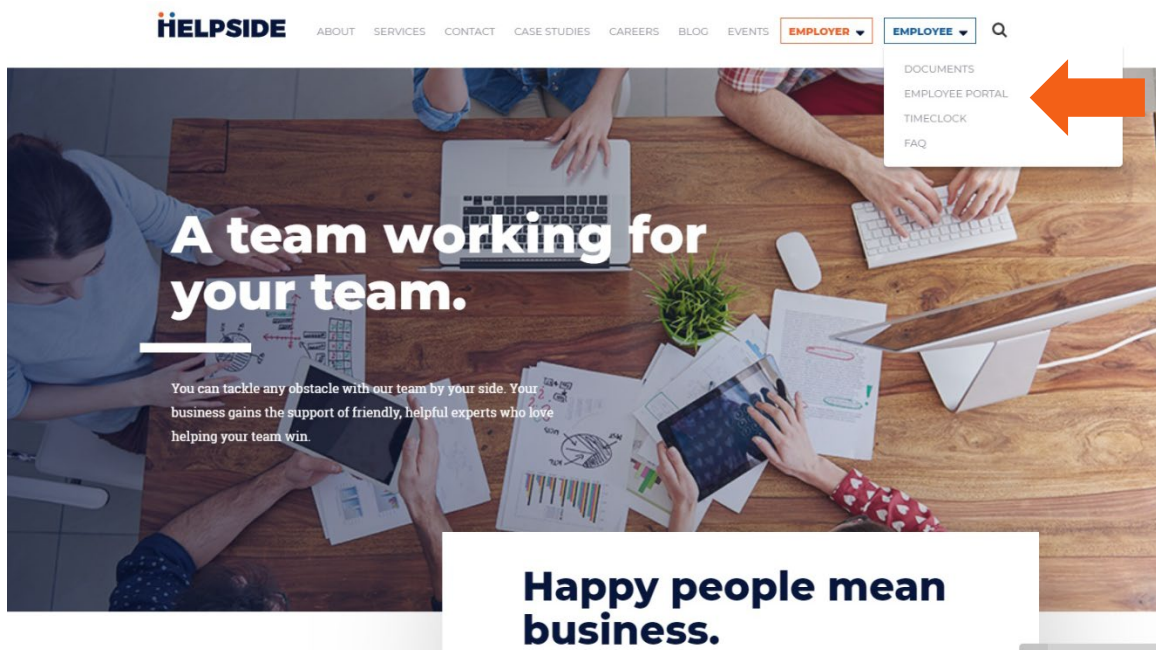


The Helpside Employee Management Tool in the Manager Portal allows clients to monitor onboarding progress, change pay rates, verify I-9 documentation, and more. You can choose which of your employees have access to the Manager Portal tools.

To use the Helpside Employee Management Tool...

Go to: helpside.com

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



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

The screenshot shows the Helpside Employee Portal sign-in and registration forms. The navigation bar is at the top with the following items: ABOUT, SERVICES, CONTACT, CASE STUDIES, CAREERS, BLOG, EVENTS, EMPLOYER, and EMPLOYEE. The main heading is 'Helpside Employee Portal'. There are two sections: 'Sign In' and 'Register'. The 'Sign In' section has a welcome message and a link to 'forgot_username_or_password'. The 'Register' section has a welcome message and a link to 'REQUEST REGISTRATION EMAIL'. The 'Sign In' form has fields for 'Helpside Account Username' and 'Helpside Account Password', with checkboxes for 'Keep me signed in' and 'Show password'. The 'Register' form has fields for 'Last Name', 'Home Zip Code', and 'Email Address'. 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 Manager Portal. This is where you will find the Employee Management tool.

Manager Portal ▾

👤 Employee Management 

👤 Onboarding Management

📄 Onboarding Bulk Upload

👤 Offboarding Request

📄 Accounting Export

Click on **Employee Management** to view available options.

This will pull up a chart showing all employees. You can use the search function to find specific employees.

Show entries Search:

Employee	Form I-9 Status	Employment Status	
Anderson, Joseph2 • Employee Details	Electronic System Not Available	Active	<ul style="list-style-type: none">• Proxy Sign In• Change Pay Rate

Employee Details will provide you with information such as phone numbers, addresses, email addresses, etc.

Change Pay Rate will allow those managers with access to employee pay data to change employee pay rates. This information will be updated automatically, and your Helpside Payroll Specialist will contact you with any questions.

Proxy Sign In will allow you to sign into the Employee Portal as your employee.

Form I-9 Status will let you know the status of newly onboarded employee I-9 documentation.

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.