

Eligible employees can enroll in available benefits options online using the Helpside Employee Tools website.

Go to: tools.helpside.com



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](#)



If you haven't previously registered to access the Helpside Tools website, click on: **Register for Account.**



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[Forgot username or password?](#)
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I'm not a robot 

[Sign In](#)



If you have previously registered, sign in using your Helpside Account Username and Password.

Click on: **Sign In.**



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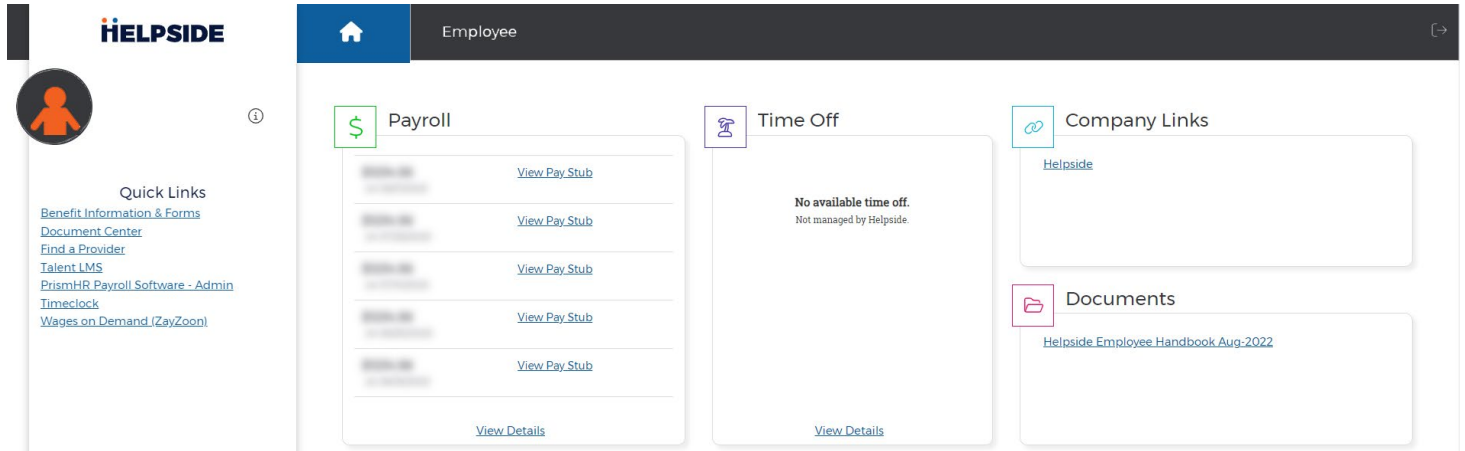
Show Password

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



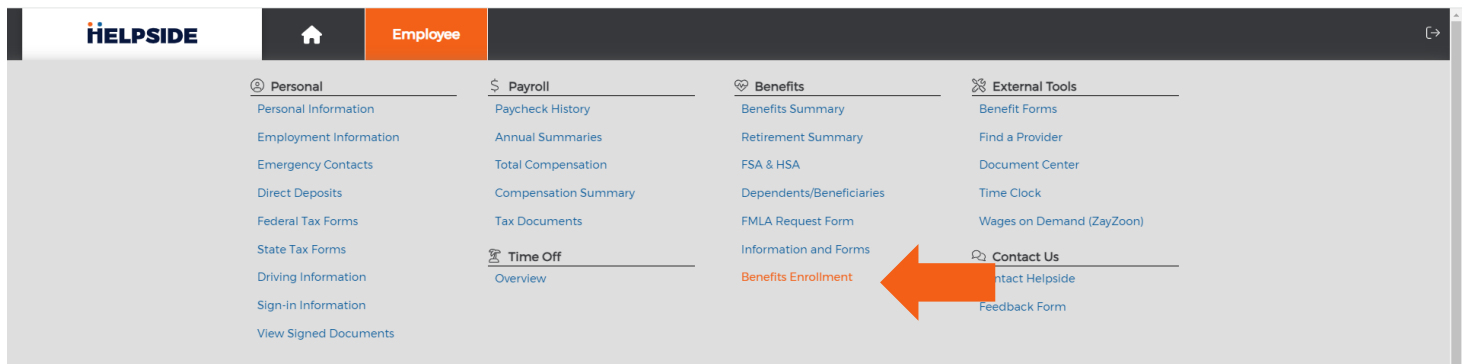
If you forgot your username or password, use the **forgot username or password** link.

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



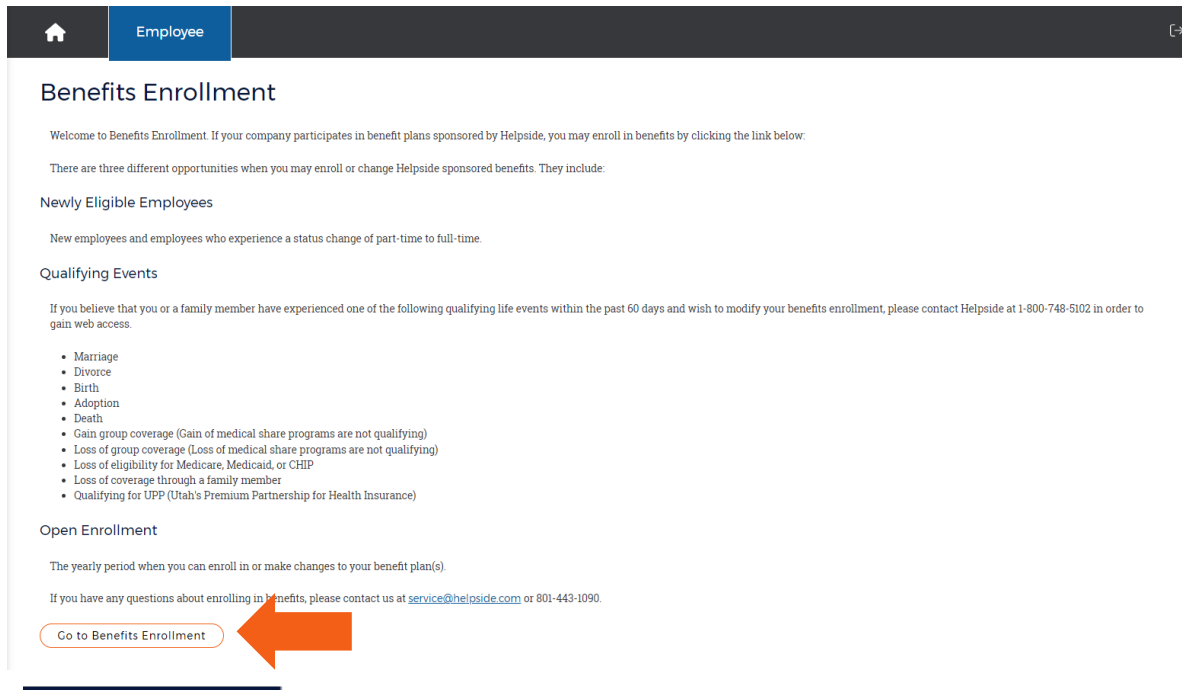
The screenshot shows the Helpline Employee Dashboard. At the top, there is a navigation bar with the Helpline logo, a home icon, and the user's name 'Employee'. Below the navigation bar, there are three main sections: 'Payroll', 'Time Off', and 'Company Links'. The 'Payroll' section displays a list of pay stubs with 'View Pay Stub' links and a 'View Details' link at the bottom. The 'Time Off' section shows 'No available time off. Not managed by Helpline.' with a 'View Details' link. The 'Company Links' section contains a link to 'Helpline'. Below this, there is a 'Documents' section with a link to 'Helpline Employee Handbook Aug-2022'. On the left side, there is a 'Quick Links' section with links to 'Benefit Information & Forms', 'Document Center', 'Find a Provider', 'Talent LMS', 'PrismHR Payroll Software - Admin', 'Timeclock', and 'Wages on Demand (ZayZoon)'.

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



The screenshot shows the Helpline Employee Menu. At the top, there is a navigation bar with the Helpline logo, a home icon, and the user's name 'Employee'. Below the navigation bar, there are four main sections: 'Personal', 'Payroll', 'Benefits', and 'External Tools'. The 'Benefits' section is highlighted with an orange arrow pointing to 'Benefits Enrollment'. The 'Benefits' section also includes links to 'Benefits Summary', 'Retirement Summary', 'FSA & HSA', 'Dependents/Beneficiaries', 'FMLA Request Form', and 'Information and Forms'. The 'External Tools' section includes links to 'Benefit Forms', 'Find a Provider', 'Document Center', 'Time Clock', and 'Wages on Demand (ZayZoon)'. The 'Contact Us' section includes links to 'Contact Helpline' and 'Feedback Form'.

Then click on **Go to Benefits Enrollment**



The screenshot shows the Helpline Benefits Enrollment page. At the top, there is a navigation bar with a home icon and the user's name 'Employee'. Below the navigation bar, the page title is 'Benefits Enrollment'. The main content area contains the following text:

Welcome to Benefits Enrollment. If your company participates in benefit plans sponsored by Helpline, you may enroll in benefits by clicking the link below.

There are three different opportunities when you may enroll or change Helpline sponsored benefits. They include:

Newly Eligible Employees

New employees and employees who experience a status change of part-time to full-time.

Qualifying Events

If you believe that you or a family member have experienced one of the following qualifying life events within the past 60 days and wish to modify your benefits enrollment, please contact Helpline at 1-800-748-5102 in order to gain web access.

- Marriage
- Divorce
- Birth
- Adoption
- Death
- Gain group coverage (Gain of medical share programs are not qualifying)
- Loss of group coverage (Loss of medical share programs are not qualifying)
- Loss of eligibility for Medicare, Medicaid, or CHIP
- Loss of coverage through a family member
- Qualifying for UPP (Utah's Premium Partnership for Health Insurance)

Open Enrollment

The yearly period when you can enroll in or make changes to your benefit plan(s).

If you have any questions about enrolling in benefits, please contact us at service@helpline.com or 801-443-1090.

[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**.

HELPSIDE Benefit Enrollment: 1 / 15 forms completed Welcome Jessica

Home

BENEFIT ENROLLMENT

- Welcome
- Dependents
- Core Benefits >
- Life >
- Disability >
- Voluntary >
- Benefit Summary
- Confirmation

Welcome to the Helpline Benefits Enrollment Process!

At Helpline we strive to offer a comprehensive benefits package designed to meet the needs of you and your eligible dependents. You will have the opportunity to choose plan options that you desire based on your needs. Taking time to carefully review the information provided in each of the following screens will help you make informed choices about your benefits.

Premiums shown are your total cost, and already take into consideration any contribution by your worksite employer.

You can watch a quick video to familiarize yourself with common benefit terminology by clicking [here](#).

When reviewing each option, clicking [view](#) will provide access to copies of the Plan Summaries and Summary Plan Descriptions for each benefit.

We are happy to assist you throughout your enrollment and selection process.

Contact us via email at service@helpline.com or via phone at 1-800-748-5102. We also have a live chat feature on our website www.helpline.com.

Our benefit support team is available Monday through Friday from 8:00 am to 5:00 pm (MST). After hours messages will be returned on the next business day.

Your selections will not be submitted for processing until you have confirmed your elections and you receive the confirmation page.

To continue, click **Next** below.

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**.

HELPSIDE Benefit Enrollment: Dependents 1 / 15 forms completed Welcome Jessica

Home

BENEFIT ENROLLMENT

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- Dependents**
- Core Benefits >
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Dependents

Please review and list any 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.

Providing inaccurate Social Security Numbers will cause a delay in coverage and claims processing.

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.

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.

Dependent List

Name	Relationship	Age	Gender	Tobacco User	Disabled	Student
Tina Jackson	Daughter	33	Female	No	No	No

Add Dependent

Please note you can add dependents in this area, but to edit or update information on an existing dependent or beneficiary, you must contact Helpline at 1-800-748-5102 or at service@helpline.com.

Back **Next >**

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' screen in the HELPSIDE system. The navigation menu on the left includes: Home, Welcome, Dependents, Core Benefits (Medical, HSA, FSA, Dental, Vision, Life, Basic Life, Voluntary Life), Disability (Long Term, Short Term), Voluntary (Accident, Critical Illness, Hospital, Identity Theft), Benefit Summary (selected), and Confirmation. The main content area shows a 'Good Work! Now it's time to review your choices.' message and a 'Benefit Summary' section with a 'Running Total: \$284.16'. Below this, there are sections for 'Medical', 'HSA', 'FSA', and 'Dental'. The 'Medical' section contains a table with the following data:

Policy	Covered	Primary Care Physician	Effective date	Cost per month
Health Essential	Jessica D Jacksonson (EE)		10/01/2023	\$225.02

The 'Dental' section shows 'Benefit election waived.' At the bottom, there are 'Back' and 'Submit' buttons. A red arrow points to the 'Submit' button.

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.

HELPSIDE Benefit Enrollment: Confirmation 13 / 15 forms completed Welcome Jessica **J**

Home

BENEFIT ENROLLMENT

- Welcome
- Dependents
- Core Benefits
- Medical
- HSA
- FSA
- Dental
- Vision
- Life
- Basic Life
- Voluntary Life
- Disability
- Long Term
- Short Term
- Voluntary
- Accident
- Critical Illness
- Hospital
- Identity Theft
- Benefit Summary
- Confirmation**

Your enrollment is almost complete!
Review the content below, provide an electronic signature and click 'Complete Enrollment' to finalize your enrollment.

Confirmation

Benefit Enrollment Terms and Conditions

Please note that the enrollment period ends on the day your benefits go into effect. Your elections become effective as indicated in the previous election screens.

To complete your benefit enrollment, simply check the box stating that you agree with the terms, and enter your name as it appears in the upper right hand corner in the signature text field.

I understand the following:

- Coverage will become effective only in accordance with the provisions of each group policy. RSLI products that are completed after the initial coverage effective date will have the coverage effective moved forward to the first of the following month.
- I must maintain eligibility requirements to participate in these benefits.
- Changes to elections cannot be modified until the next Open Enrollment, or within 60 days of qualifying events.
- I have a duty to review my check stubs to confirm my premium deductions are correct.
- I have a duty to inform Helpside if I discover any discrepancy between my pay records and my premium deductions.
- My failure to report any discrepancies may result in a delay in refunds, the collection of missed premiums, or an inability to elect or change plans.
- Helpside reserves the right to review and approve benefit elections. The discovery of fraud or misrepresentation on the part of a covered person in the enrollment process may result in recovery of claims paid and retro active termination of coverage.

I authorize the following:

- Helpside to make deductions from my earnings for my share of the cost, if any, of the benefits to which I may become entitled.
- EMI Health to share Protected Health Information concerning me and my family with any health care provider.

Please save a copy of your benefits summary for your records. If you have any questions about available benefits, enrollment, or the benefits enrollment portal, please contact a member of the Client Success Team at Helpside via phone, 1-800-748-5102, email, service@helpside.com. or through live chat on our website at helpside.com