## How to Access Greenemployee

For employees who have no access to any e-mail at all (they, themselves, have no gmail account, no Hotmail account, etc.), they can follow these instructions to log in. This is how they will be able to access moving forward if they never link an e-mail address.

1. Navigate to the employee page for the company.
2. Select the "Access without an Account" option.
3. Provide the requested pieces of information; for birthday, the slashes are indeed necessary.
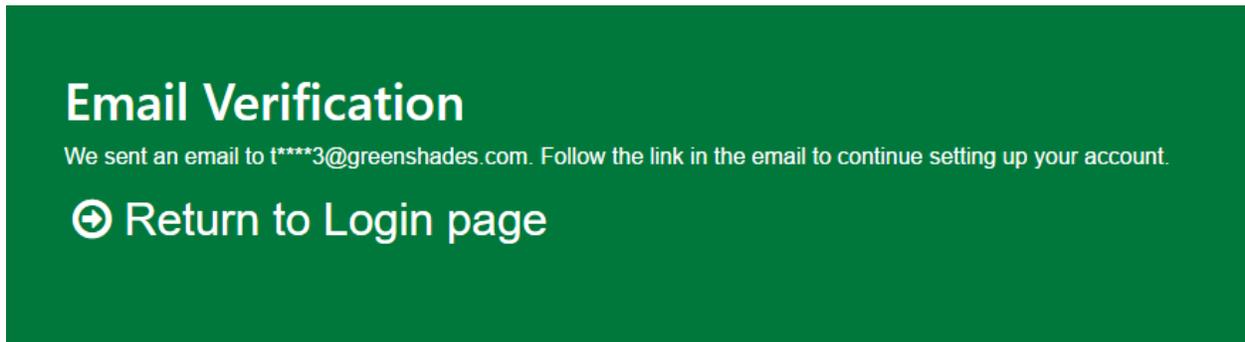   a.
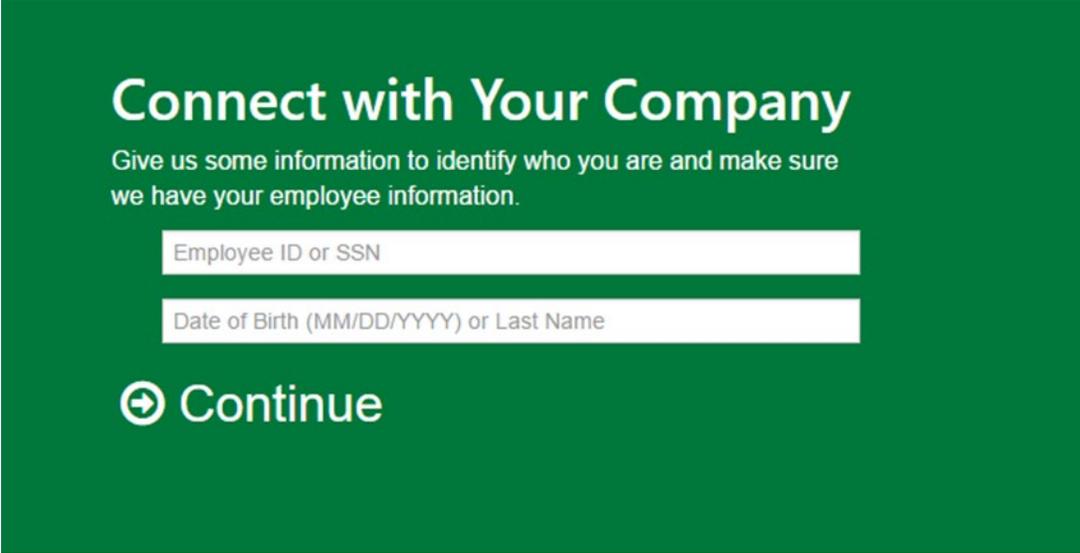
4. Select one of the options for the two-tier authentication. Depending on your method, an administrator may be able to provide you with a registration key.
5. This entire process will need to be done every time the employee wants to log in, as not having any access to any e-mail address means that the employee doesn't have a username.

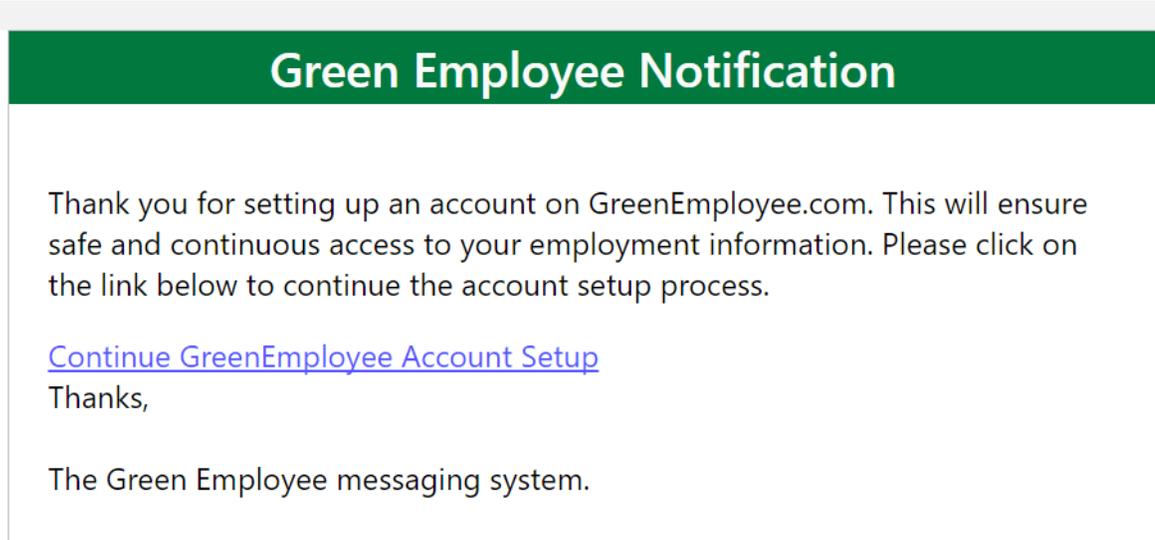## How to Access With E-mail Address (This Will be the Process for Most Employees)

These are the steps, with screenshots pulled from a testing environment:

1. Employees will navigate to the greenemployee.com page for their company and select the "Create an Account" option on the right.
2. They will put an e-mail address that they regularly use and then suggest a password for the account.
   a. IF the employee gets an error message that says "This e-mail address is already linked to an employee account," it means that the employee has already been to this page and suggested a password for that e-mail address, and no longer needs to click "Create an account" from the ground up. In this case, the employee would instead need to go back to the main login page and select "Reset your password," and follow the links there in order to be prompted to continue through the setup process.

3. Screen will show the following message (only with an obfuscated version of the employee's e-mail address instead of this test one).


Email Verification
We sent an email to t****3@greenshades.com. Follow the link in the email to continue setting up your account.

⊕ Return to Login page

4. Go to the e-mail inbox and look for the link from Greenshades. The e-mail will say something like this:

Green Employee Notification

Thank you for setting up an account on GreenEmployee.com. This will ensure safe and continuous access to your employment information. Please click on the link below to continue the account setup process.

Continue GreenEmployee Account Setup
Thanks,

The Green Employee messaging system.

If you do not wish to receive email notifications in the future, you may change your notification settings.

5. Following that link will prompt the employee to provide credentials that prove they belong to the company they're trying to log into.
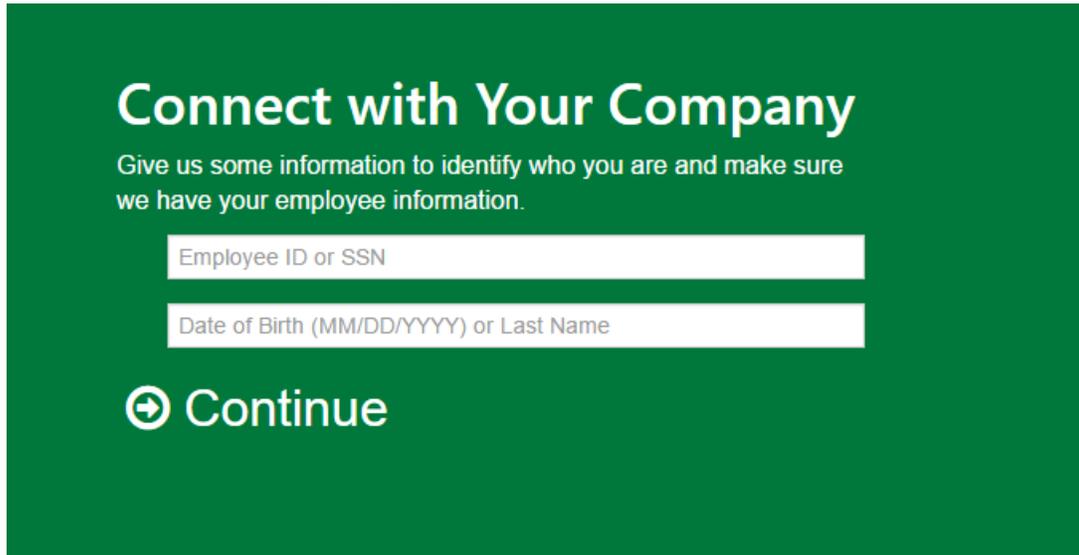
Connect with Your Company

Give us some information to identify who you are and make sure we have your employee information.

Employee ID or SSN

Date of Birth (MM/DD/YYYY) or Last Name

⊕ Continue

6. If the employee correctly entered their employee information, they'll be given a page that shows ways that they can prove they have access to a verification code from the company administrator. The sample below is just a grouping that could be possible, depending on what the administrators are allowing.
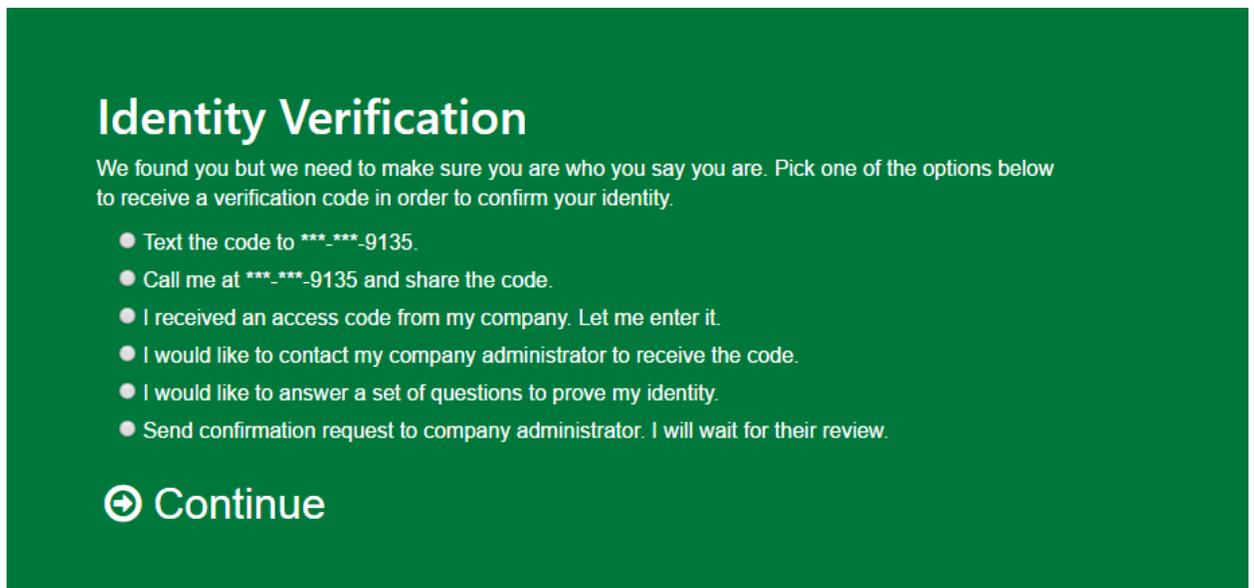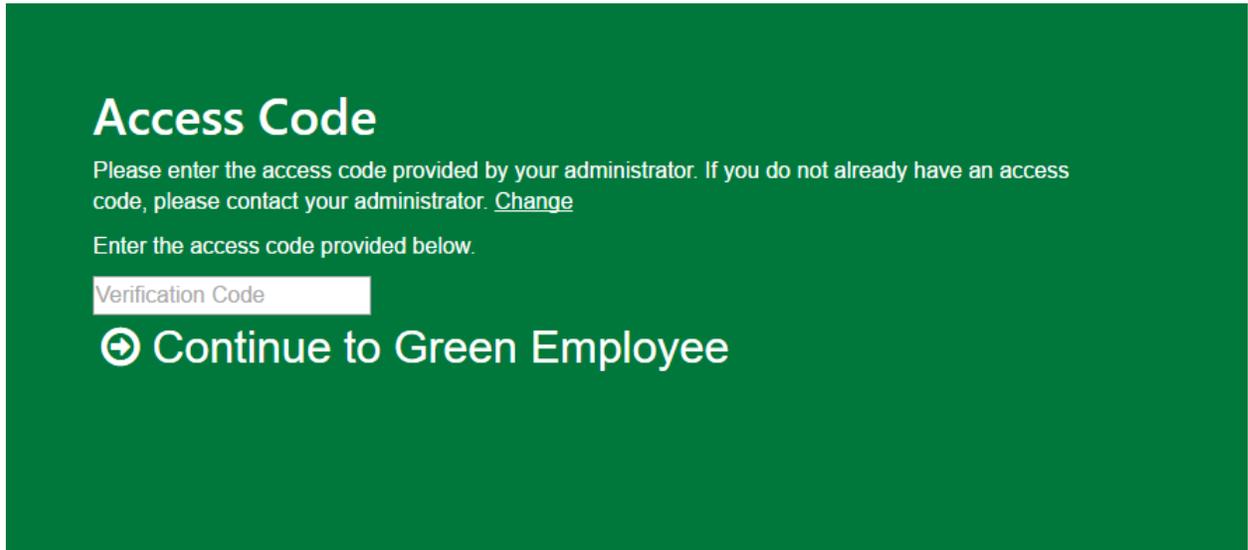
Identity Verification

We found you but we need to make sure you are who you say you are. Pick one of the options below to receive a verification code in order to confirm your identity.

- Text the code to ***-***-9135.
- Call me at ***-***-9135 and share the code.
- I received an access code from my company. Let me enter it.
- I would like to contact my company administrator to receive the code.
- I would like to answer a set of questions to prove my identity.
- Send confirmation request to company administrator. I will wait for their review.

⊕ Continue

7. In this testing case, I chose the "I received an access code from my company" option and asked the administrator of this company to provide me with the access code.

Access Code

Please enter the access code provided by your administrator. If you do not already have an access code, please contact your administrator. Change

Enter the access code provided below.

Verification Code

⊕ Continue to Green Employee

8. After providing the registration key from the administrator, employees should get a page like this that says they are now free to use that e-mail address and password they suggested on the very first "Create an account" page. This is how they will log in moving forward!

ℹ Your account has been verified. Please log in with your credentials.

JOB1USA
Change Company

Log in with account

Email Address

Password

⊕ Log In

Reset your Password

Download on the App Store   GET IT ON Google play

⊕ Access without an account
⊕ Create an account