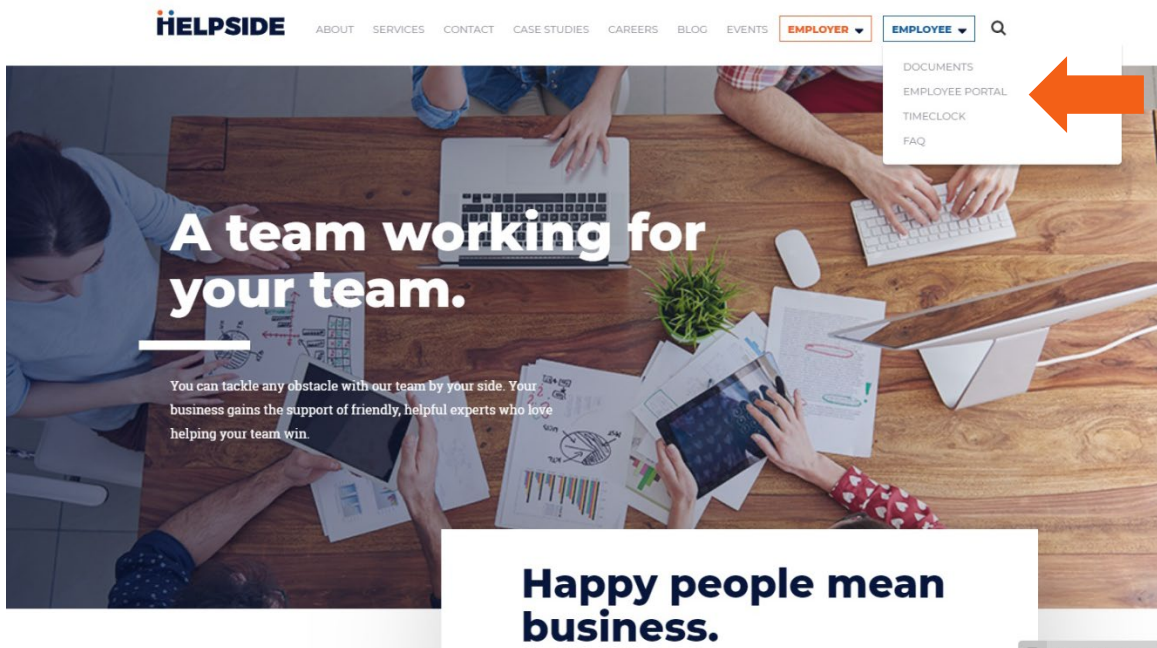


The employee portal will give you easy access to the information that is most important to you such as paycheck stubs, benefits information, and annual pay summaries. It will also allow you to make updates to personal information online, such as your address, phone number, W-4 tax withholding, direct deposit account, and email address.

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

Click on **Employee** and then **Employee Portal**.



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

**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  
[forgot\\_username\\_or\\_password](#)  
 Keep me signed in  
 Show password


**SIGN IN**


**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 employee portal, complete the form on the right and click on: **Request Registration Email**



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### Helpside Employee Portal

#### Sign In

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


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

**SIGN IN** 

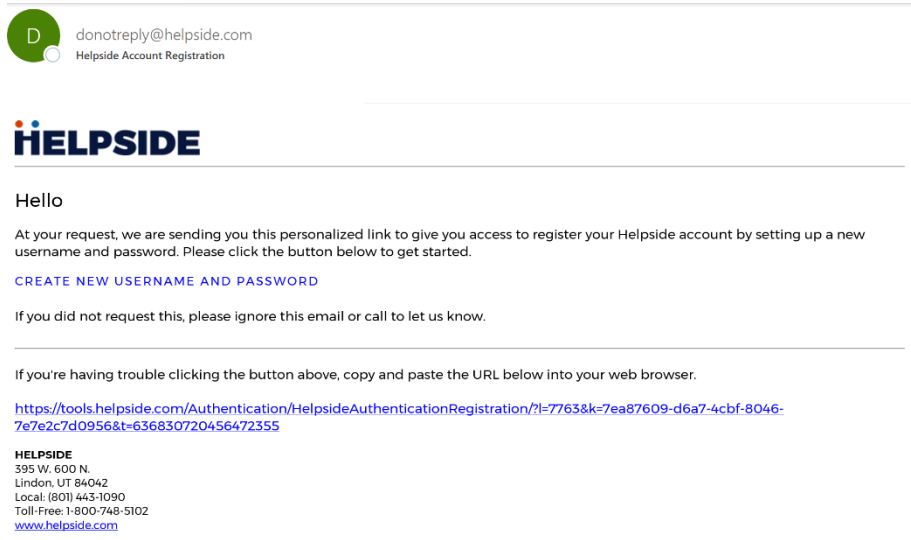
#### Register

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.

**REQUEST REGISTRATION EMAIL** 

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.



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

The dashboard for John Example (Admin) features a navigation menu with options like Dashboard, Personal, Payroll, Time Off, Benefits, External Tools, and Contact Us. The main content area includes a Payroll table, a Time Off summary showing 26.50 hours available, and External Tools links. A Zendesk chat widget is also present.

Date	Net Pay
03/01/2019	\$853.23
02/15/2019	\$796.12
02/01/2019	\$851.20
01/18/2019	\$813.93
01/04/2019	\$853.23

**Time Off**  
26.50 Paid Time Off  
HOURS AVAILABLE

**External Tools**  
[Benefit Information and Forms](#)  
[Find a Provider](#)  
[Document Center](#)

To change your direct deposit account, click on **Personal** and then **Direct Deposits**. From this screen you can add a new direct deposit account or edit or review and existing direct deposit account.

The Direct Deposits page for John Example (Admin) shows a table of existing direct deposit accounts. A red box highlights the 'ADD DIRECT DEPOSIT' button, and red arrows point to the 'edit' and 'remove' links in the table.

Account Number / Routing Number	Method	Amount	Maximum	Status	
(Checking)	Balance			Active	<a href="#">edit</a> <a href="#">remove</a>

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