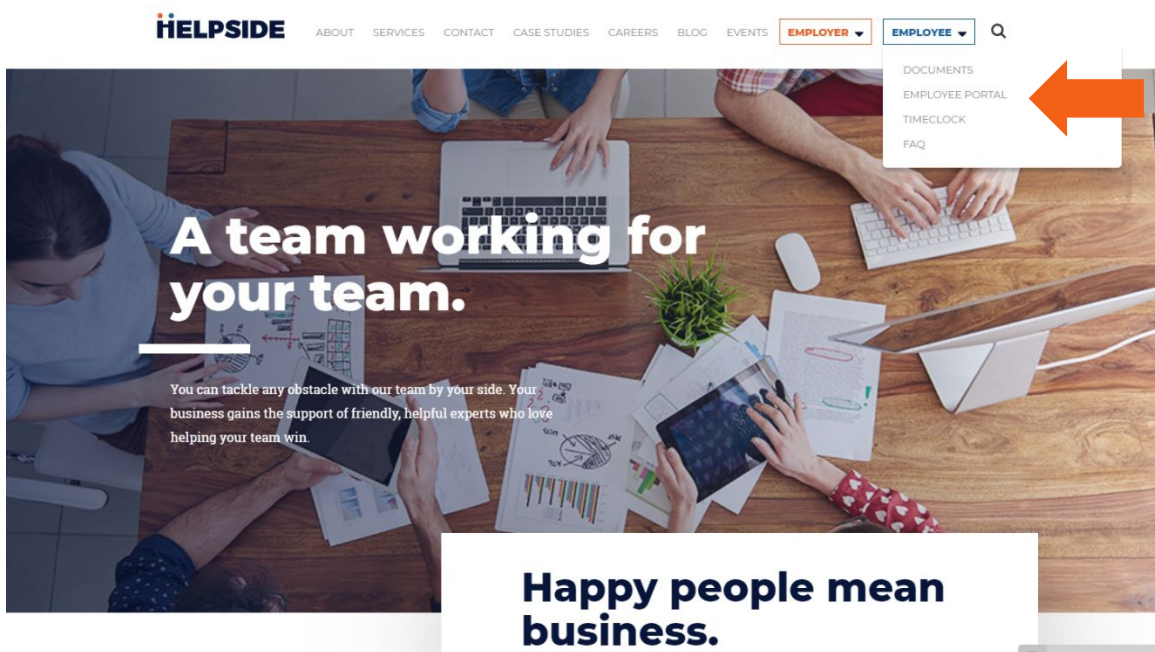


The Helpside Company Portal allows clients to make changes to departments, divisions, projects, positions, and worksite locations for your company and your employees. You can choose which of your employees have access to the Company Portal tools. Changes made to worksite locations and positions will be reviewed by Helpside for accuracy.

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

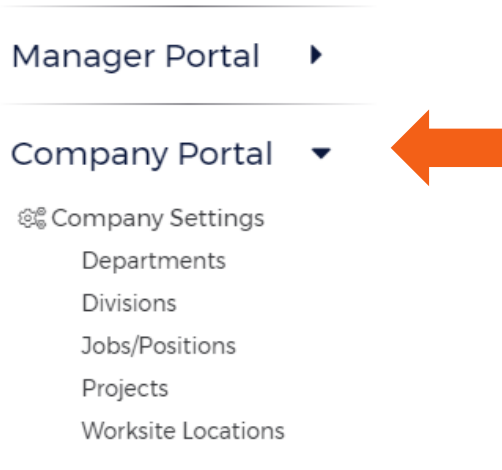
Click on **Employee** and then **Employee Portal**.



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

The image shows a screenshot of the Helpside Employee Portal. At the top, the Helpside logo is on the left, and a navigation menu includes 'ABOUT', 'SERVICES', 'CONTACT', 'CASE STUDIES', 'CAREERS', 'BLOG', 'EVENTS', 'EMPLOYER', and 'EMPLOYEE'. A search icon is on the right. Below the navigation is the 'Helpside Employee Portal' header. There are two main sections: 'Sign In' and 'Register'. The 'Sign In' section has a welcome message: 'Welcome back! Please sign in below with your Helpside account to access the Helpside Employee Portal.' It includes a 'Helpside Account Username' field, a 'Helpside Account Password' field, a 'Keep me signed in' checkbox, a 'Show password' checkbox, and a 'forgot\_username\_or\_password' link. A 'SIGN IN' button with a right arrow is at the bottom. The 'Register' section has a welcome message: '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.' It includes a 'Last Name' field, a 'Home Zip Code' field, and an 'Email Address' field. A 'REQUEST REGISTRATION EMAIL' button with a right arrow is at the bottom. An orange arrow points to the 'SIGN IN' button.

After logging into the Employee Portal, you will notice a menu option on the left-hand side of the screen that says Company Portal. This is where you will find the Company Settings tool.



Click on **Company Settings** and then choose which settings you would like to edit.

### Departments

Department Name  ADD NEW DEPARTMENT

Search

Department Name	
Accounting	<a href="#">edit</a> <a href="#">delete</a>
Admin	<a href="#">edit</a> <a href="#">delete</a>
Benefits	<a href="#">edit</a> <a href="#">delete</a>

### Divisions

Division Name  ADD NEW DIVISION

Division Name
No Divisions

### Positions/Jobs

ADD NEW POSITION Search

Position Title	Position Description	
Assistant Manager		<a href="#">edit</a> <a href="#">delete</a>
Benefits Specialist		<a href="#">edit</a> <a href="#">delete</a>
Business Analyst		<a href="#">edit</a> <a href="#">delete</a>
Client Implementation Spec		<a href="#">edit</a> <a href="#">delete</a>
Communications Coordinator		<a href="#">edit</a> <a href="#">delete</a>
Counter		<a href="#">edit</a> <a href="#">delete</a>
Director		<a href="#">edit</a>

### Projects

Project Name  ADD NEW PROJECT

Project Name
No Projects

### Worksite Locations

ADD NEW WORKSITE LOCATION Search

Location Name	Location Address	Is Work From Home	
Boise, ID	702 West Idaho St, Ste. 1100 Boise, ID 83702	No	<a href="#">edit</a> <a href="#">delete</a>
Bountiful, UT	547 West 500 South, Ste 170 Bountiful, UT 84010	No	<a href="#">edit</a> <a href="#">delete</a>

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