

Congratulations on your new position! We look forward to having you join our team.

Your employer partners with Helpside for employee benefits, human resources support, and payroll and tax administration.

To begin the onboarding process, you will receive an email from Helpside with instructions for completing online employment documents (tax withholding, I-9 form, direct deposit, etc.).

To complete your onboarding you will need:

- Your full name
- Your mailing address
- Your email address
- Your phone number
- Your bank account number and routing number for direct deposit

Click on **Complete New Employee Onboarding Process** in the email from Helpside to get started

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Congratulations,

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

Logging in to Helpside Tools

The Helpside Tools website will give you easy access to the information that is most important to you such as paycheck stubs, benefits information, and annual pay summaries. It will also allow you to make updates to personal information online, such as your address, phone number, W-4 tax withholding, direct deposit account, and email address.

Go to: **helpside.com**

Click on **Employee** and then **Employee Tools**



Enter the username and password you created when you completed your onboarding and click **Sign In**.



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

☐ Show Password

☐ I'm not a robot 

[Forgot username or password?](#)
[Register for Account](#)

Sign In

Viewing or Printing Your Pay Stubs

After logging in you will be taken to the main dashboard seen below. To view a recent paycheck stub, click on **Stub** next to the date you wish to see. This will download a PDF version of the pay stub.

The dashboard shows a user profile for Eden Khaki, a greeting, and a 'MOST RECENT NET PAY' section. The 'Payroll' section lists recent paychecks with dates and deposit information. A 'Stub' button is highlighted next to the most recent paycheck (06/18/2026 - May 31 - Jun 13). An orange arrow points to this button. To the right, a 'Time Off' section shows 160.00 hours available.

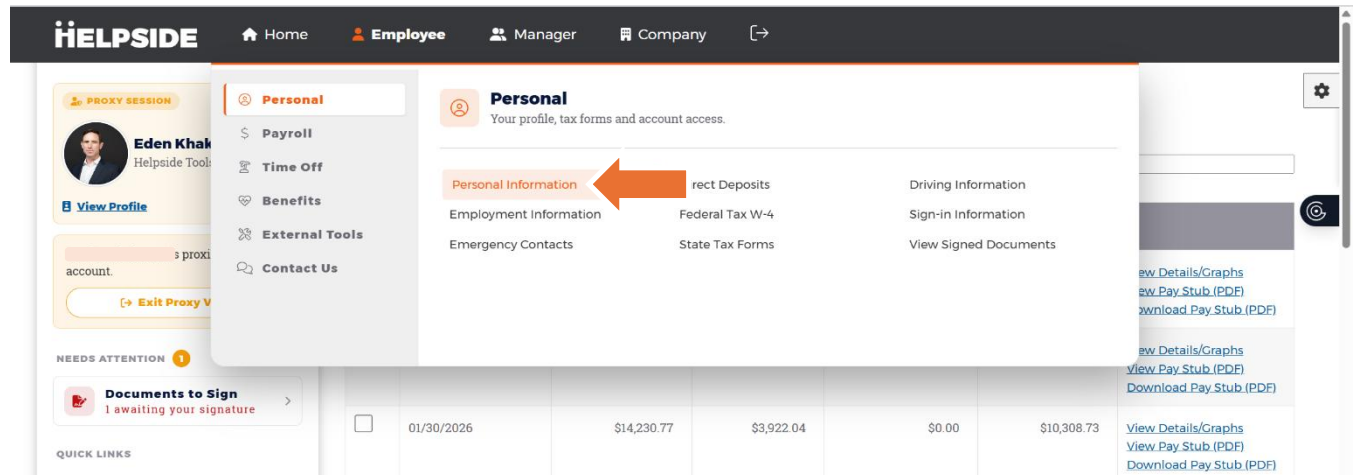
To view another pay stub, click on **Paycheck History**. Then, click on **Download Pay Stub (PDF)** to download.

The 'Paycheck History' page displays a table of paychecks. The table has columns for Date, Gross Pay, Taxes, Deductions, and Net Pay. The first row shows a paycheck for 01/02/2026 with a Gross Pay of \$14,230.77 and a Net Pay of \$10,218.97. An orange arrow points to the 'Download Pay Stub (PDF)' link in the first row.

	Date	Gross Pay	Taxes	Deductions	Net Pay	
☐	01/02/2026	\$14,230.77	\$3,922.05	\$89.75	\$10,218.97	View Details/Graphs View Pay Stub (PDF) Download Pay Stub (PDF)
☐	01/16/2026	\$14,230.77	\$3,922.04	\$89.75	\$10,218.98	View Details/Graphs View Pay Stub (PDF) Download Pay Stub (PDF)
☐	01/30/2026	\$14,230.77	\$3,922.04	\$0.00	\$10,308.73	View Details/Graphs View Pay Stub (PDF) Download Pay Stub (PDF)
☐	02/13/2026	\$14,230.77	\$3,922.04	\$89.75	\$10,218.98	View Details/Graphs View Pay Stub (PDF) Download Pay Stub (PDF)
☐	02/27/2026	\$14,230.77	\$3,922.05	\$89.75	\$10,218.97	View Details/Graphs View Pay Stub (PDF) Download Pay Stub (PDF)
☐	03/13/2026	\$14,230.77	\$3,792.05	\$451.00	\$9,987.72	View Details/Graphs View Pay Stub (PDF) Download Pay Stub (PDF)
☐	03/27/2026	\$14,230.77	\$3,792.03	\$543.50	\$9,895.24	View Details/Graphs

Changing Your Address

To change your address, click on **Personal** and then **Personal Information**.



Scroll down to Resident Address and make any changes. Then click Submit

is proxied into this account.

[Exit Proxy View](#)

NEEDS ATTENTION

Documents to Sign
1 awaiting your signature

QUICK LINKS

- Benefit Information & Forms
- Document Center
- Find a Provider
- Talent LMS
- PrismHR Payroll Software
- Wages on Demand (ZayZoon)
- Feedback Form
- Incident Report of Work-Related...

Resident Address

This must be the current, physical address where you reside/live. It cannot be a PO Box address.

* Address Line 1
3 American Ash Center

Address Line 2

* ZIP Code
84403

City
Ogden

State
UT

Mailing Address

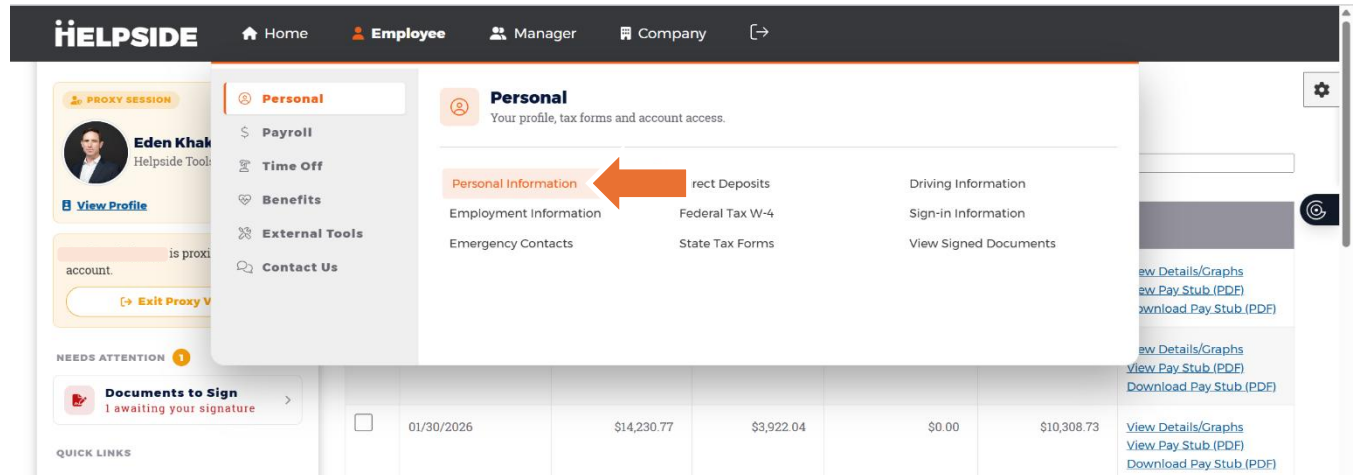
☒ Same as Resident Address

Tax Forms Mailing Address

☒ Same as Resident Address

Changing Your Name or Social Security Number

To change your address, click on **Personal** and then **Personal Information**.



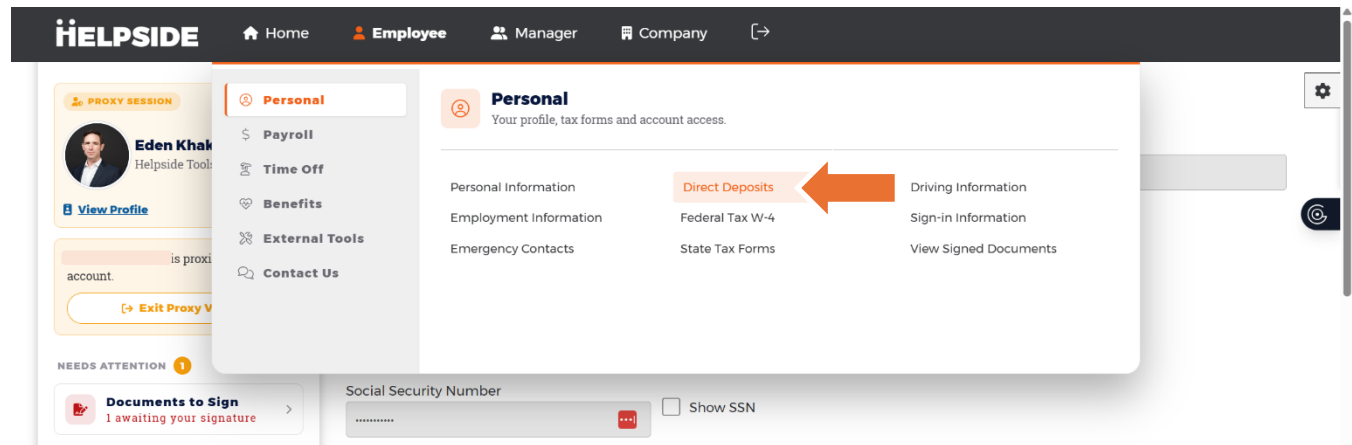
Then click on **Name or Social Security Change**

The screenshot shows the 'Name or Social Security Change' form. It contains three main sections: Preferred Name, Birth Date, and Social Security Number. The 'Preferred Name' field is labeled 'Preferred Name' and contains the text 'August'. The 'Birth Date' field is labeled '* Birth Date' and contains the date '08/23/1991'. The 'Social Security Number' field is labeled 'Social Security Number' and contains a masked number '*****'. An orange arrow points to the 'Social Security Number' field, with the text 'SN' next to it.

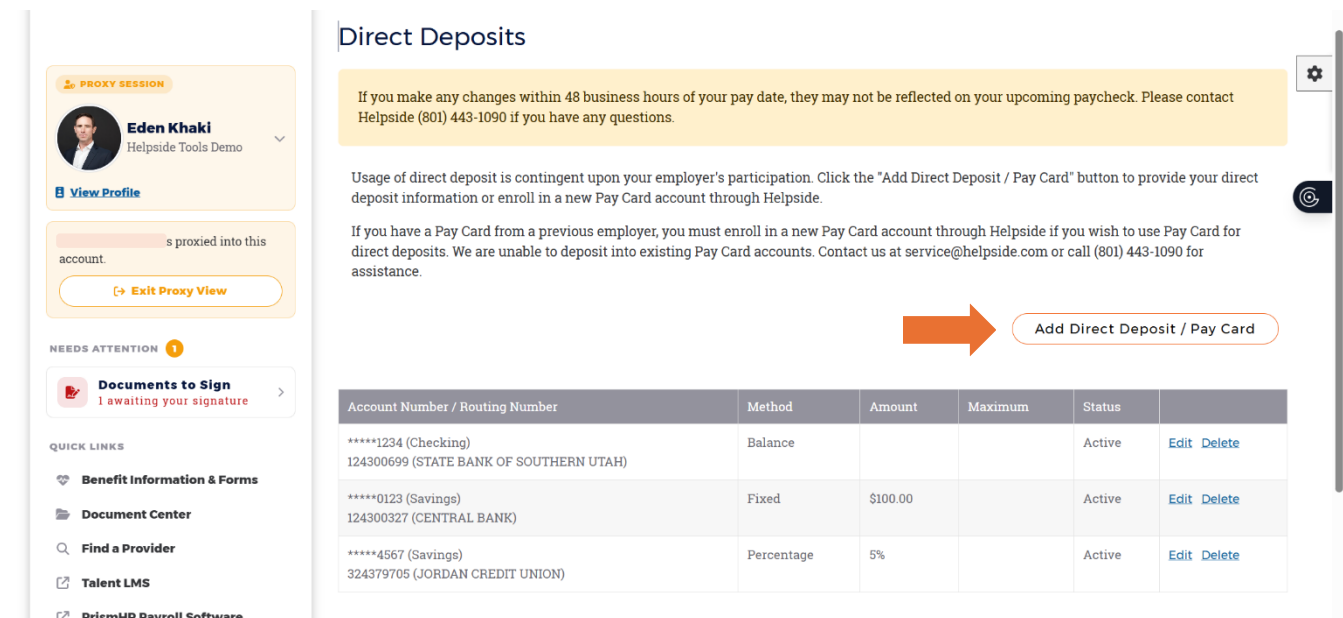
Complete the form and type your full name to sign. Then click on **Submit**.

Changing Your Direct Deposit Account

To change your direct deposit account, click on **Personal** and then **Direct Deposits**.

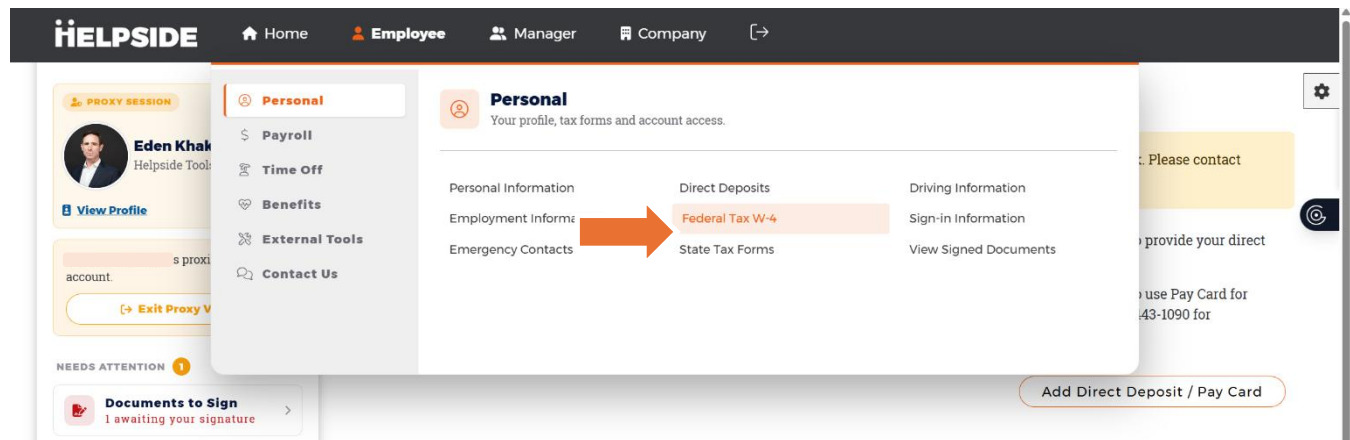


From this screen you can add a new direct deposit account or edit or delete an existing direct deposit account.



Changing Your W-4 Tax Withholding

To change your W-4 tax withholding, click on **Personal** and then **Federal Tax Forms** or **State Tax Forms** depending on which tax withholding you would like to change.

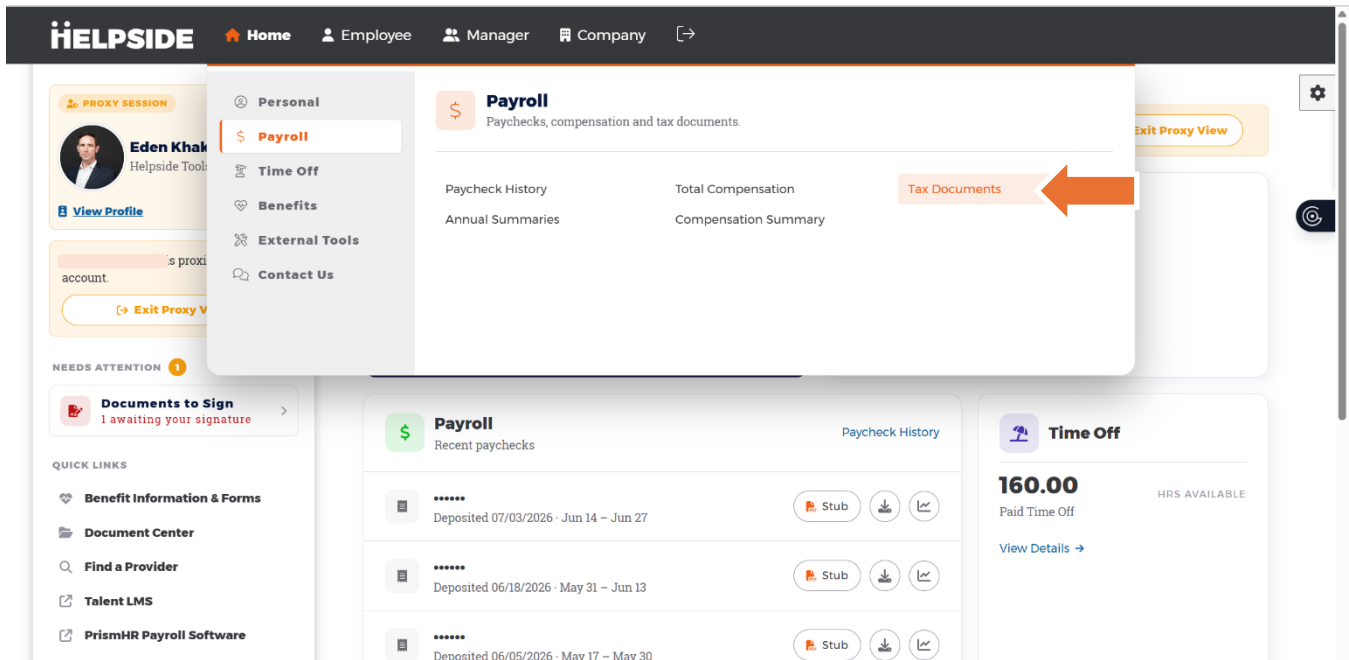


From this screen you can fill out the forms. Make sure to click Submit once you have made your changes.

The screenshot shows the 'Federal Tax (W-4) Forms' page. The page header includes the Helpside logo and navigation links. The main content area is titled 'Federal Tax (W-4) Forms' and contains a yellow box with a disclaimer: 'Helpside cannot provide guidance on how to complete Form W-4. For assistance, please visit the IRS website at www.irs.gov or consult a certified public accountant (CPA). If you're experiencing technical issues filling out Form W-4 in Helpside Tools, you're welcome to contact us for support.' Below this, there is a section for '1 Enter Personal Information' with fields for Name (Eden August Khaki), Address (3 American Ash Center, Ogden, UT. 84403), Social Security Number (150-03-4015), and Filing Status (Married Filing Jointly (or Qualifying Widow(er))). A note at the bottom states: 'Select Head of Household only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.' The left sidebar shows a 'Documents to Sign' section with 1 document awaiting a signature.

Viewing or Printing a Copy of Your W-2

To download a copy of your W-2, click on **Payroll** and then **Tax Documents**.

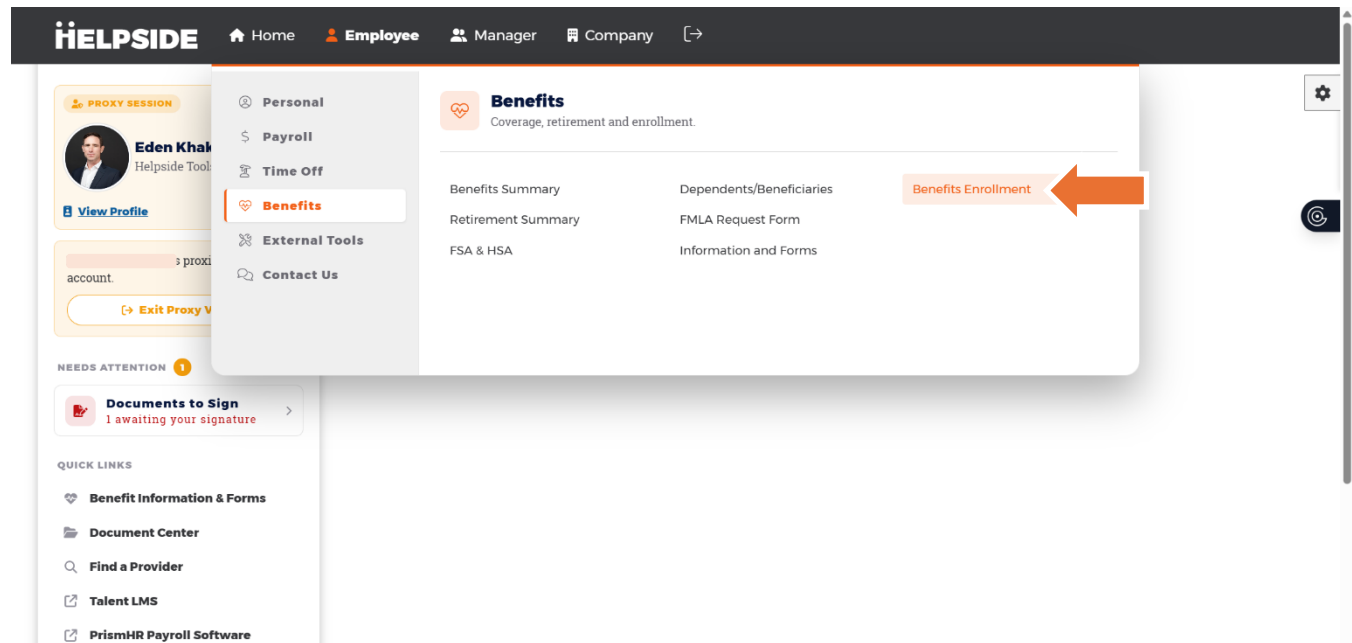


From this screen you can choose a year list and click to download a W-2 for the selected year.

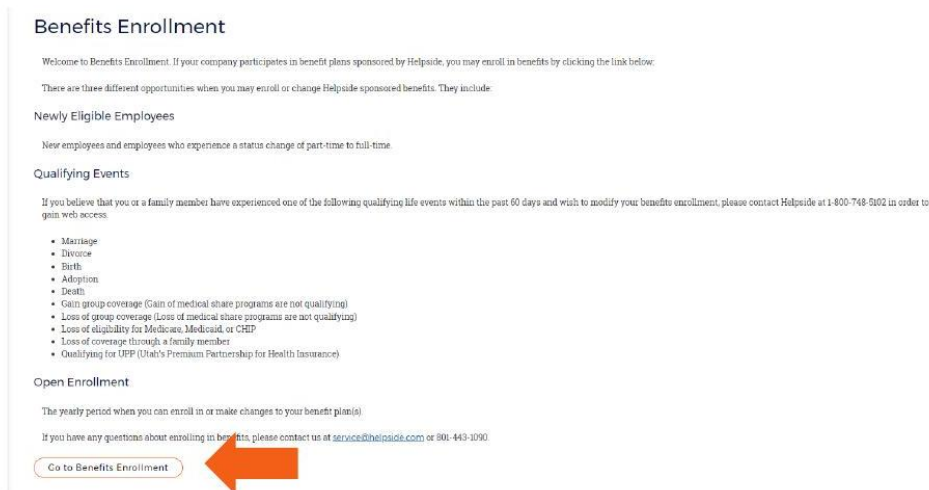


Enrolling in Benefits

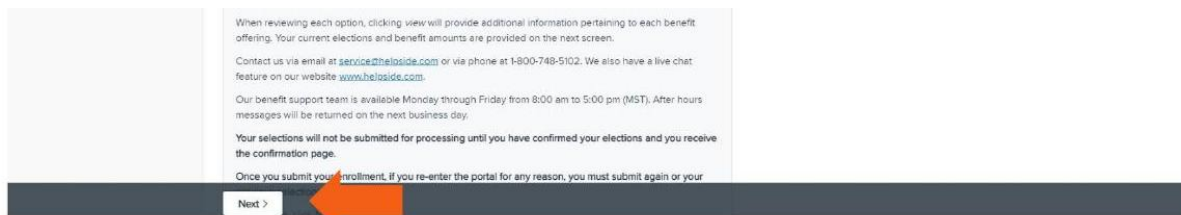
To access the Benefits Enrollment tool, click on **Employee** and then **Benefits Enrollment**.



Click on **Go to Benefits Enrollment**



From here you will be taken to the Online Benefits Enrollment Tool. This has all the information for available benefits including plan descriptions, pricing, and some helpful videos. After reading the introduction, click on **Next**.



On the Dependents screen, click on the **Add Dependents** button to enter the information for any dependents you would like to participate in any of the available benefits options. For each election, you will be able to choose from the dependents added on this screen to participate. Once you have added all possible dependents, click on **Next**.

On the Dependents screen, click on the **Add Dependents** button to enter the information for any dependents you would like to participate in any of the available benefits options. For each election, you will be able to choose from the dependents added on this screen to participate. Once you have added all possible dependents, click on **Next**.

Dependents

Please review and list eligible dependents you would like to include on any of your benefit plans. Each benefit option is an independent choice. For example, you may cover dependents on medical, and not on vision.

Eligible dependents include your legal spouse and dependent children under age 26. Children may include natural born children, stepchildren, children legally placed for adoption, and legally adopted children.

Children may also include foster children and children of legal guardians if certain conditions are met. Please contact Helpline for additional information.

If you have not yet obtained a Social Security Number for your dependent, please contact us for instructions. Enrollment periods will not be extended in cases where the Social Security Number is not available. Providing inaccurate Social Security Numbers will cause a delay in coverage and claims processing.

Before naming a beneficiary, please note that in the event of a claim, proceeds will not be released to a beneficiary under 18 years of age. For more information please contact Helpline.

Name	Age	Gender	Student	Tobacco User	Disabled
Wife *	29	Female	No	No	No
Daughter	4	Female	No	No	No
Daughter	2	Female	No	No	No

* Spouse is selected

+ Add Dependent

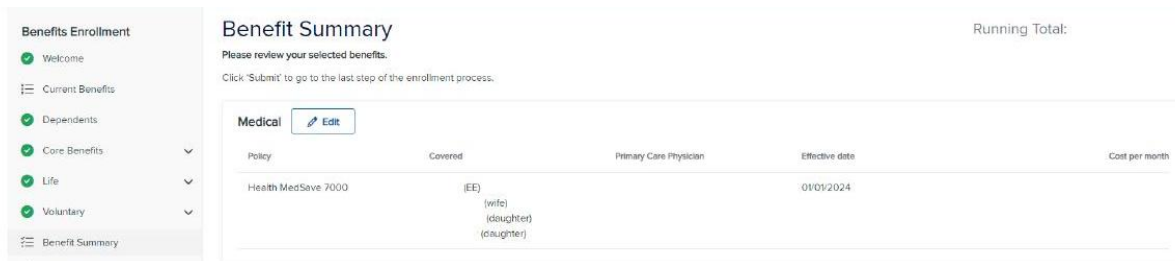
Now you will navigate through each of the screens for the available benefits options. A running total of the monthly premiums for your elections will be shown at the top of the screen.

If you do not want to participate in a particular option (for example, you do not want dental coverage) click on the waiver box before clicking **Next** to advance to the next screen.

You will not be able to navigate past the Life Insurance screen until you either enter a beneficiary or waive coverage. If coverage is waived, this can be changed later.

You must either make an election or choose the waiver box for each benefits option in order to complete your enrollment.

Once you have completed all the available benefits options, you will be taken to your Benefits Summary. Here you can see your monthly premium total as well as your selection for each benefit.



The screenshot shows the 'Benefit Summary' page. On the left is a navigation menu titled 'Benefits Enrollment' with items: Welcome (checked), Current Benefits, Dependents (checked), Core Benefits (checked), Life (checked), Voluntary (checked), and Benefit Summary (selected). The main content area is titled 'Benefit Summary' and includes a 'Running Total:' label. Below the title, it says 'Please review your selected benefits.' and 'Click 'Submit' to go to the last step of the enrollment process.' A table titled 'Medical' with an 'Edit' link shows a row for 'Health MedSave 7000' with columns for Policy, Covered (EE), Primary Care Physician, Effective date (01/01/2024), and Cost per month. Below the table, there are links for '(wife)', '(daughter)', and '(daughter)'.

Along the left side of the screen, you will see a navigation menu. A green check mark means that a benefit has been elected or waived. If you missed an option, you will not be able to click on **Submit** to finalize your enrollment until you either mark an election or check the waiver box. Click on the benefit to revisit that page and make your election or waiver.

Once you submit all your elections, you will be taken to a final confirmation screen.

On this screen, you will need to read the terms and conditions, scroll down and check the box for the enrollment confirmation that says I have read and understand the above statements. Then type in your full name (as shown in the upper right-hand corner of the screen) and then click on **Complete Enrollment** to submit your elections to Helpside for processing.

Please save a copy of your enrollment for your records.



*** Electronic Signature**

☒ I acknowledge that my benefit elections have been completed for the current plan year and I agree to the corresponding payroll deductions as indicated.

* To sign, please enter your full name as it appears below:

[< Back](#) [Complete Enrollment](#)

If you have any questions, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or service@helpside.com.