

The Helpside Tools website gives you easy access to the information that is most important to you such as paycheck stubs, benefits information, and annual pay summaries. It also allows 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 your username and your password and click **Sign In**.



Sign In

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

* Helpside Account Username

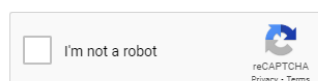
* Helpside Account Password

☐ Keep Me Signed In

☐ Show Password

[Forgot username or password?](#)

[Register for Account](#)



Sign In

If you forgot your username or password, click on **Forgot username or password?**

If you haven't previously registered, click on **Register for Account.**



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* Helpside Account Username

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[Forgot username or password?](#)

[Register for Account](#)

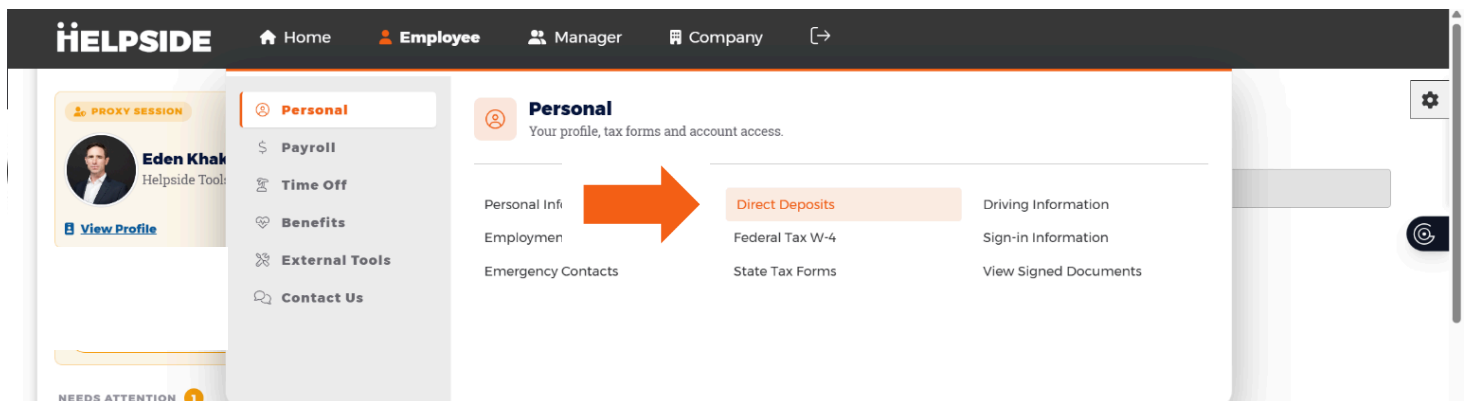
☐ I'm not a robot



[Sign In](#)



After logging in, you will be taken to the main dashboard seen below. 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.

Direct Deposits

If you make any changes within 48 business hours of your pay date, they may not be reflected on your upcoming paycheck. Please contact Helpside (801) 443-1090 if you have any questions.

Usage of direct deposit is contingent upon your employer's participation. Click the "Add Direct Deposit / Pay Card" button to provide your direct deposit information or enroll in a new Pay Card account through Helpside.

If you have a Pay Card from a previous employer, you must enroll in a new Pay Card account through Helpside if you wish to use Pay Card for direct deposits. We are unable to deposit into existing Pay Card accounts. Contact us at service@helpside.com or call (801) 443-1090 for assistance.



Add Direct Deposit / Pay Card

Account Number / Routing Number	Method	Amount	Maximum	Status	
*****1234 (Checking) 124300699 (STATE BANK OF SOUTHERN UTAH)	Balance			Active	Edit Delete
*****0123 (Savings) 124300327 (CENTRAL BANK)	Fixed	\$100.00		Active	Edit Delete
*****4567 (Savings) 324379705 (JORDAN CREDIT UNION)	Percentage	5%		Active	Edit Delete

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.