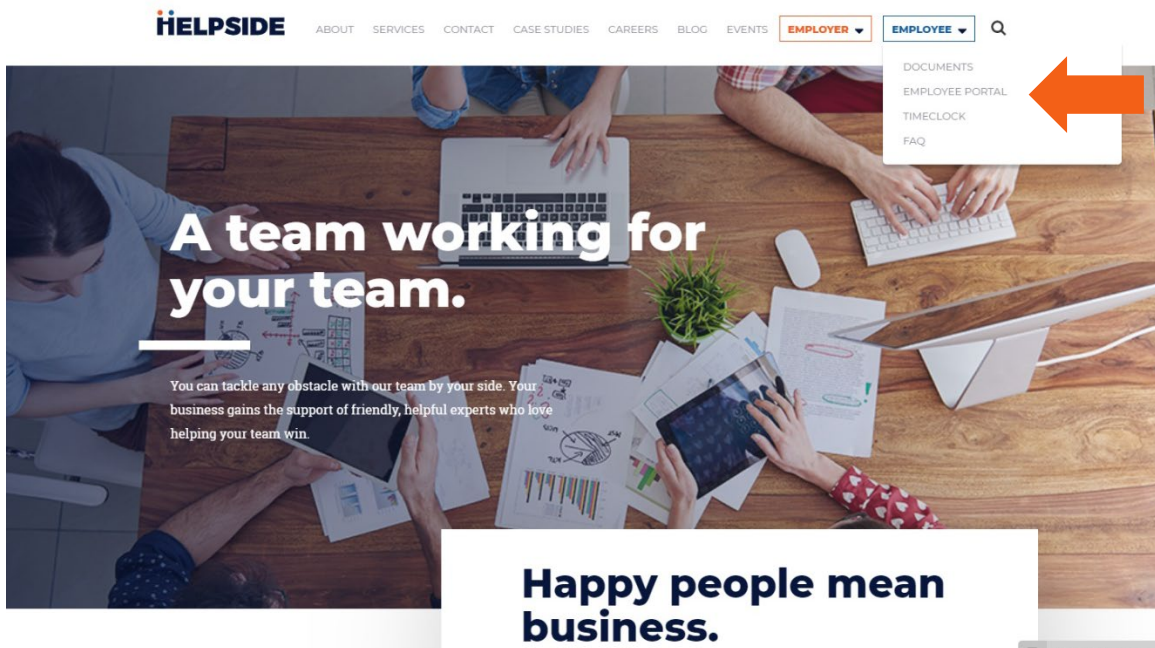


The employee portal will give you easy access to the information that is most important to you such as paycheck stubs, benefits information, and annual pay summaries. It will also allow you to make updates to personal information online, such as your address, phone number, W-4 tax withholding, direct deposit account, and email address.

Go to: helpside.com

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



If you haven't previously registered for the employee portal, complete the form on the right and click on: **Request Registration Email**

The image shows a screenshot of the Helpside Employee Portal registration form. The page title is 'Helpside Employee Portal'. There are two main sections: 'Sign In' and 'Register'. The 'Sign In' section has fields for 'Helpside Account Username' and 'Helpside Account Password', with a 'Keep me signed in' checkbox and a 'Show password' checkbox. The 'Register' section has fields for 'Last Name', 'Home Zip Code', and 'Email Address'. A 'REQUEST REGISTRATION EMAIL' button is at the bottom right, with an orange arrow pointing to it.

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.



donotreply@helpside.com
Helpside Account Registration



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

After creating a username and password, you will be taken to the main dashboard seen below.

The screenshot shows the Helpside Employee Portal dashboard for John Example, Admin. The dashboard includes a navigation menu on the left, a main content area with sections for Payroll, Time Off, and External Tools, and a Zendesk chat widget in the bottom right corner.

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

John Example
Admin Sign Out

Dashboard

(801) 123-4567
j.example@email.com

- Dashboard
- Personal
- Payroll
- Time Off
- Benefits
- External Tools
- Contact Us

Payroll

| 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 |

[view details](#)

Time Off

26.50 Paid Time Off
HOURS AVAILABLE ⓘ

[view details](#)

External Tools

- [Benefit Information and Forms](#)
- [Find a Provider](#)
- [Document Center](#)

zendesk chat
Chat with us.

To view paycheck stubs, click on **Payroll** and then **Payroll History**.

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

John Example
Admin [Sign Out](#)

Paycheck History

Show entries Search:

| Date | Gross Pay | Taxes | Deductions | Net Pay | | |
|------------|-----------|-------|------------|---------|------------------------------|--------------------------|
| 03/29/2019 | | | | | View Details | <input type="checkbox"/> |
| 03/15/2019 | | | | | View Details | <input type="checkbox"/> |
| 03/01/2019 | | | | | View Details | <input type="checkbox"/> |
| 02/15/2019 | | | | | View Details | <input type="checkbox"/> |
| 02/01/2019 | | | | | View Details | <input type="checkbox"/> |

Showing 1 to 5 of 122 entries Previous 2 3 4 5 ... 25 Next

[Export to CSV](#)
[View/Print Selected Paycheck Stubs](#)

Then check the box next to the check you would like to view or print and click on **View/Print Selected Paycheck Stub**.

This will pull up a PDF version of the elected paystubs you can save or print.

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