

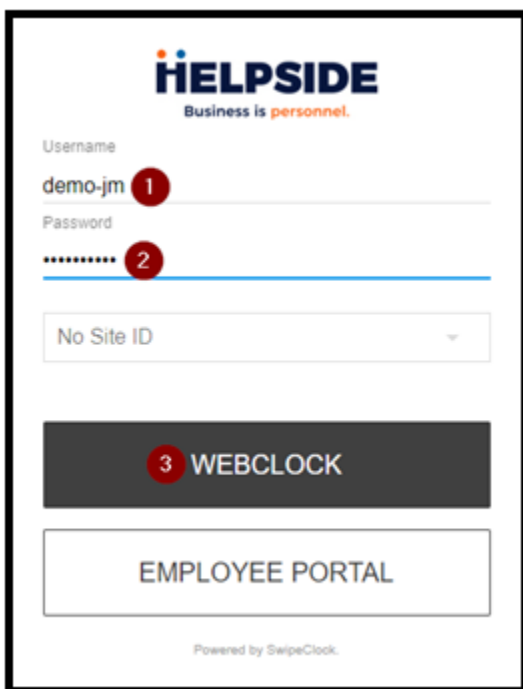
Go to: helpside.com -> Employee -> Timeclock

Clocking In

Step 1: Enter your username.

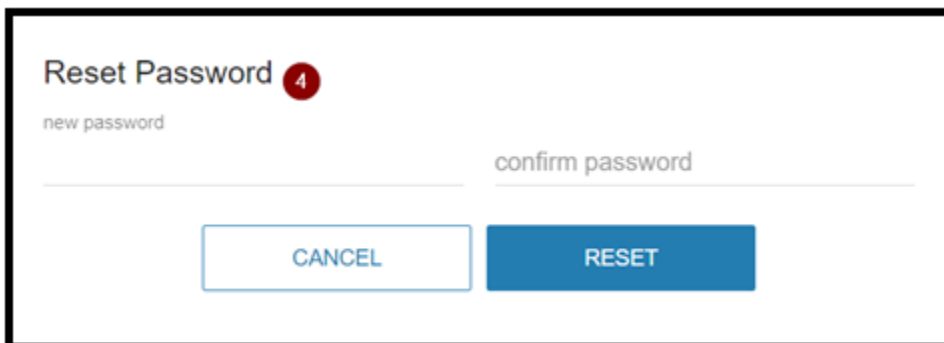
Step 2: Enter your password.

Step 3: Click on **Webclock**.



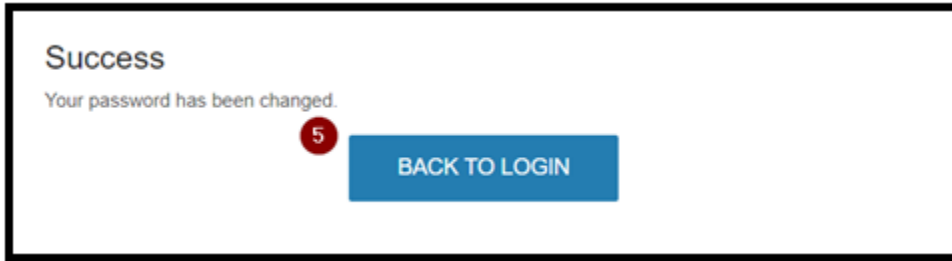
The screenshot shows the Helpside login interface. At the top is the Helpside logo with the tagline "Business is personnel." Below the logo are two input fields: "Username" containing "demo-jm" and "Password" containing a masked password. A red circle with the number "1" is next to the username field, and a red circle with the number "2" is next to the password field. Below the password field is a dropdown menu labeled "No Site ID". At the bottom of the form are two buttons: a dark grey button labeled "3 WEBCLOCK" and a white button labeled "EMPLOYEE PORTAL". At the very bottom, it says "Powered by SwipeClock."

Step 4: If this is your first time logging in, you will be prompted to change your password. Enter your new password twice.



The screenshot shows a "Reset Password" form. The title "Reset Password" has a red circle with the number "4" next to it. There are two input fields: "new password" and "confirm password". Below the input fields are two buttons: a white button labeled "CANCEL" and a blue button labeled "RESET".

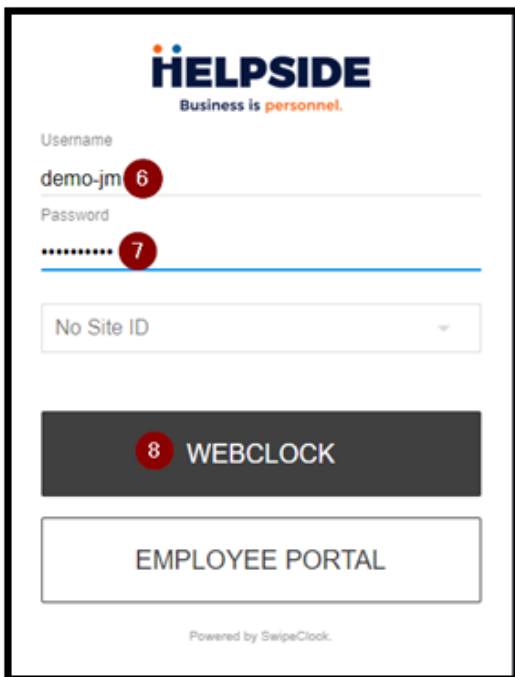
Step 5: You will receive a message that the password reset was successful. Click **Back to Login**.



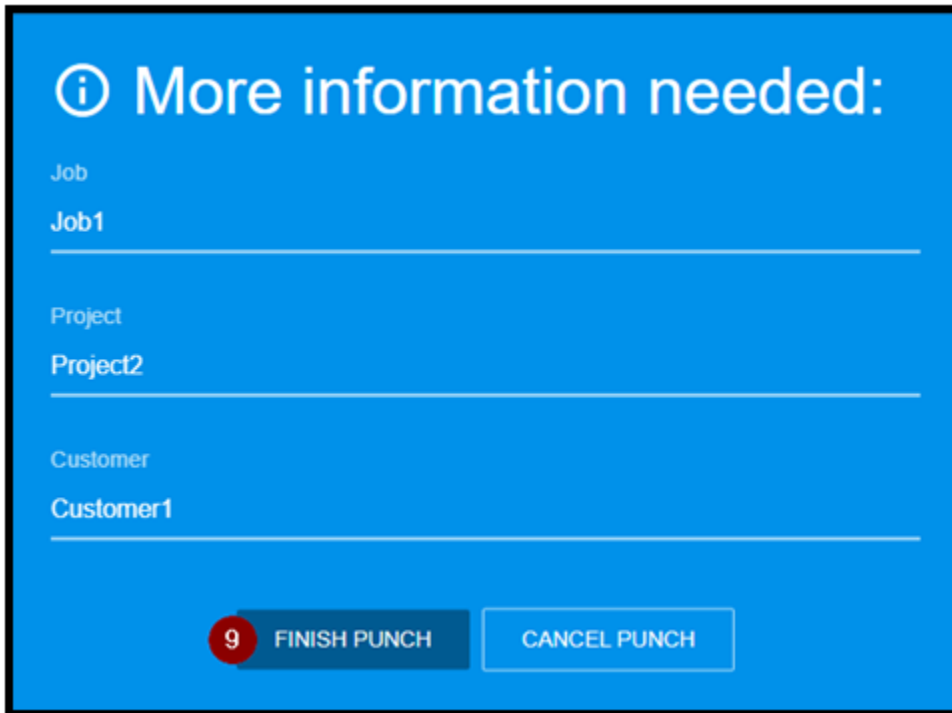
Step 6: Once you've changed your password it will direct you back to the Login Screen. Enter in your username.

Step 7: Enter your password.

Step 8: Click on **Webclock**.



Step 9: If your company requires additional information at clock in, enter the requested information. Click **Finish Punch**.



More information needed:

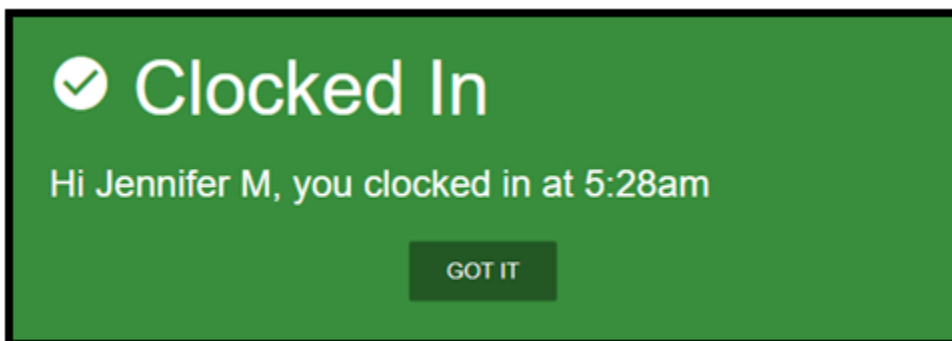
Job
Job1

Project
Project2

Customer
Customer1

9 FINISH PUNCH CANCEL PUNCH

You will receive a confirmation screen once you have successfully Clocked In.



Clocked In

Hi Jennifer M, you clocked in at 5:28am

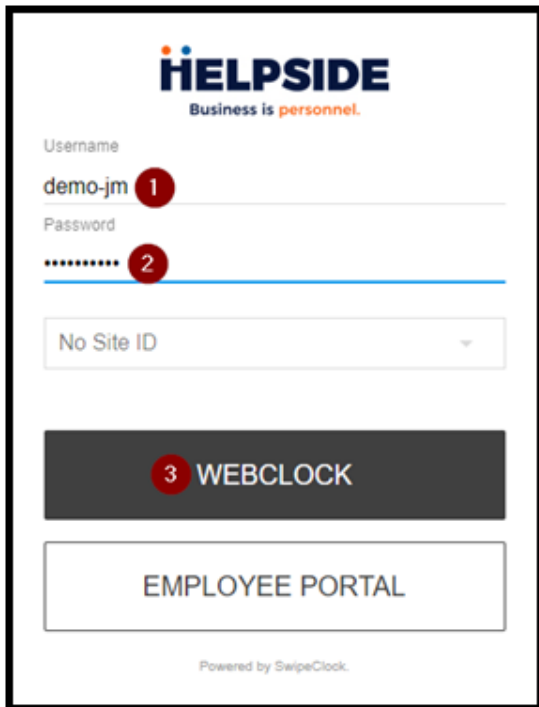
GOT IT

Clocking Out

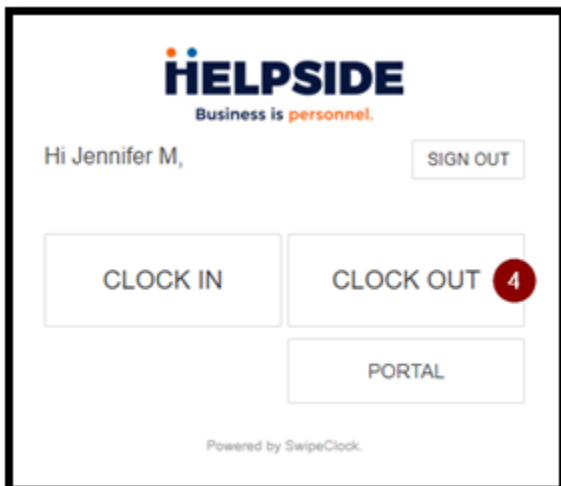
Step 1: Enter your username.

Step 2: Enter your password.

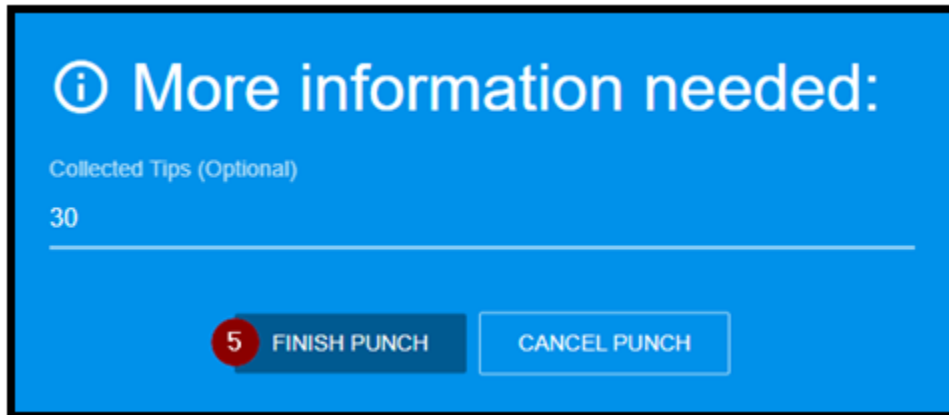
Step 3: Click on **Webclock**.



Step 4: Click **Clock Out**.



Step 5: If your company requires additional information at clock out, enter the requested information. Click **Finish Punch**.



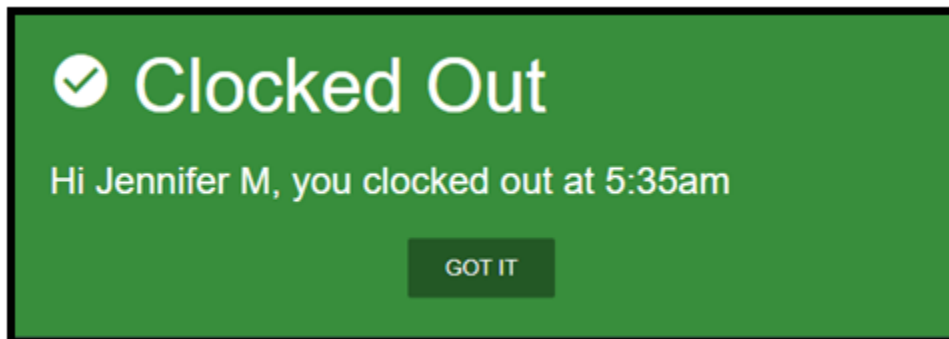
i More information needed:

Collected Tips (Optional)

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5 FINISH PUNCH CANCEL PUNCH

You will receive a confirmation screen once you have successfully Clocked Out.



✓ Clocked Out

Hi Jennifer M, you clocked out at 5:35am

GOT IT