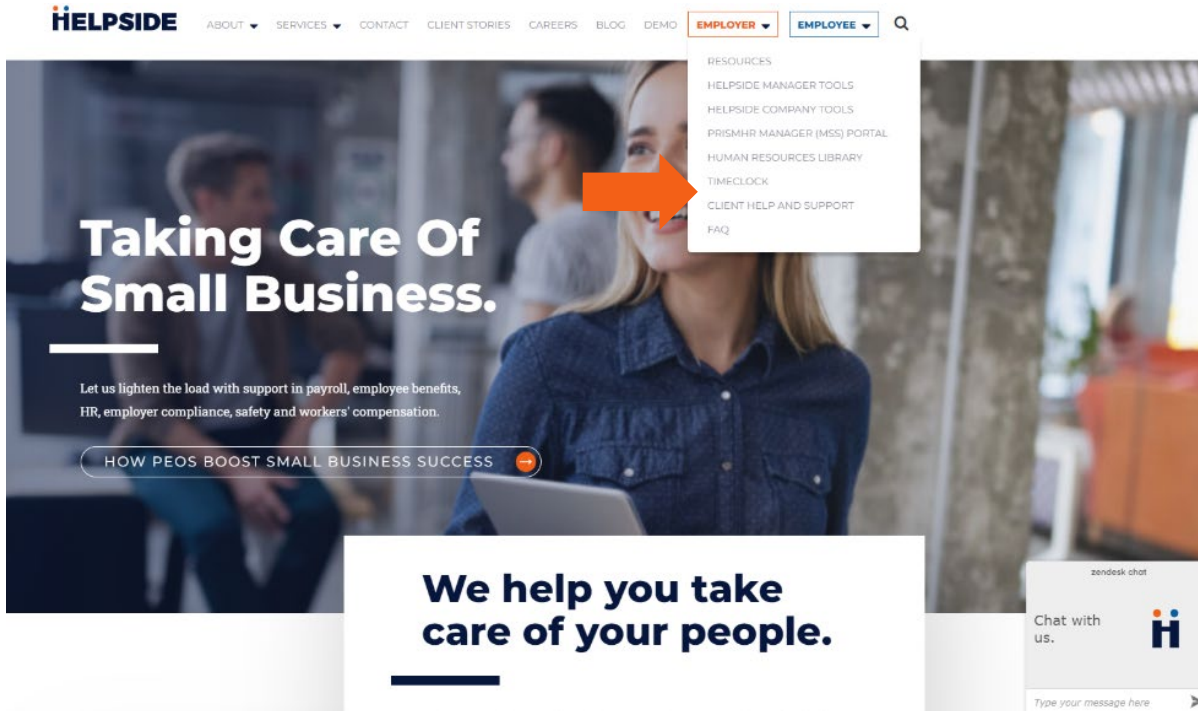
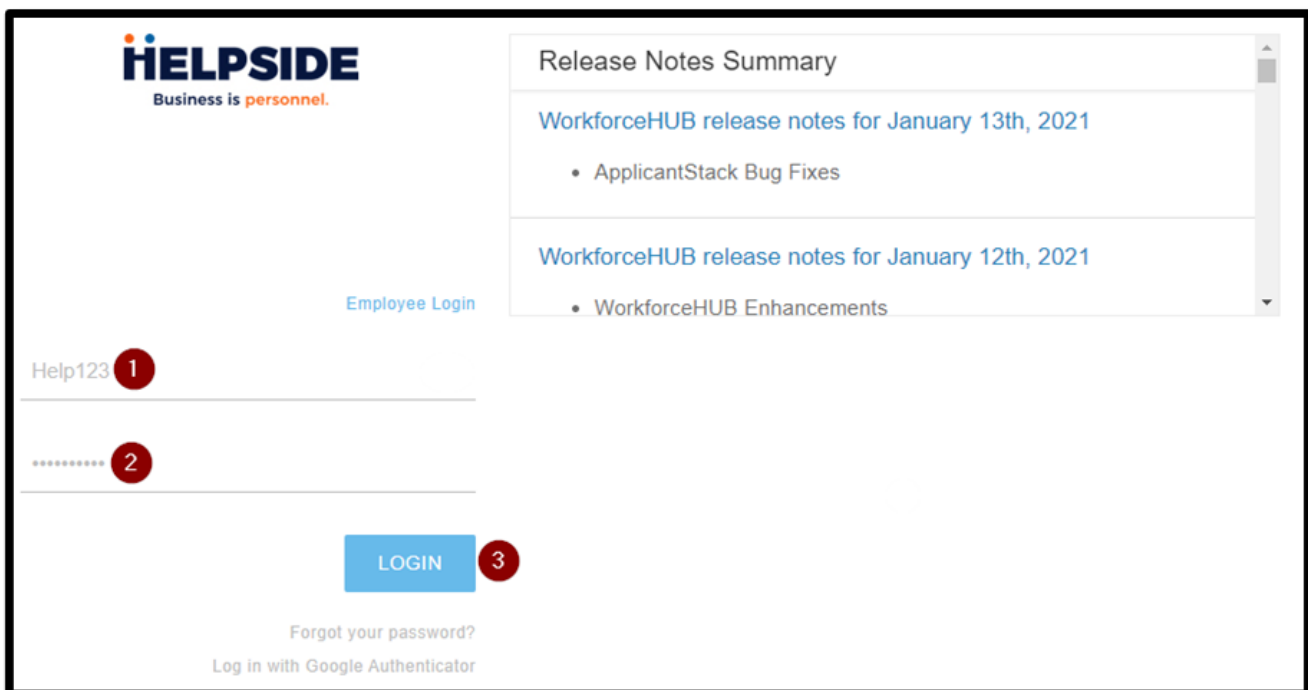


Go to: helpside.com

Click on **Employer** and then **Timeclock**.



Enter your username (1) and your password (2) and click **Login** (3).



From the home screen go to the **Settings Menu** (4) on the left-hand side of the webpage.

Click on **Update Personal Info** (5)

Type your **current password** (6)

Type a **new password** (7)

Re-type your **new password** (8)

Online Timekeeping ←

Update Personal Information

MAIN MENU

A Plus Benefits TWP
Site: 49694

Dashboard (Try Dashboard Beta)

Time Off Requests (7)

Employee Setup

Add New Employee

Link Employee Portal

Time Cards

Multi-Time Card Editor

Yesterday's Entries

Today's Entries

Current Period - Start: 11/20

Previous Period - End: 11/19

Select Other Periods

Multi Time Card Approval

Maintenance Menu

Reports Menu

Settings Menu (4)

Clock Management

Employee Bulletins

Processing Rules

Update Personal Info (5)

Clock Status

Client Level API Secret Management

Integration Management

Password

Your Login: Help123

Your Current Password: (6)

Your New Password: (7)

Confirm Your New Password: (8)

Save New Password (9)

Personal Information

First Name:

Last Name:

Phone:

Your email address can be used to reset your password in case you forget it

Email Address:

Confirm Email Address:

Time Off Request Notification: When enabled you will receive Time Off Request emails for all employees.

Save Personal Information

Link Employee Portal

Sign in with your employee login and password below to link your employee login with your supervisor/client login, you will only have to sign in as a supervisor/client in the future to access both. If you don't know your own employee login/password, speak to your manager/admin. You can also link your manager/client account in your employee profile.

Employee portal user name:

Employee portal password:

Link Employee

Click **Save New Password** (9)