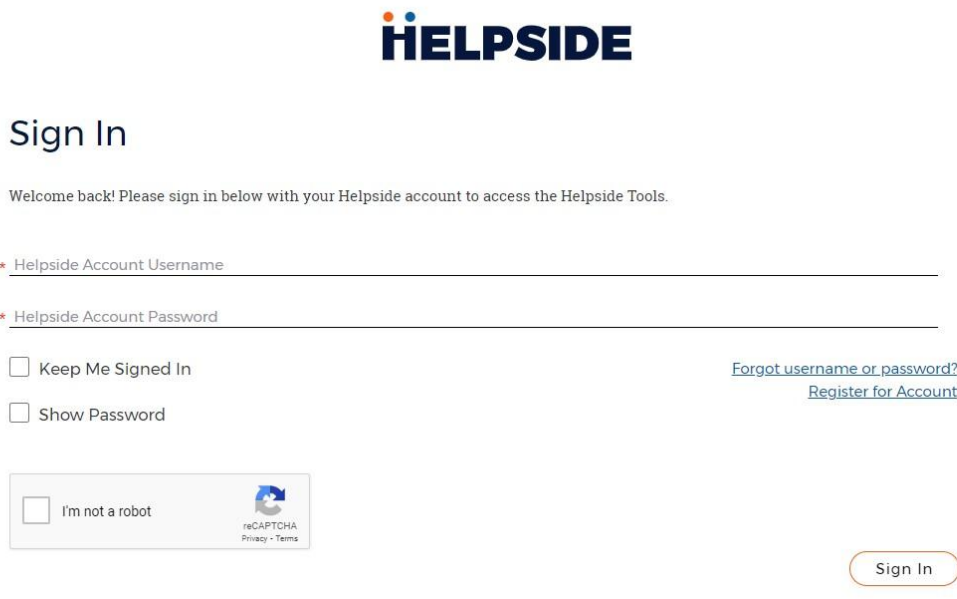


The online employee onboarding tool allows clients and employees to complete all new hire and rehire documents online. Managers can also track employee progress through the onboarding tool. The employee onboarding tool is accessed through the Helpside Tools login, where you go to see your personal payroll information.

Login to Helpside Tools at tools.helpside.com

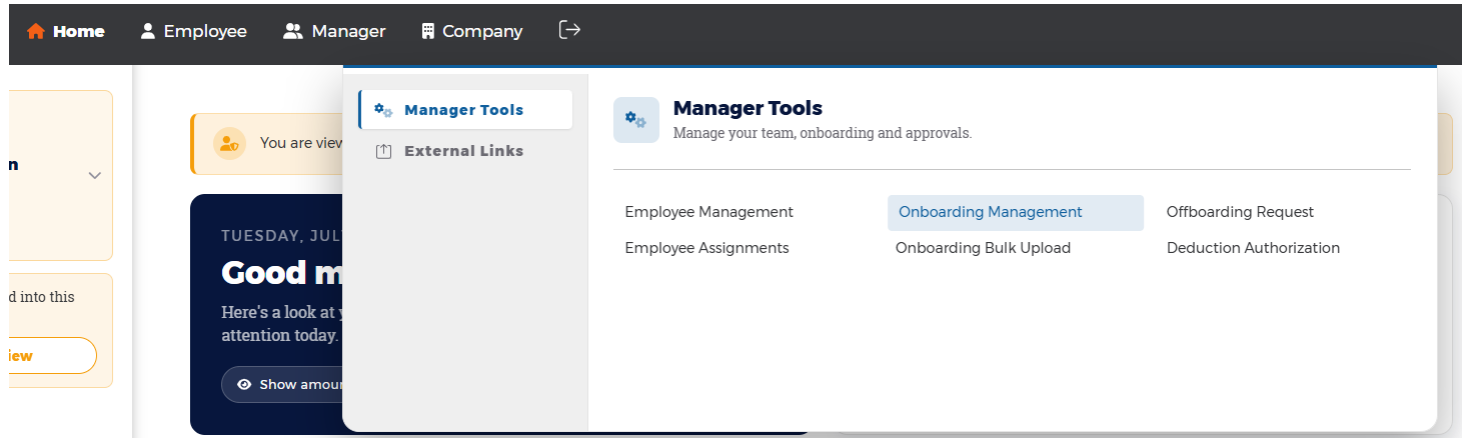
Enter your username and your password and click **Sign In**.



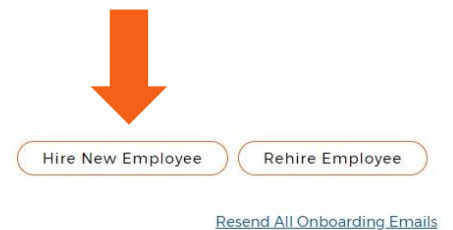
The image shows a screenshot of the Helpside Sign In page. At the top is the Helpside logo. Below it is the heading "Sign In". A welcome message reads: "Welcome back! Please sign in below with your Helpside account to access the Helpside Tools." There are two input fields: "Helpside Account Username" and "Helpside Account Password", both marked with a red asterisk. Below the password field are two checkboxes: "Keep Me Signed In" and "Show Password". To the right of these checkboxes are two links: "Forgot username or password?" and "Register for Account". At the bottom left is a reCAPTCHA box with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. At the bottom right is a "Sign In" button, which is highlighted by a large orange arrow pointing towards it from the right.

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.

Click on **Onboarding Management** to begin the onboarding process for a new employee. Click on **Hire New Employee** to start the onboarding process.



Onboarding Management



Enter the employee's last name and social security number into the form. Check the box if this employee is a rehire who has worked for your company in the past. Then click on **Submit**.

×

Add/Hire Employee for Helpside Tools Demo

* Employee's Last Name

* Employee's Social Security Number

[Securely request SSN from employee](#)

Close

Submit

If you don't have the social security number for your employee, you can click the **securely request SSN from employee** link that you can use to obtain a social security number from new employees. After entering the employee's name and email address, the employee will receive an email from Helpside with a link to a secure website form to provide the social security number. Once the employee completes that step, you will be able to move forward with the process.

Add additional employee details including full name, citizenship status, job duties, and work location and click **Submit**.

Before filling out this form, we recommend you please ensure all the needed options (Location, Position, Department, etc.) are available for the employee to be onboarded. Can't find the option you're looking for, or something needs to be updated or removed?

If yes, please call Helpside at 801-443-1090, or contact your assigned payroll specialist: Linda Daybell (, or ldaybell@helpside.com)

Employee's Personal Information

First Name * Ryan	Last Name Test
* Personal Email	
Work Email	☐ Don't send invite email

Once you submit this form, the new employee will be sent an email with instructions for completing their portion of onboarding documents.



Congratulations, Testing0037 Walker.

Your employer has teamed up with Helpside to provide HR outsourcing services. One of the services we provide to businesses is the management of new employee onboarding. This process provides us with the information we need to process payroll for in-house. Please click the link below to start the employee onboarding process. Please be sure to complete all the applicable sections. The new employee onboarding process will take 15 to 20 minutes to complete. It will be helpful if you have your information for direct deposit (bank routing number and account number) readily available.

Please click the link below to continue the process.

[Complete New Employee Onboarding Process](#)

If you're having trouble clicking the link above, copy and paste the URL below into your web browser.

<https://localhost:44351/EmployeeManagement/EnterEmployeeOnboarding/?lock=107&key=7f9e909f-d4e8-402b-ac28-95105b3389d7>

If you have questions or concerns while you are completing the new employee onboarding process, please contact our Client Success Team via phone at (801) 443-1090, email at service@helpside.com or live chat on our website at www.helpside.com. Our customer service hours are 8:00 am - 5:00 pm Monday through Friday.

Thank you,

HELPSIDE
395 W. 600 N. Lindon, UT 84042
Local: 801-443-1090
Toll-Free: 1-800-748-5102
www.helpside.com

Back 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.

Employee
Manager
Company

Onboarding Management

Hire New Employee
Rehire Employee

[Resend All Onboarding Emails](#)

Show 10 Rows
Filter:

Employee	Current Step	Form I-9 Status	Helpside Review Status	
Test, Samantha 195632, 206170 Employee Details	4 of 11: Employee Documents Email Last Sent: 7/13/2026 7:50 AM ** Not Finished ** Resend Onboarding Email View Onboarding Link	Section 1: ⚠ Section 2: (Complete Section 1 First)	Pending	Edit Delete

Showing 1 to 1 of 1 entries

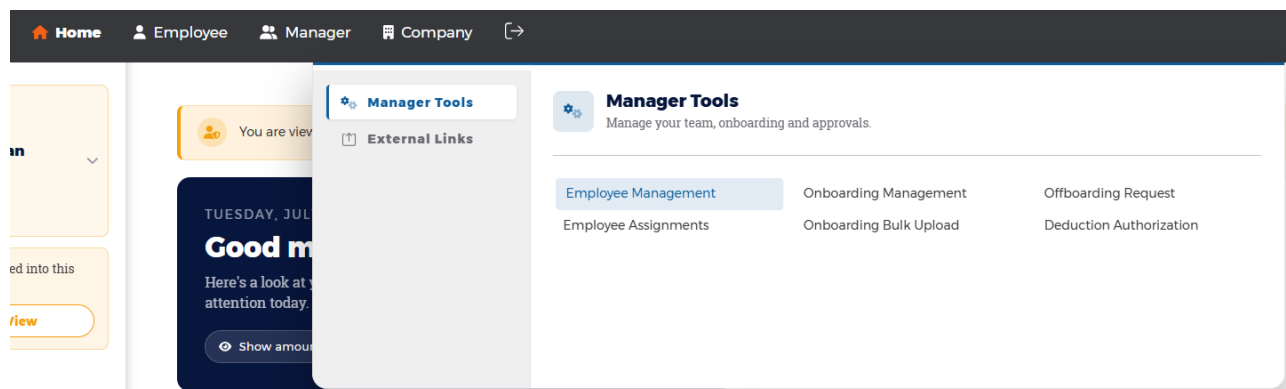
Previous
1
Next

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.



Employee Management

☐ Include Terminated Employees?

Show 10 entries

Filter:

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

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.