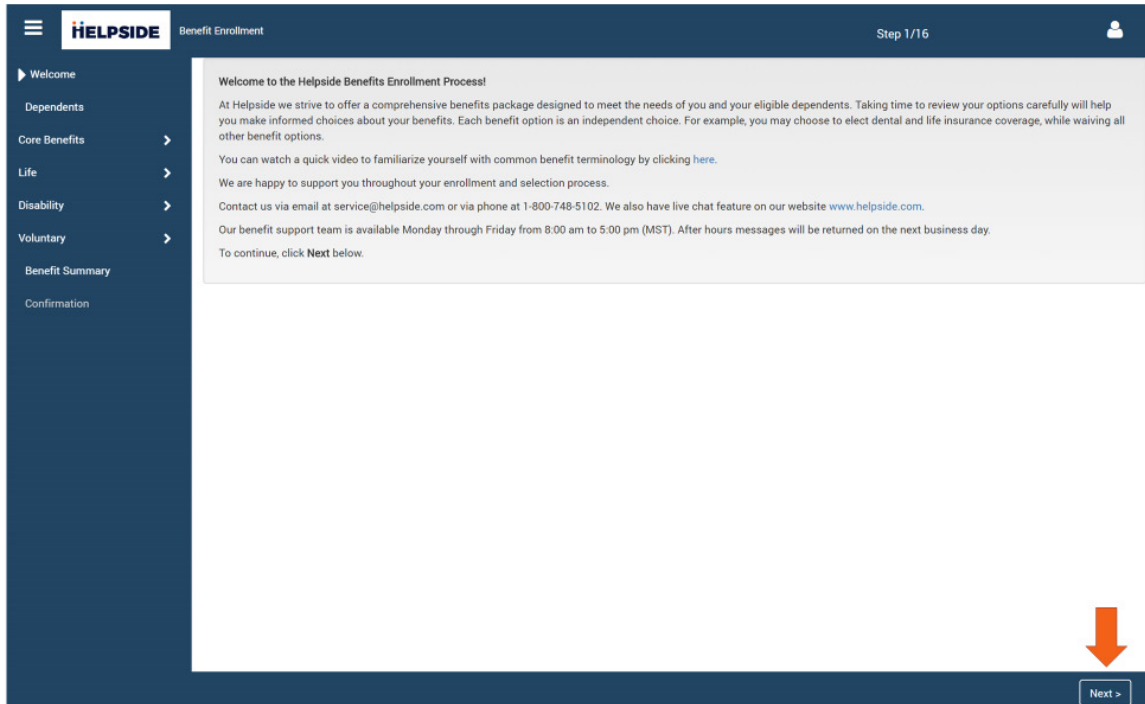
The yearly period when you can enroll in or make changes to your benefit plan(s).

If you have any questions about enrolling in benefits, please contact us at service@helpside.com or 801-443-1090

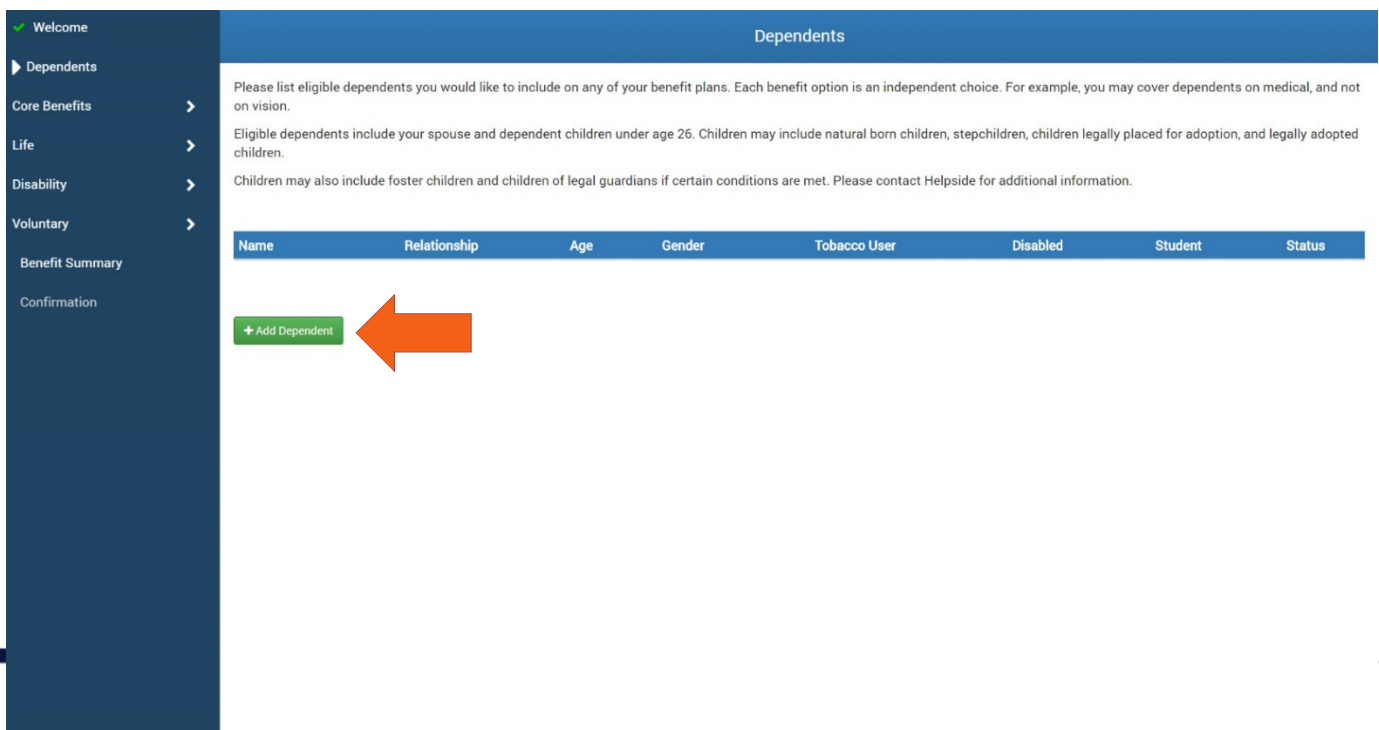
[GO TO BENEFITS ENROLLMENT](#)



You will be taken to the Online Benefits Enrollment Tool. This has all the information for available benefits including plan descriptions, pricing, and some helpful videos. After reading the introduction, click on: **Next**



On the Dependents screen, click on the **Add dependents** to enter the information for any dependents you would like to participate in any of the available benefits options. For each election, you will be able to choose from the dependents added on this screen to participate.



Once you have added all possible dependents, click on **Next**

Now you will navigate through each of the screens for the available benefits options. A running total of the monthly premiums for your elections will be shown at the top of the screen.

If you do not want to participate in a particular option (for example, you do not want dental coverage) click on the waiver box before clicking **Next** to advance to the next screen.

You will not be able to navigate past the Life Insurance screen until you either enter a beneficiary or waive coverage. If coverage is waived, this can be changed later.

You must either make an election or choose the waiver box for each benefits option in order to complete your enrollment.

The screenshot shows the 'Benefit Summary' screen in the HELPSIDE system. The navigation menu on the left includes categories like Core Benefits, Life, Disability, and Voluntary, with green checkmarks indicating elected benefits and grey checkmarks for waived benefits. The main content area displays a table of selected benefits:

Policy	Covered	Primary Care Physician	Effective date	Cost
Health MedSave 2	(EE)		06/01/2018	\$0.00

Below this, there are sections for FSA, HSA, Dental, and Vision. The HSA section shows a table with the following data:

Policy	Covered	Annual Contribution	Effective date	Cost
HSA Retained	(EE)	\$600.00	03/21/2018 - 12/31/2018	\$100.00

The Dental and Vision sections show 'Benefit election waived.' The 'Submit' button is highlighted with an orange arrow.

Once you have completed all the available benefits options, you will be taken to your Benefits Summary. Here you can see your monthly premium total as well as your selection for each benefit.

Along the left side of the screen, you will see a navigation menu. A green check mark means that a benefit has been elected. A grey check mark means that a benefit has been waived. If you missed an option it will be shown in red, you will not be able to click on **Submit** to finalize your enrollment until

you either mark and election or check the waiver box. Click on the benefit to revisit that page and make your election or waiver.

Once you submit all your elections, you will be taken to a final confirmation screen.

On this screen, you will need to check the box for the enrollment confirmation, type in your full name (as shown in the upper right-hand corner of the screen) and then click on **Complete Enrollment** to submit your elections to Helpside for processing.

The screenshot displays the 'Benefit Enrollment' portal. The top navigation bar shows the Helpside logo, 'Benefit Enrollment', 'Step 16/16', and a user profile icon. The left sidebar lists various benefit categories: Welcome, Dependents, Core Benefits (Medical, FSA, HSA, Dental, Vision), Life (Basic Life, Voluntary Life), Disability (Long Term, Short Term), and Voluntary (Accident, Critical Illness, Hospital, Benefit Summary). The main content area is titled 'Benefit Enrollment Terms and Conditions' and contains the following text:

Please note that the enrollment period ends on the day your benefits go into effect. Your elections become effective as indicated in the previous election screens. If you do not complete your benefit selections during the specified period, you will not be enrolled. In some cases you will not be able to change your medical plan option until open enrollment. You cannot start, stop, or change coverage until the next open enrollment without a qualifying event.

To complete your benefit enrollment, simply check the box stating that you agree with these terms, and enter your name in the signature text field. We are happy to support you throughout your enrollment and selection process.

Contact us Monday - Friday, 8 AM to 5 PM MST
Benefits Support: service@helpside.com
Phone: 1-800-748-5102

Thank you.

I understand the information presented to me about the plans and I have made the coverage selections as indicated. I understand that the coverage shall become effective only in accordance with the provisions of such agreements or group policies. I understand that I must maintain eligibility requirements for these benefits. I authorize Helpside to make deductions from my earnings for my share of the cost, if any, of the benefits to which I may become entitled. I also understand that coverage may not be changed until Open Enrollment, or within 31 days of qualifying events. I understand that if I am waiving coverage for myself or any dependents that I may be eligible to enroll with a special enrollment situation, as long as I request enrollment within 31 days. I authorize EMI Health to share PHI concerning me and my family, including adult dependents, with any health care provider. I certify that the information I have provided on this form is true and complete. I understand I have a duty to review my check vouchers to confirm Helpside has properly implemented my deductions. Furthermore, I have a duty to inform Helpside if I discover any discrepancy between my pay records and my premium deductions. I understand that my failure to report any discrepancy may result in a delay in refund, collection of missed premiums, or a loss of ability to elect or change plans.

Full Name : ✔ Accepted

At the bottom, there is a '< Back' button on the left and a 'Complete Enrollment' button on the right, which is highlighted with a large orange arrow.

Please save a copy of your enrollment form for your records. If you have any questions about available benefits, enrollment, or the benefits enrollment portal, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or service@helpside.com.