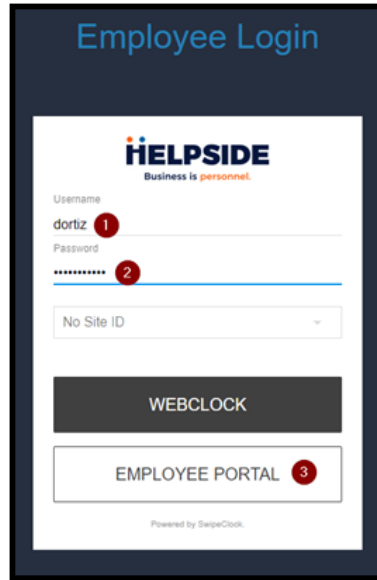


Go to: helpside.com -> Employee -> Timeclock

Step 1: Enter your username.

Step 2: Enter your password.

Step 3: Click on **Employee Portal**.

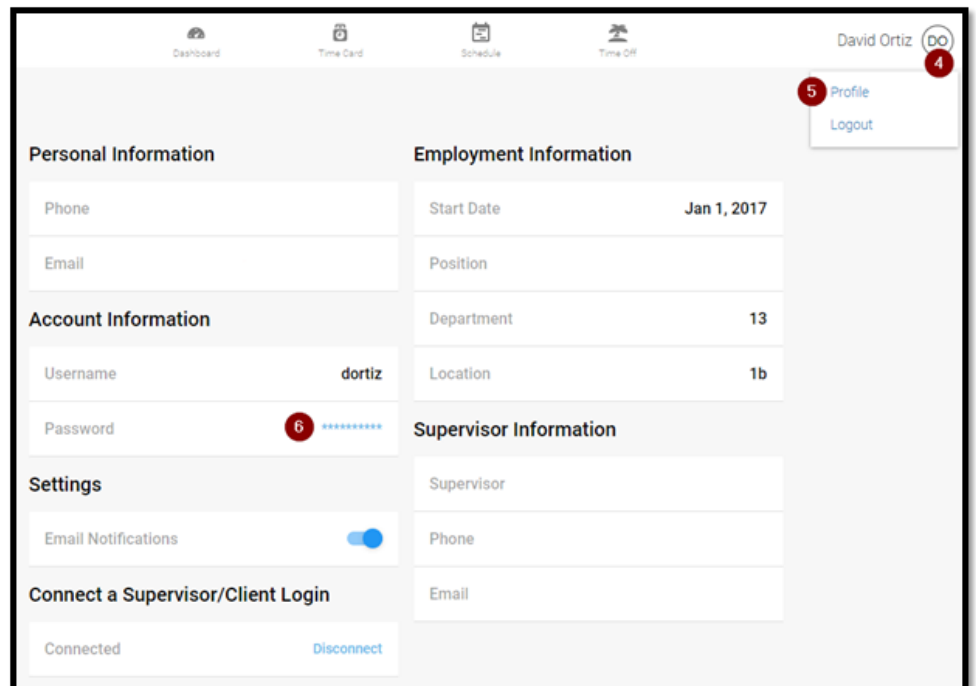


The image shows the 'Employee Login' page. At the top, it says 'Employee Login' in blue. Below that is the HELPSIDE logo with the tagline 'Business is personnel.'. There are three input fields: 'Username' with 'dortiz' and a red '1' next to it, 'Password' with '*****' and a red '2' next to it, and 'No Site ID' with a dropdown arrow. Below these fields are two buttons: a dark grey 'WEBCLOCK' button and a white 'EMPLOYEE PORTAL' button with a red '3' next to it. At the bottom, it says 'Powered by SiperClock.'

Step 4: Click on your initials in the upper right-hand corner.

Step 5: Click on **Profile**.

Step 6: Click on your password.



The image shows the 'Employee Profile' page. At the top, there are navigation tabs: 'Dashboard', 'Time Card', 'Schedule', and 'Time Off'. In the top right corner, it says 'David Ortiz (DO)' with a red '4' next to the initials. Below this is a dropdown menu with 'Profile' (red '5') and 'Logout'. The main content is divided into several sections: 'Personal Information' (Phone, Email), 'Employment Information' (Start Date: Jan 1, 2017, Position, Department: 13, Location: 1b), 'Account Information' (Username: dortiz, Password: ***** with a red '6'), 'Settings' (Email Notifications: toggle on), and 'Connect a Supervisor/Client Login' (Supervisor, Phone, Email, Connected, Disconnect).

Step 7: Type your current password.

Step 8: Type a new password.

Step 9: Re-type your new password.

Step 10: Click **Update Info**.

Personal Information	Employment Information
Phone	Start Date Jan 1, 2017
Email	Position
Account Information	Department 13
Username dortiz	Location 1b
Password *****	Supervisor Information
Current password: 7 _____	Supervisor
New password: 8 _____	Phone
Re-enter password: 9 _____	Email
Settings	
Email Notifications <input checked="" type="checkbox"/>	
Connect a Supervisor/Client Login	
Connected Disconnect	
CANCEL UPDATE(S)	UPDATE INFO 10