

Go to: helpside.com -> Employee -> Employee Portal and login with your username and password.

Step 1: Click on **Manager Portal**.

Step 2: Click on **Employee Management**.

Step 3: Find the employee and click the **Proxy Sign In** button next to their information.

The screenshot displays the 'Employee Management' page. On the left, a navigation menu includes 'Employee Portal', 'Manager Portal', and 'Company Portal'. Under 'Manager Portal', 'Employee Management' is highlighted with a red circle '2'. The main content area shows a table of employees with columns for 'Employee', 'Form I-9 Status', and 'Employment Status'. A search bar is located at the top right. The table lists five employees, each with a 'Proxy Sign In' button highlighted by a red circle '3'. Other buttons like 'Employee Details', 'Change Pay Rate', and 'View Signed Documents' are also visible for each employee.

Employee	Form I-9 Status	Employment Status	Actions
Boys, Cow • Employee Details	Electronic System Not Available	Active	• Proxy Sign In • Change Pay Rate • View Signed Documents
Brown, XXXI0ion • Employee Details	Electronic System Not Available	Active	• Proxy Sign In • Change Pay Rate • View Signed Documents
Crandall, Skyler • Employee Details	Electronic System Not Available	Active	• Proxy Sign In • Change Pay Rate • View Signed Documents
Cron, Chris • Employee Details	Electronic System Not Available	Active	• Proxy Sign In • Change Pay Rate • View Signed Documents
Davis, Patricia • Employee Details	Electronic System Not Available	Active	• Proxy Sign In • Change Pay Rate • View Signed Documents