

The online employee onboarding tool allows clients and employees to complete all new hire and rehire documents online, including Form I-9.

Login to Helpside Tools at [tools.helpside.com](https://tools.helpside.com)

Enter your username and your password and click **Sign In**.

HELPSIDE

### Sign In


Welcome back! Please sign in below with your Helpside account to access the Helpside Tools.

\* Helpside Account Username

\* Helpside Account Password

Keep Me Signed In [Forgot username or password?](#)

Show Password [Register for Account](#)

I'm not a robot 

Sign In

After you login to Helpside Tools, you will notice a menu option at the top of the screen that says Manager. This is where you will find the Onboarding Management tool.

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Employee Manager Company

**Manager Tools**

- Employee Management
- Employee Assignments
- Onboarding Management**
- Onboarding Bulk Upload
- Offboarding Request
- Accounting Export
- Deduction Authorization

**External Links**

- PrismHR Payroll Software
- Talent LMS
- Timeclock Management

Click on **Onboarding Management**

On the Onboarding Management screen, you will see all employees who have gone through onboarding in the new employee onboarding tool and where they are in the process.

Onboarding Management

Hire New Employee Rehire Employee

Resend All Onboarding Emails

Show 10 entries Filter:

<a href="#">Employee Details</a> <a href="#">View Onboarding Details</a>	Section 1: Section 2: <a href="#">Start Section 2</a>	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Pay Rate</a> <a href="#">View Signed Documents</a>
<a href="#">Employee Details</a> <a href="#">View Onboarding Details</a>	Section 1: Section 2: <a href="#">Print/View Form I-9</a> <a href="#">Form I-9, Section 3</a>	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Pay Rate</a> <a href="#">View Signed Documents</a>
<a href="#">Employee Details</a> <a href="#">View Onboarding Details</a>	Section 1: Section 2: <a href="#">Start Section 2</a>	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Pay Rate</a> <a href="#">View Signed Documents</a>

The Form I-9 column on the table is where you can see whether or not the employee has completed their portion of the I-9 form (Section 1). Once the employee has completed Section 1, you can click on “Start” which will show Form I-9 Section 2 where you will look that the employee’s documents.

Once both Section 1 and Section 2 are complete, you will have a few additional links to either print a copy of the Form I-9 or to fill out Section 3 online. (if needed).

The links in the far right of the table will allow you to make edits to any of the data you have entered (you cannot edit data entered by the employee) and to completely delete the new employee from the onboarding tool.

The **Employee Management** tool in the Manager menu will allow you to see employee details for all of your employees that have already been onboarded.

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### Employee Management

Include Terminated Employees?

Show 10 entries

Filter:

Employee	Form I-9 Status	Employment Status	
<a href="#">Employee Details</a> <a href="#">View Onboarding Details</a>	Section 1: Section 2: <a href="#">Print/View Form I-9</a> <a href="#">Form I-9, Section 3</a>	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Pay Rate</a> <a href="#">View Signed Documents</a>
<a href="#">Employee Details</a> <a href="#">View Onboarding Details</a>	Section 1: Section 2: <a href="#">Start Section 2</a>	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Pay Rate</a> <a href="#">View Signed Documents</a>
<a href="#">Employee Details</a> <a href="#">View Onboarding Details</a>	Section 1: Section 2: <a href="#">Print/View Form I-9</a> <a href="#">Form I-9, Section 3</a>	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Pay Rate</a> <a href="#">View Signed Documents</a>
<a href="#">Employee Details</a> <a href="#">View Onboarding Details</a>	Section 1: Section 2: <a href="#">Start Section 2</a>	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Pay Rate</a> <a href="#">View Signed Documents</a>

If you have any questions about the onboarding tool, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or [service@helpside.com](mailto:service@helpside.com).