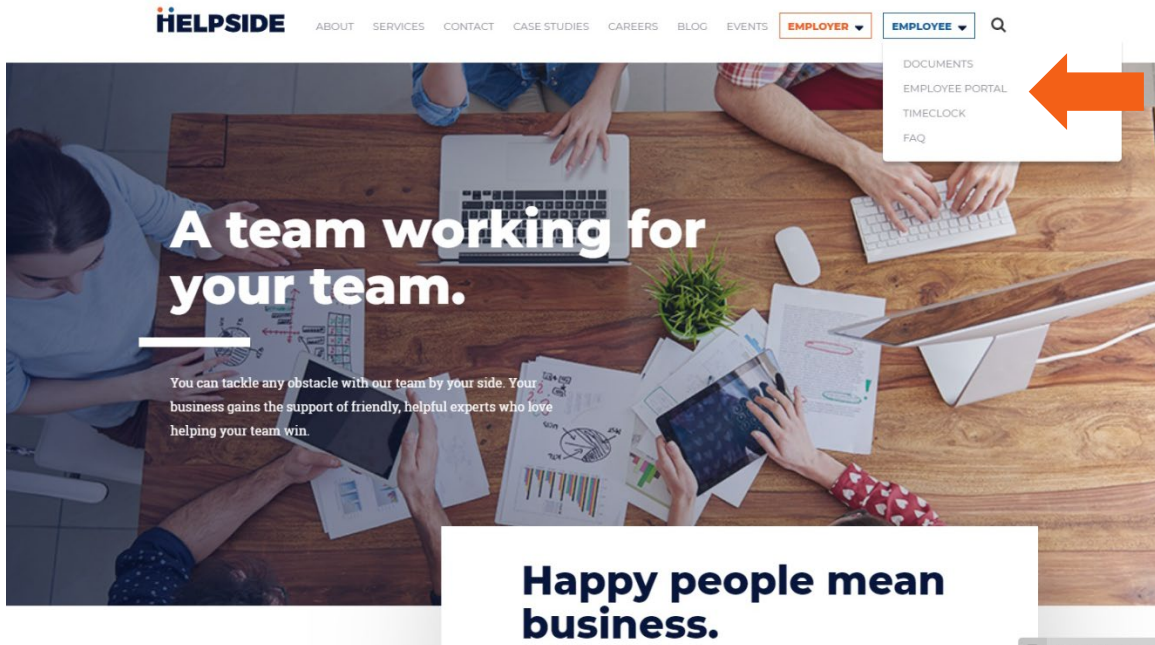


El portal para empleados le dará fácil acceso para **cambiar parte de su** información personal, incluida su elección para nuestra retención de impuestos del Formulario W-4.

Ir a: helpside.com

Haga clic en **Empleado** y, a continuación, en **Portal de empleados**.



Introduzca su nombre de usuario y su contraseña y haga clic en **Iniciar sesión**.

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

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.

* Last Name

* Home Zip Code

* Email Address

REQUEST REGISTRATION EMAIL

Si no se ha registrado previamente en el portal de empleados, **completa el formulario** a la derecha y **haga clic en: Solicitar correo electrónico de registro**

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.

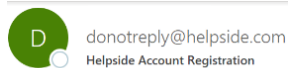
 Keep me signed in [forgot username or password](#)
 Show password

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.



Recibirá un correo electrónico de registro en la dirección de correo electrónico que ingresó. Abra ese correo electrónico y haga clic en el enlace **Crear nuevo nombre de usuario y contraseña**.



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

Después de iniciar sesión, se le llevará al panel principal que se ve a continuación.

The screenshot shows the Helpside Employee Portal dashboard for John Example, Admin. The dashboard includes a navigation menu on the left with options like Dashboard, Personal, Payroll, Time Off, Benefits, External Tools, and Contact Us. The main content area features a Payroll table, a Time Off card showing 26.50 Paid Time Off hours available, and an External Tools section with links for Benefit Information and Forms, Find a Provider, and Document Center. 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	\$813.99
01/04/2019	\$853.23

Para cambiar su retención de impuestos W-4, haga clic en **Personal** y luego en **Información Fiscal Federal** o **Retención de Impuestos Estatales** dependiendo de la retención de impuestos que le gustaría cambiar. Desde esta pantalla puede rellenar los formularios. Asegúrese de hacer clic en **Enviar una vez que haya realizado** los cambios.

The screenshot shows the 'Enter Personal Information' form in the Helpside Employee Portal. A red arrow points to the 'Federal Tax Form' option in the left navigation menu. The form includes a warning banner about changes within 48 business hours, links for Form W-4, Form W-4 Instructions 2020, and Privacy Act and Paperwork Reduction Act Notice. The form fields include: Name (Samantha Reynolds, 10466 W. Merab Ct., Star, ID 83669), Social Security Number (masked), Filing Status (Married Filing Jointly (or Qualifying Widow(er))), and a note about Select Head of Household.

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.

Si tiene alguna pregunta sobre el portal de empleados, comuníquese con un miembro del equipo de Client Success en Helpside al 1-800-748-5102 o service@helpside.com.