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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

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I'm not a robot

Sign In

If it is within 3 days of the first day of employment, a manager will have the option to delete the I-9 in Helpside Tools. Depending on the status of the employee's onboarding, they will be available in **Manager > Onboarding Management** or **Manager > Employee Management**:

HELPSIDE

Home 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

If the employee has not completed onboarding, click on **Onboarding Management**. Then click **Delete Form I-9**.

Home Employee **Manager** Company

## Onboarding Management

Hire New Employee Rehire Employee

[Resend All Onboarding Emails](#)

Show 10 entries Filter:

Employee	Current Step	Form I-9 Status	Helpside Review Status	
<a href="#">Employee Details</a>	Completed	Section 1: Section 2: <a href="#">Start Section 2</a> <a href="#">Delete Form I-9</a>	Pending	<a href="#">Edit</a> <a href="#">Delete</a>

If the employee has not completed onboarding, click on **Employee Management**. Then click **Delete Form I-9**.

### Employee Management

Include Terminated Employees?

Show 10 entries

Filter: Mercado

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> <a href="#">Delete Form I-9</a>	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Pay Rate</a> <a href="#">View Signed Documents</a>



If it has been more than three days since the start of employment, please reach out to an Helpside HR Representative at [humanresources@helpside.com](mailto:humanresources@helpside.com) for assistance.

Once Form I-9 is deleted, either by Helpside or a manager, the employee is sent an email requesting that they complete a new Form I-9 through Helpside Tools.



Hello,

Your employer has deleted, or archived, your previously completed Form I-9 and has requested that you begin the process of creating a new one. Please click the link below to begin this process.

[Go to Form I-9, Section 1](#)

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

<https://dev-beta.helpside.com/FormI9-SectionOne/?lock=164417&key=6cf819f1-60c9-4d89-a7b8-01e355b068c4&userEmploymentId=172850>

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

Managers can also manually send a reminder to complete section 1 of Form I-9 from **Manager > Employee Management** by clicking **Start Section 1**:

### Employee Management

Include Terminated Employees?

Show 10 entries

Filter: dora

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

Showing 1 to 1 of 1 entries (filtered from 107 total entries)

Previous 1 Next

Then clicking 'Send Request for Form I-9, Section One':

### Form I-9, Section 1

Please use the button below to send an e-mail to Dora Acal to request Form I-9, Section 1 to be re-submitted, or provide them the link below:

[Send Request for Form I-9, Section One](#)

Link: <https://dev-beta.helpside.com/formI9-SectionOne/?lock=163829&key=ce134ca5-c0ff-49c1-b36d-c96c5bb3ffcd&userEmploymentId=172206>

close