

Select "Account Settings" Link



Job1USA SIXTA KARNER Account Settings Sign Out

Employee Home Pay History

### Home

**Tasks and Notifications**

Message Type: All    Sort By: Date

Tasks: 0 Tasks    View Historical

Notifications: 0 Notifications    View Historical

You have no messages

**Employee Directory**

Search by Name:  Q

View Complete Directory

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In the account settings, select "Notifications" link

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### My Account

My Account    Company Settings    **Notifications**    Home Screen

**Company Settings**

Time Zone: Company Default

Manager:

Temporary Manager:

GreenEmployee Short Code: Job1USA

**Green Space Upload Settings**

**Account Access History**

You GreenEmployee account has been accessed at the following dates and times. If any of these appear to be suspicious, notify your company administrator immediately.

IP Address	Attempt Time (ET)	Access Type	Access Successful
No data to display			

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In Notifications, select the "Change your W-2 and 1095-C distribution preference" link

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### Notifications

My Account Security Settings **Notifications** Homescreen

**Email Addresses:**  
Notification Email Address:   
Corporate Email Address on file with Job1USA: sixta.karner@mailinator.com

**Email Notifications:**  
When a change is made to my employment information, email:   
Your payroll department has not given you the option to receive notifications when new paystubs are available.

**Mobile Application:**  
Download the GreenEmployee App!

**Year-End W-2 and 1095-C Distribution Preference:**  
By default you will receive paper copies of any and all future W-2s and 1095-Cs mailed to your address on file with Job1USA. You could be receiving your W-2s and 1095-Cs faster and greener through a different option. You may still opt-out of paper versions of specific W-2 and 1095-C forms when they become available on this site.  
**Change your W-2 and 1095-C distribution preference** ← Paper W-2s and 1095-Cs

By opting to have information sent to you above you agree to allow your information to pass through external mail servers and confirm that this service complies with your organization's security policy. If you have requested text messages above then you also understand that you may be charged for this service by your cellular service provider.

In step 3 of W-2 and 1095-C Consent select "I want to receive 'green W-2 and 1095-Cs electronically through this website. I understand that by opting for electronic copies of these forms my employer may not issue a paper copy'"

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### Notifications

My Account Security Settings Notifications **Homescreen**

#### W-2 and 1095-C Consent

1. You should see a verification code in the document below this line.

# XFKSL

Why do I need a Verification Code?  
If you do not see the code above try clicking [here](#) to access the code in a new window.  
If you still can't see the code above, you may need to install Adobe® Reader® by clicking [here](#).

2. Enter in the verification code listed above

3. Select one of the options below

I want to receive 'green' W-2 and 1095-Cs electronically through this website. I understand that by opting for electronic copies of these forms, my employer may not issue a paper copy.

I wish to receive a paper copy of my W-2 and 1095-C by mail only. I understand that I will not be able to access my tax forms electronically until I select to receive them electronically.

Changes to your preference will be processed once submitted and your preference will be displayed within your notifications account settings. Once processed, this preference will apply to all new W-2 and 1095-C forms. These forms will be available to view through the end of the calendar year and may be required to be printed and attached to a Federal, State, or local income tax return.

Your consent applies to annual statements furnished every year until that consent is withdrawn. To withdraw consent, change your preference above to receive a paper copy of your forms, or contact your Payroll/Human Resources administrator to withdraw your consent in writing.  
To update your contact information to receive a paper copy, contact your Payroll/Human Resources administrator.

Terminated employees will continue to have access to past forms through the end of the calendar year in which they are made available.

Software Requirements: Adobe® Reader®  
Hardware Requirements: Accessible printer connection (for printing purposes)