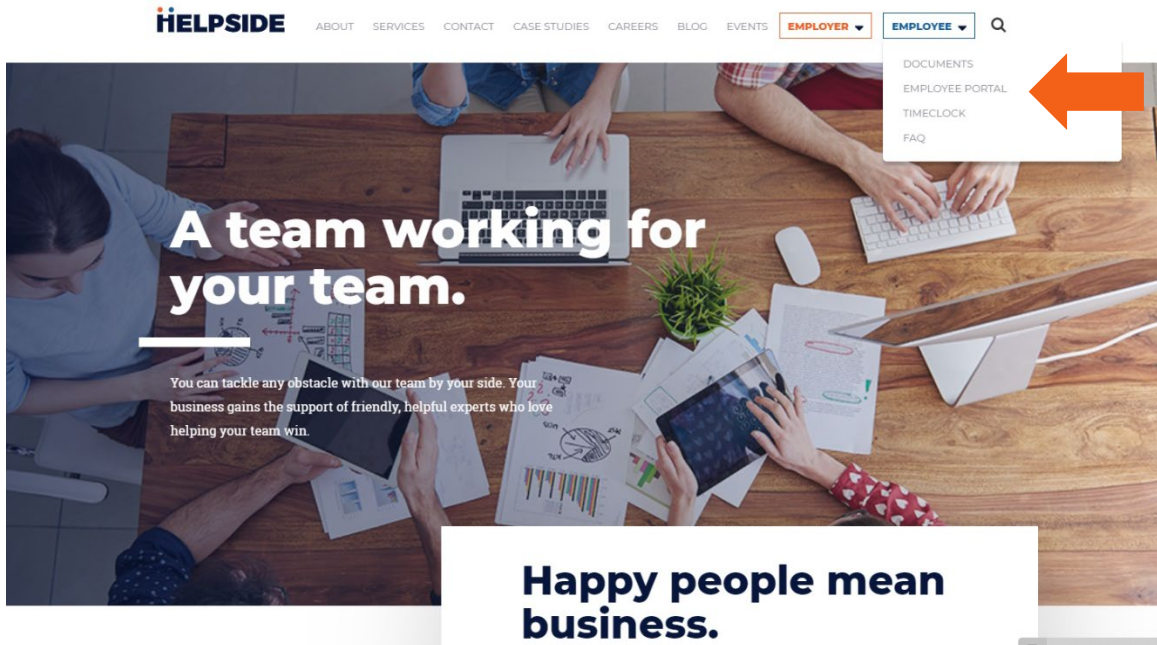


The employee portal will give you easy access to change some of your personal information including your election for our Form W-4 tax withholding.

Go to: helpside.com

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



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

HELPSIDE

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

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**

HELPSIDE

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

Helpside Employee Portal

Sign In

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

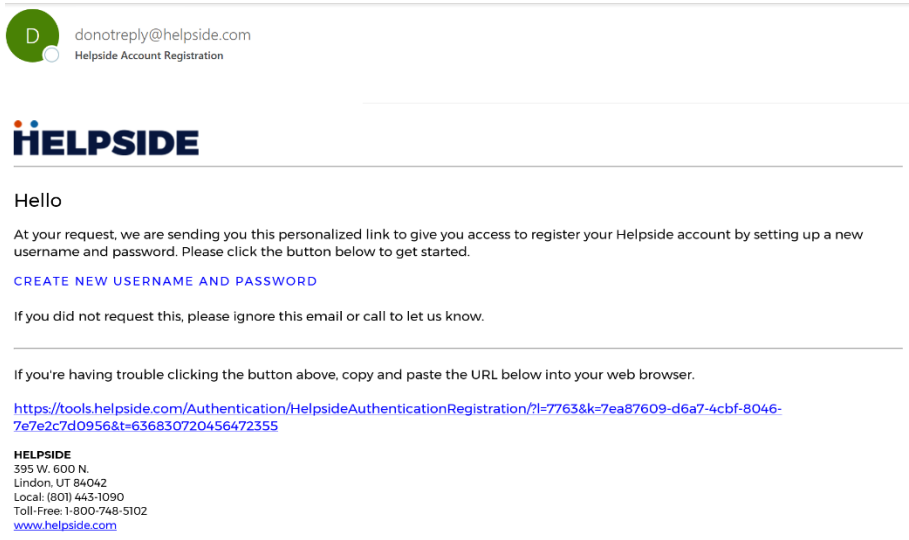
 Keep me signed in [forgot username or password](#)
 Show password

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.



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) includes a navigation menu with links for Dashboard, Personal, Payroll, Time Off, Benefits, External Tools, and Contact Us. The main content area features 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 W-4 tax withholding, click on **Personal** and then **Federal Tax Information** or **State Tax Withholding** depending on which tax withholding you would like to change. From this screen you can fill out the forms. Make sure to click **Submit** once you have made your changes.

The 'Enter Personal Information' form includes a navigation menu on the left with 'Federal Tax Form' highlighted. The form contains a warning message, links to W-4 forms, a text input for Social Security Number, a dropdown for Filing Status (set to 'Married Filing Jointly'), and a note about completing steps 2-4.

Employee Portal

- Dashboard
- Personal**
- Personal Information
- Employment Information
- Emergency Contacts
- Direct Deposits
- Federal Tax Form**
- State Tax Form(s)
- Driving Information
- Sign-in Information
- Payroll
- Time Off
- Benefits
- External Tools
- Contact Us

Admin Portal

If you make any changes within 48 business hours of your pay date, they may not be reflected on your upcoming paycheck. Please contact Helpside (801) 443-1090 if you have any questions.

[Form W-4 Employee's Withholding PDF \(for your information\)](#)
[Form W-4 Instructions 2020](#)
[Privacy Act and Paperwork Reduction Act Notice](#)

1 Enter Personal Information

Samantha Reynolds
10466 W. Merab Ct.
Star, ID 83669

Social Security Number
-**-*

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov

* Filing Status
Married Filing Jointly (or Qualifying Widow(er))

Select Head of Household only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

If you have any questions about the employee portal, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or service@helpside.com.