



Job1USA Online Pay Stub Access:

Note: It is important to complete the entire process in one sitting. Failing to do so could potentially cause issues.

1. Go to Job1USA.greenemployee.com and select the “Create an Account” option on the right.

Job1USA
[Change Company](#)

Log in with account

Email Address

Password

☒ Log In
[Reset your Password](#)

☐ I don't have an email address
☐ Access without an account
☐ Create an account

2. Enter the e-mail address you gave to your Job1USA account manager.
3. Create a password that meets the requirements listed below.

Account Creation

Please provide an email address that will be used to log in and for password resets.

Email Address

Choose a password that meets the following minimum requirements. Your password must contain:

- at least 6 characters
- at least one upper case letter
- at least one lower case letter
- at least one number

Password

Confirm Password

☒ Continue
[Back to Login](#)

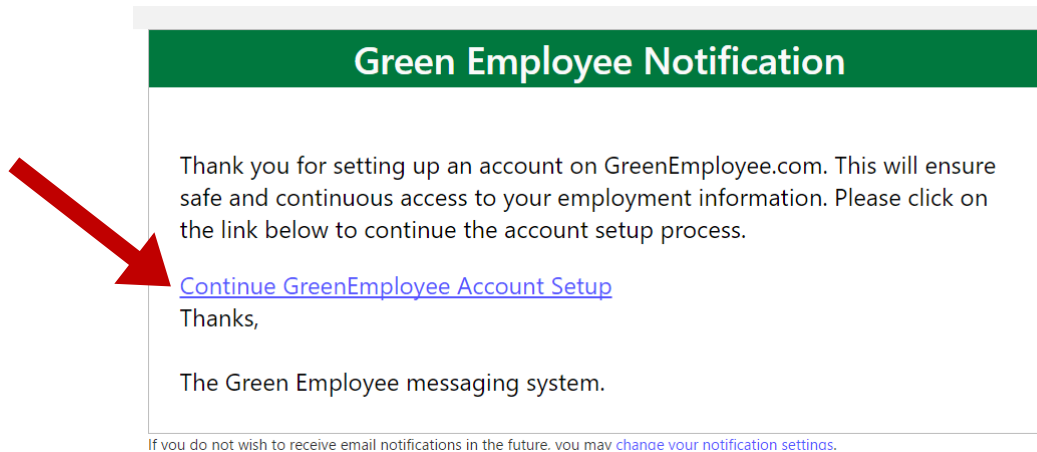
4. The screen will show the following message (with your email).

Email Verification

We sent an email to t****6@test.com. Follow the link in the email to continue setting up your account.

☒ Back to Login

5. Go to your e-mail inbox and look for an e-mail from Green Employee. Click on the link “Continue Account Setup”. The e-mail will say something like this:



If you do not wish to receive email notifications in the future, you may [change your notification settings](#).

6. The link will take you to the page shown below. You will enter either your “Employee ID” **OR** “Social Security Number” in the first box.
7. You will then enter your “Date of Birth” **OR** “Last Name” in the second box. Select “Continue”.

A screenshot of a green page titled "Connect with Your Company". Below the title is the text: "Give us some information to identify who you are and make sure we have your employee information." There are two white input boxes. The first box is labeled "Employee ID or SSN". The second box is labeled "Date of Birth (MM/DD/YYYY) or Last Name". At the bottom is a white button with a right arrow icon and the text "Continue".

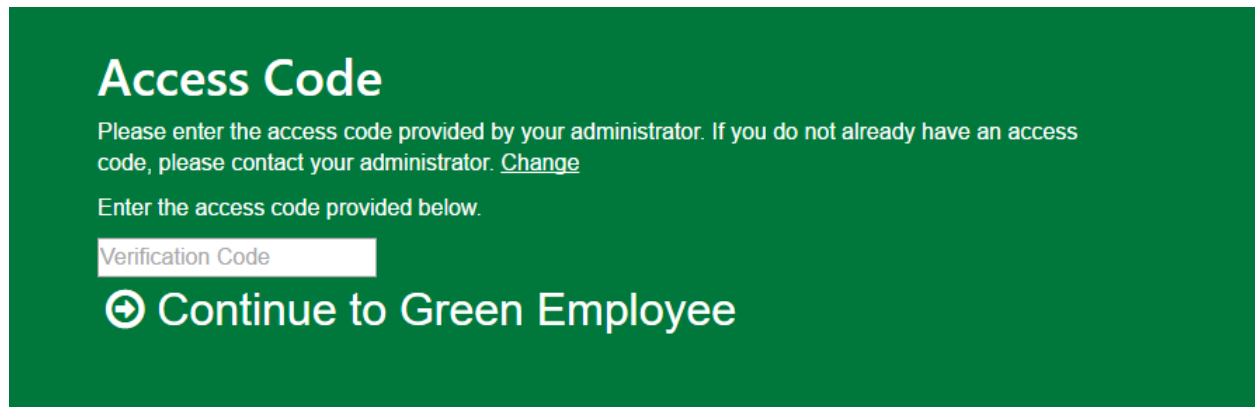
8. You will be taken to a page that shows the ways a verification code can be sent to you. Choose your option and select “Continue”.

A screenshot of a green page titled "Identity Verification". Below the title is the text: "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." There are six radio button options:

- 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.

At the bottom is a white button with a right arrow icon and the text "Continue".

9. Once you receive your access code, you will enter the code here:


A green screen with the title "Access Code" in white. Below the title, it says "Please enter the access code provided by your administrator. If you do not already have an access code, please contact your administrator. [Change](#)". Then it says "Enter the access code provided below." followed by a white input field labeled "Verification Code". At the bottom, there is a green button with a white arrow icon and the text "Continue to Green Employee".

Access Code

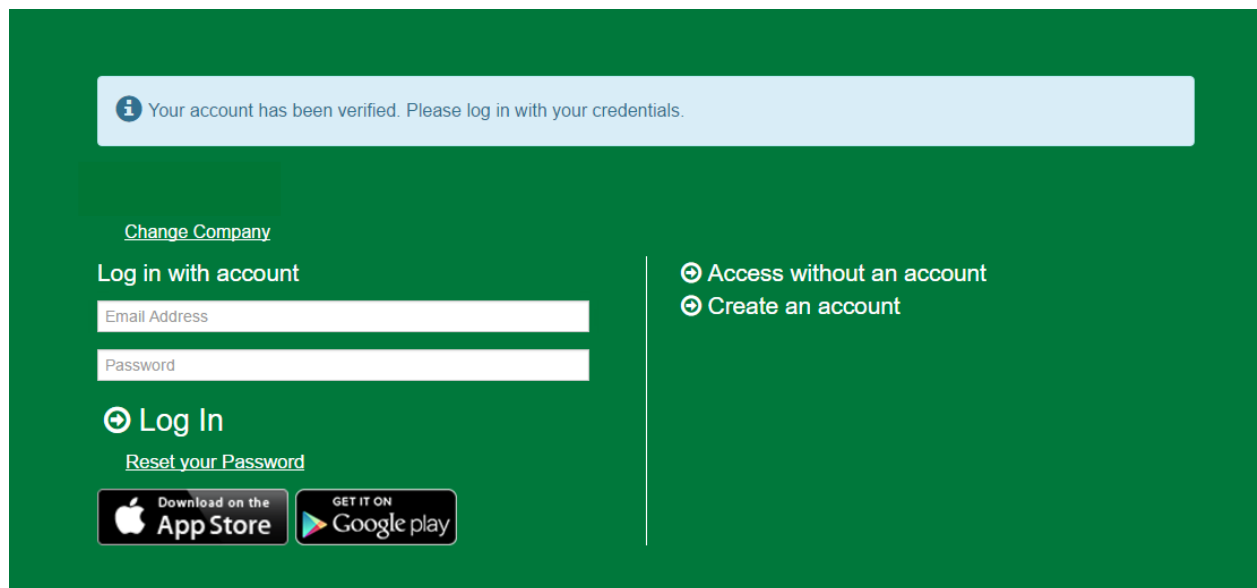
Please enter the access code provided by your administrator. If you do not already have an access code, please contact your administrator. [Change](#)


Enter the access code provided below.

Verification Code

 **Continue to Green Employee**

10. After you select “Continue”, you should get a page like this to log-in using your e-mail and password you created. Now you can see your pay history!

A green screen with a light blue notification bar at the top that says "Your account has been verified. Please log in with your credentials." Below this, there is a link "Change Company". The main section is titled "Log in with account" and contains two white input fields labeled "Email Address" and "Password". Below these fields is a green button with a white arrow icon and the text "Log In". Under the button is a link "Reset your Password". To the right of the login fields, there are two options: "Access without an account" and "Create an account", each with a green arrow icon. At the bottom left, there are two buttons: "Download on the App Store" and "GET IT ON Google play".


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

[Change Company](#)



Log in with account


Email Address


Password

 **Log In**

[Reset your Password](#)

 Access without an account

 Create an account

11. If you have any issues, please contact your account manager for assistance.