

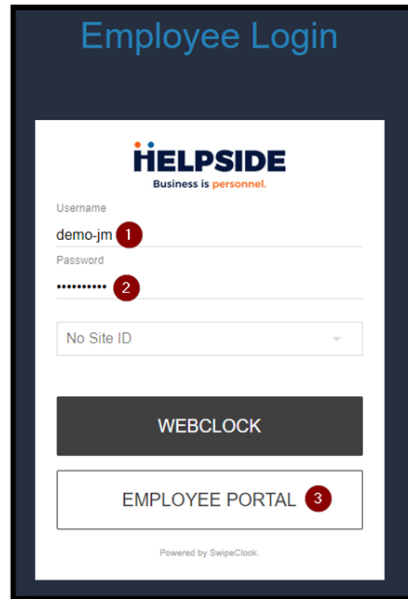
You can add an email address and receive notifications of paid time off request approvals.

Go to: helpside.com/employee/timeclock

Step 1: Enter your username.

Step 2: Enter your password.

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

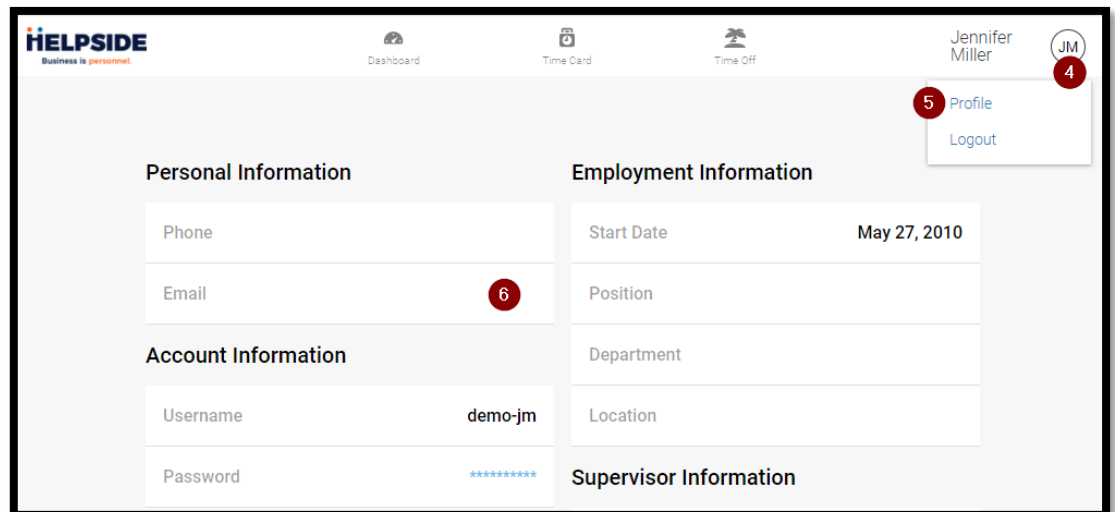


The image shows the 'Employee Login' page. At the top, it says 'HELPSIDE Business is personnel.' Below that, there are input fields for 'Username' (containing 'demo-jm' with a red '1' next to it) and 'Password' (with a red '2' next to it). There is a dropdown menu for 'No Site ID'. Below these fields are two buttons: 'WEBCLOCK' and 'EMPLOYEE PORTAL' (with a red '3' next to it). At the bottom, it says 'Powered by SwipeClock.'

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

Step 5: Click on **Profile**.

Step 6: Click on **Email**.



The image shows the 'Employee Profile' page. At the top, there are navigation links for 'Dashboard', 'Time Card', and 'Time Off'. The user's name 'Jennifer Miller' and initials 'JM' are in the top right corner, with a red '4' next to the initials. Below this is a dropdown menu with 'Profile' (with a red '5' next to it) and 'Logout'. The main content area is divided into two columns: 'Personal Information' and 'Employment Information'. Under 'Personal Information', there are fields for 'Phone', 'Email' (with a red '6' next to it), and 'Account Information'. Under 'Employment Information', there are fields for 'Start Date' (May 27, 2010), 'Position', 'Department', and 'Location'. At the bottom, there is a 'Supervisor Information' section. The 'Account Information' section shows 'Username' as 'demo-jm' and 'Password' as '*****'.

Step 7: Type in your email address.

Step 8: Re-type your email address.

Step 9: Click **Email Notifications** (optional), if you would like to receive notifications by email when your supervisor approves or denies time off requests made through the TimeClock portal.

Step 10: Click **Update Info**.