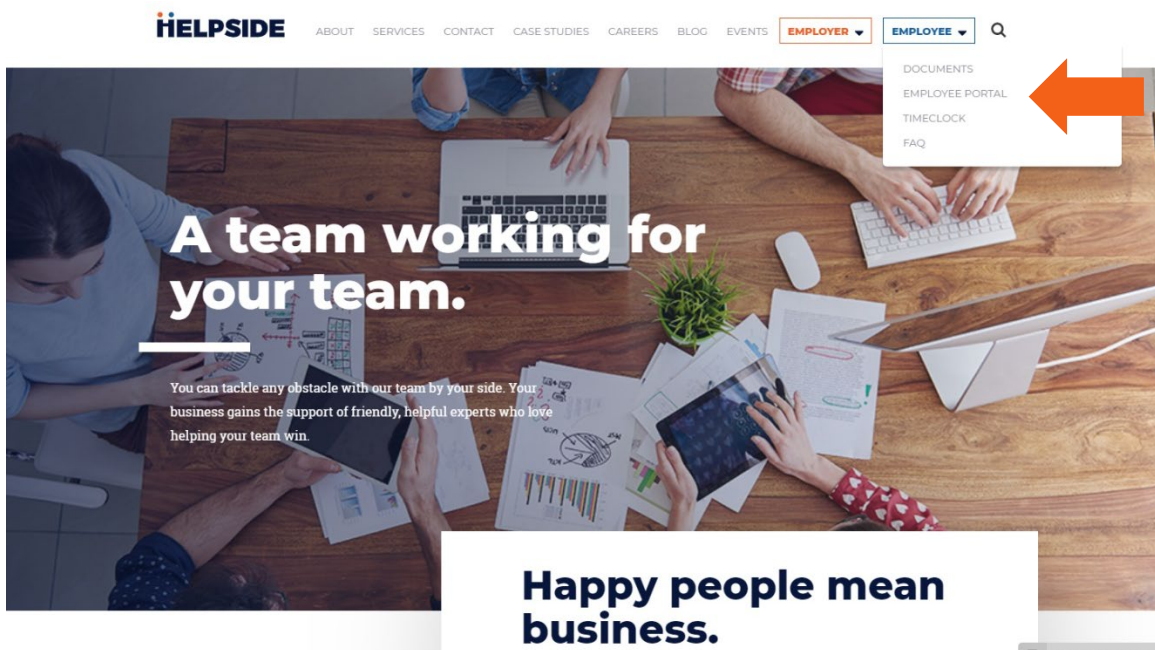


The employee portal will give you easy access to the information that is most important to you such as paycheck stubs, benefits information, and annual pay summaries. It will also allow you to make updates to personal information online, such as your address, phone number, W-4 tax withholding, direct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

Go to: helpside.com

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



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

The image shows a screenshot of the Helpside Employee Portal registration form. 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, there is a heading for "Helpside Employee Portal". Underneath, there are two sections: "Sign In" and "Register". The "Sign In" section has a form with fields for "Helpside Account Username" and "Helpside Account Password", and checkboxes for "Keep me signed in" and "Show password". The "Register" section has a form with fields for "Last Name", "Home Zip Code", and "Email Address". Below the "Register" form, there is a button labeled "REQUEST REGISTRATION EMAIL". An orange arrow points to this button.

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.



donotreply@helpside.com
Helpside Account Registration



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

After creating a username and password, you will be taken to the main dashboard seen below.

The screenshot shows the Helpside Employee Portal dashboard for John Example, Admin. The top navigation bar includes links for ABOUT, SERVICES, CONTACT, CASE STUDIES, CAREERS, BLOG, EVENTS, EMPLOYER, and EMPLOYEE. The user's profile is shown with a name, title, and a 'Sign Out' button. The main content area is titled 'Dashboard' and features a 'Payroll' table, a 'Time Off' card showing 26.50 hours available, and an 'External Tools' section with links for benefit information and provider search. A sidebar on the left contains navigation links for Dashboard, Personal, Payroll, Time Off, Benefits, External Tools, and Contact Us. A Zendesk chat widget is visible in the bottom right corner.

| 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 view paycheck stubs, click on **Payroll** and then **Payroll History**.

HELPSIDE ABOUT SERVICES CONTACT CASE STUDIES CAREERS BLOG EVENTS **EMPLOYER** **EMPLOYEE** Q

John Example
Admin [Sign Out](#)

Paycheck History

Show entries Search:

| Date | Gross Pay | Taxes | Deductions | Net Pay | | |
|------------|-----------|-------|------------|---------|------------------------------|--------------------------|
| 03/29/2019 | | | | | View Details | <input type="checkbox"/> |
| 03/15/2019 | | | | | View Details | <input type="checkbox"/> |
| 03/01/2019 | | | | | View Details | <input type="checkbox"/> |
| 02/15/2019 | | | | | View Details | <input type="checkbox"/> |
| 02/01/2019 | | | | | View Details | <input type="checkbox"/> |

Showing 1 to 5 of 122 entries Previous 2 3 4 5 ... 25 Next

[Export to CSV](#)
[View/Print Selected Paycheck Stubs](#)

- Dashboard
- Personal
- Payroll**
 - Paycheck History**
 - Payroll Annual Summaries
 - Compensation Summary
 - Tax Documents
- Time Off
- Benefits
- External Tools
- Contact Us

Then check the box next to the check you would like to view or print and click on **View/Print Selected Paycheck Stub**.

This will pull up a PDF version of the eslected pay stubs you can save or print.

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.