

To Create an Account:

Step 1: Go to job1usa.greenemployee.com.

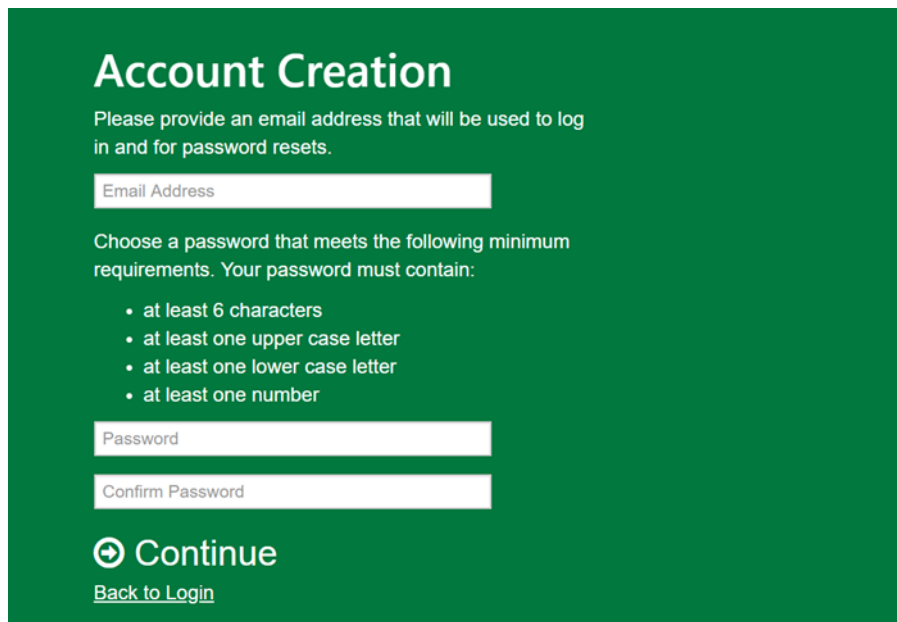
Step 2: Select “*Create an Account*”.



The image shows the Job1USA login and account creation interface. On the left, there is a login section with the text "Log in with account" and two input fields for "Email Address" and "Password". Below these fields is a "Log In" button with a right-pointing arrow and a "Reset your Password" link. On the right, there are three radio button options: "I don't have an email address", "Access without an account", and "Create an account". The "Create an account" option is circled in red, and a red arrow points to it from the right.

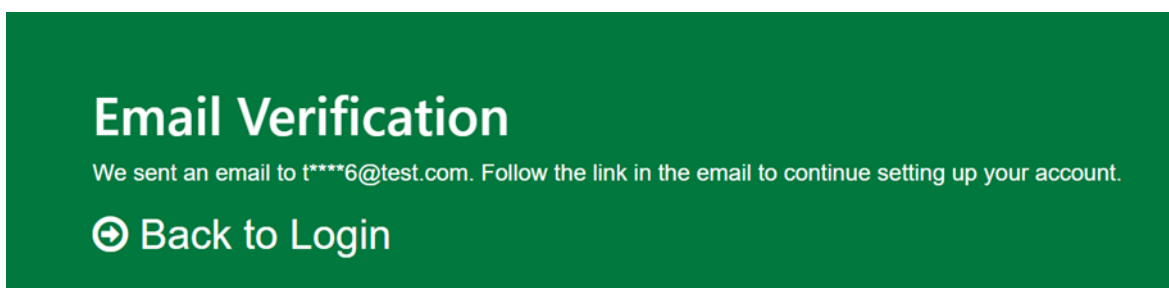
Step 3: Enter the *same email address* you gave to your Job1USA Account Manager

Step 4: Create a password that meets the requirements listed below.



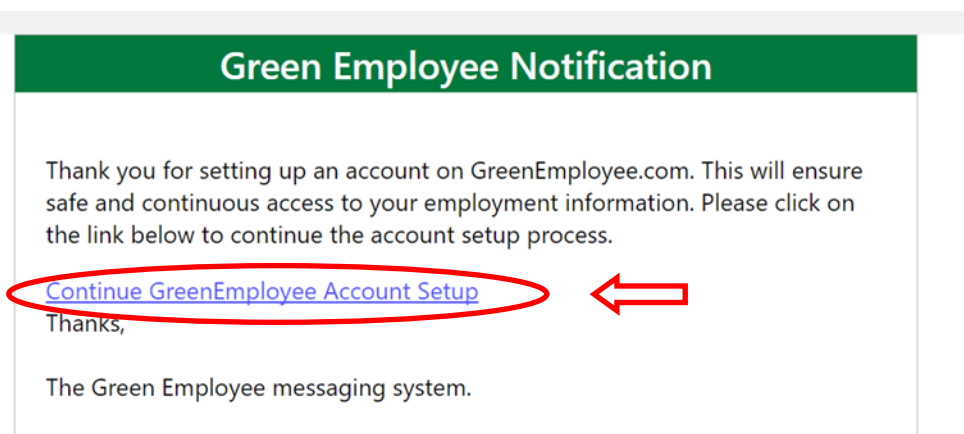
The image shows the "Account Creation" screen. It has a title "Account Creation" and a sub-header "Please provide an email address that will be used to log in and for password resets." Below this is an "Email Address" input field. The next section is titled "Choose a password that meets the following minimum requirements. Your password must contain:" followed by a bulleted list: "at least 6 characters", "at least one upper case letter", "at least one lower case letter", and "at least one number". Below the list are two input fields for "Password" and "Confirm Password". At the bottom, there is a "Continue" button with a right-pointing arrow and a "Back to Login" link.

Step 5: The screen will show the following message (with your email).



The image shows the "Email Verification" screen. It has a title "Email Verification" and a message: "We sent an email to t****6@test.com. Follow the link in the email to continue setting up your account." Below the message is a "Back to Login" button with a right-pointing arrow.

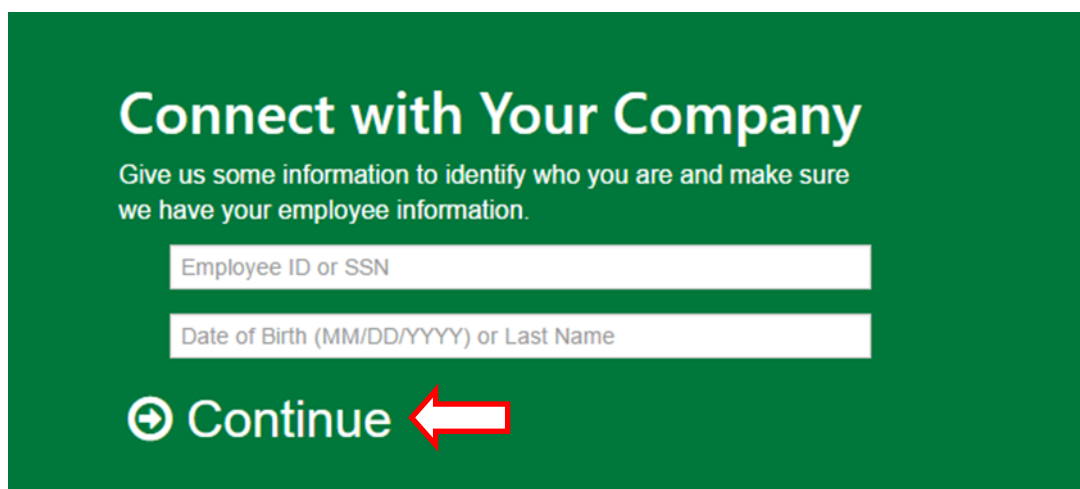
Step 6: Go to your e-mail inbox and look for an e-mail from Green Employee. Click on the link “**Continue Account Setup**”. The e-mail will say something like this:



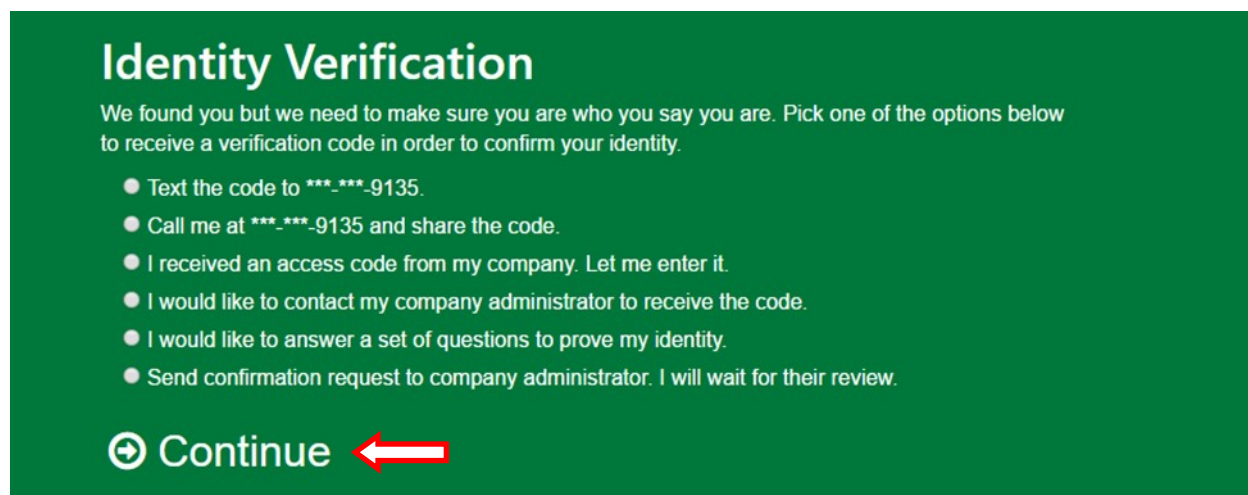
If you do not wish to receive email notifications in the future, you may [change your notification settings](#).

Step 7: Type in your **Social Security Number & Date of Birth** or **Last Name**.

Step 8: Select “**Continue**”.

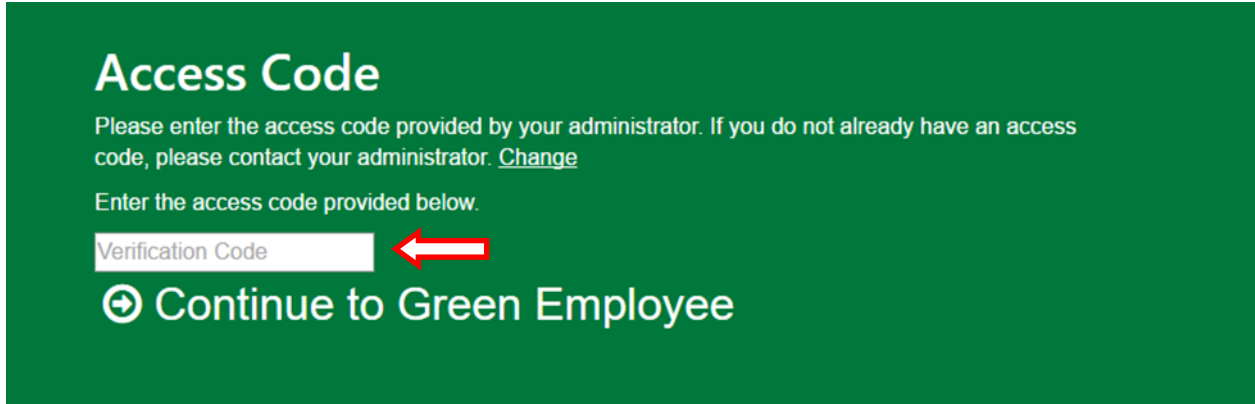


Step 9: You will be taken to a page that shows the ways a verification/access code can be sent to you. Choose your option and select “**Continue**”.

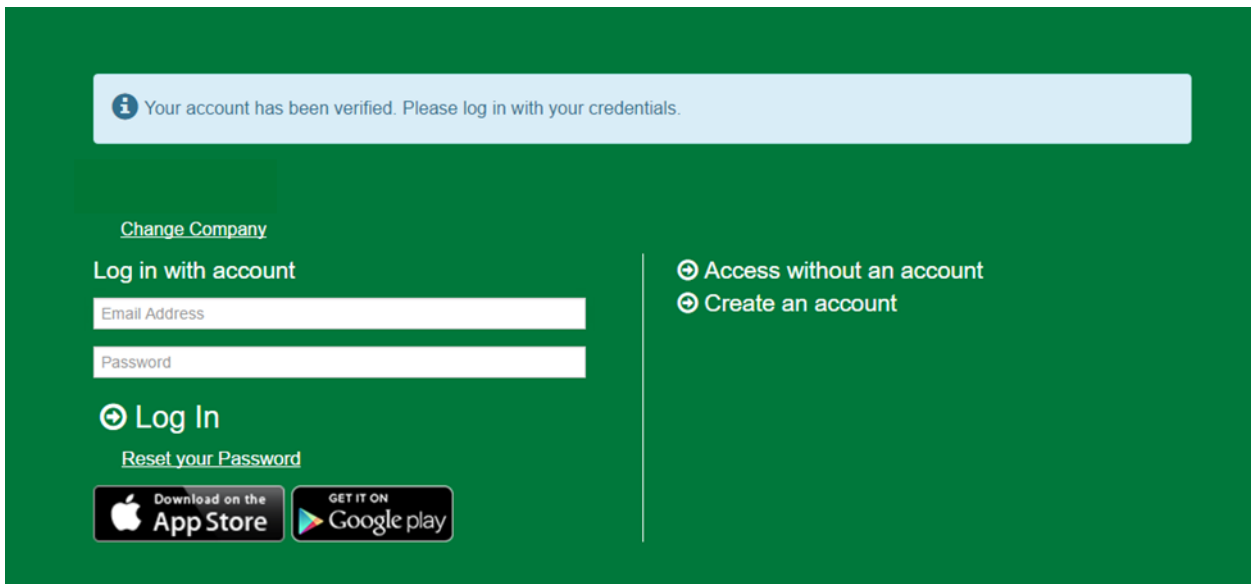


Step 10: You will be taken to the screen below, enter the code when you receive it.

Step 11: Select “*Continue to Green Employee*”.

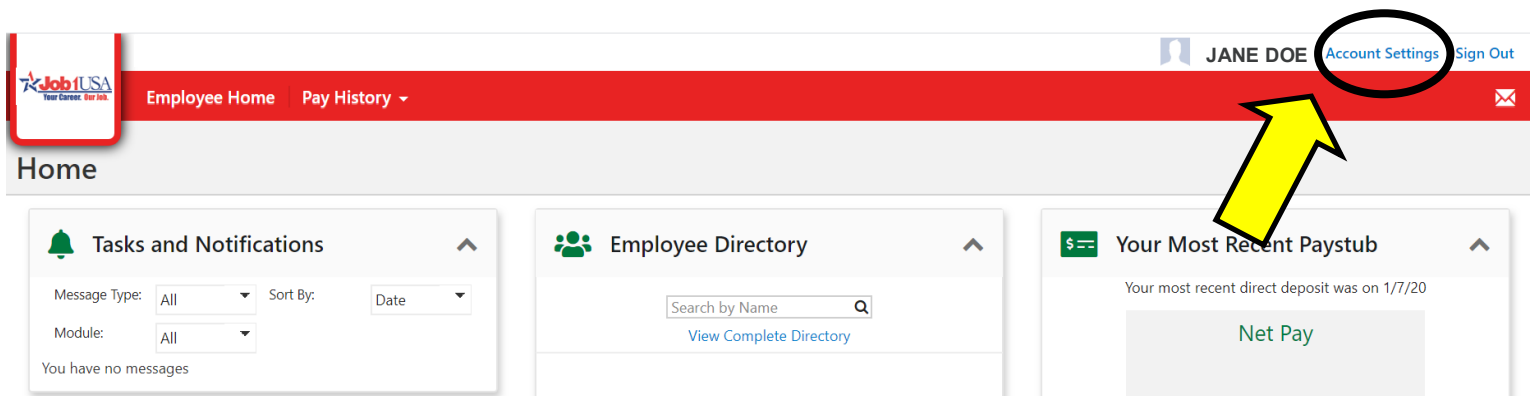


Step 12: Your account has been created! Log-in using your email and password.

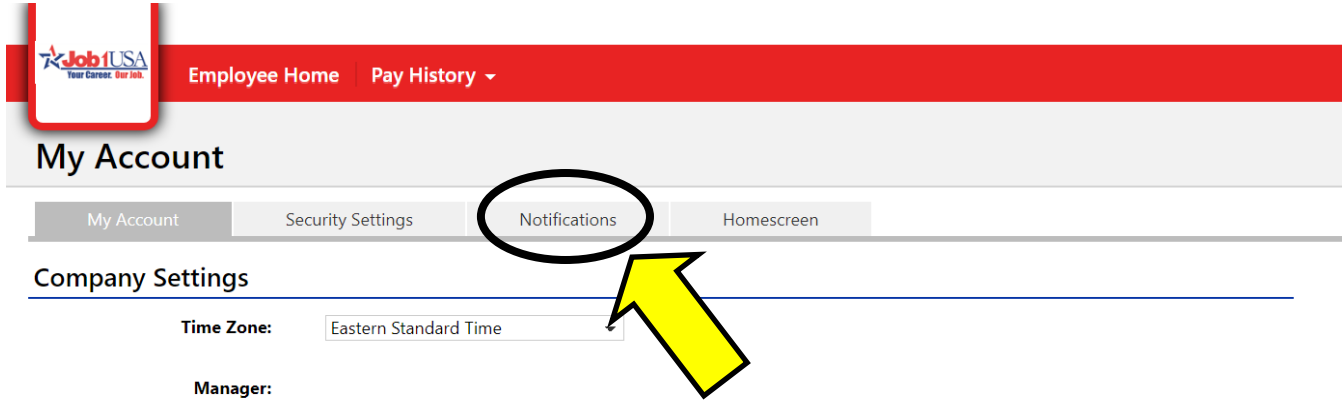


To Receive Your W-2 Electronically:

Step 1: Select “*Account Settings*”.



Step 2: Select "Notifications".



Job1USA
Your Career. Our Job.

Employee Home Pay History ▾

My Account

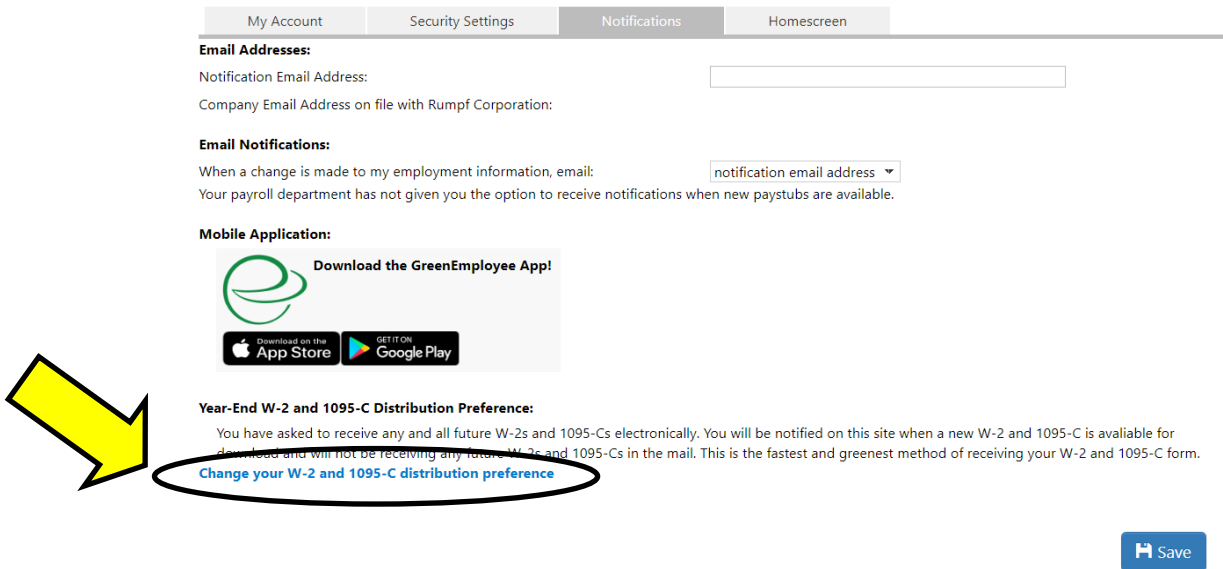
My Account Security Settings **Notifications** Homescreen

Company Settings

Time Zone: Eastern Standard Time

Manager:

Step 3: Select "Change your W-2 and 1095-C Distribution Preference".



My Account Security Settings **Notifications** Homescreen

Email Addresses:

Notification Email Address:

Company Email Address on file with Rumpf Corporation:

Email Notifications:

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

Mobile Application:

Download the GreenEmployee App!

Download on the App Store GET IT ON Google Play

Year-End W-2 and 1095-C Distribution Preference:

You have asked to receive any and all future W-2s and 1095-Cs electronically. You will be notified on this site when a new W-2 and 1095-C is available for download and will not be receiving any future W-2s and 1095-Cs in the mail. This is the fastest and greenest method of receiving your W-2 and 1095-C form.

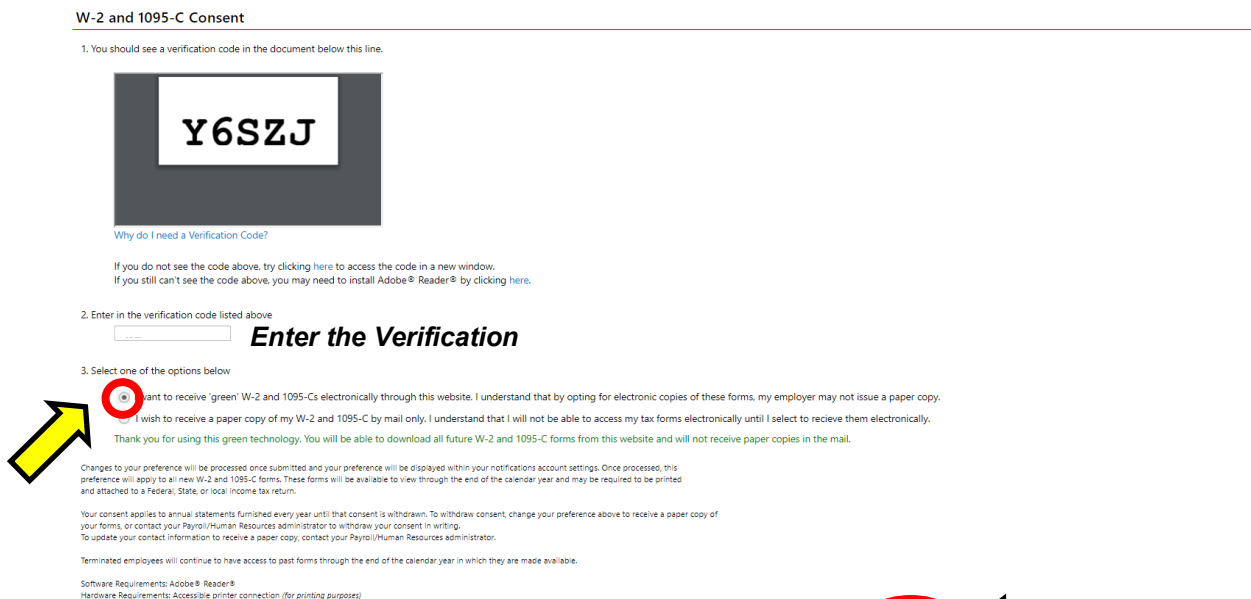
[Change your W-2 and 1095-C distribution preference](#)

Save

Step 4: Enter the **Verification Code** (it will be different from the code below).

Step 5: Select "I want to receive green W-2 and 1095-C electronically through this website..."

Step 6: Select "Next". You will now receive an Electronic W-2!



W-2 and 1095-C Consent

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

Y6SZJ

[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

Enter the Verification

3. Select one of the options below

I want to receive 'green' W-2 and 1095-C 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. Thank you for using this green technology. You will be able to download all future W-2 and 1095-C forms from this website and will not receive paper copies in the mail.

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. Thank you for using this green technology. You will be able to download all future W-2 and 1095-C forms from this website and will not receive paper copies in the mail.

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.

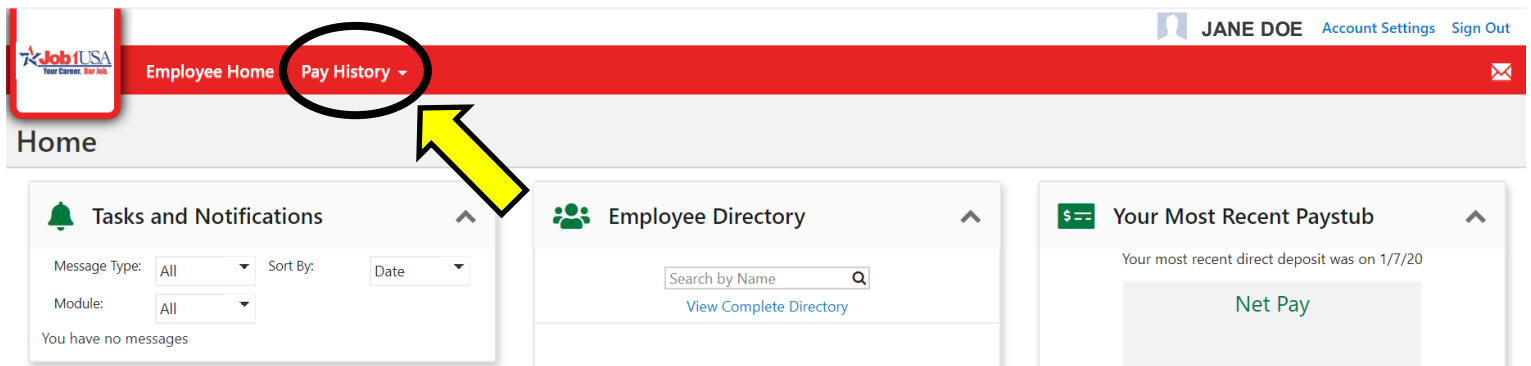
Software Requirements: Adobe® Reader®

Hardware Requirements: Accessible printer connection (for printing purposes)

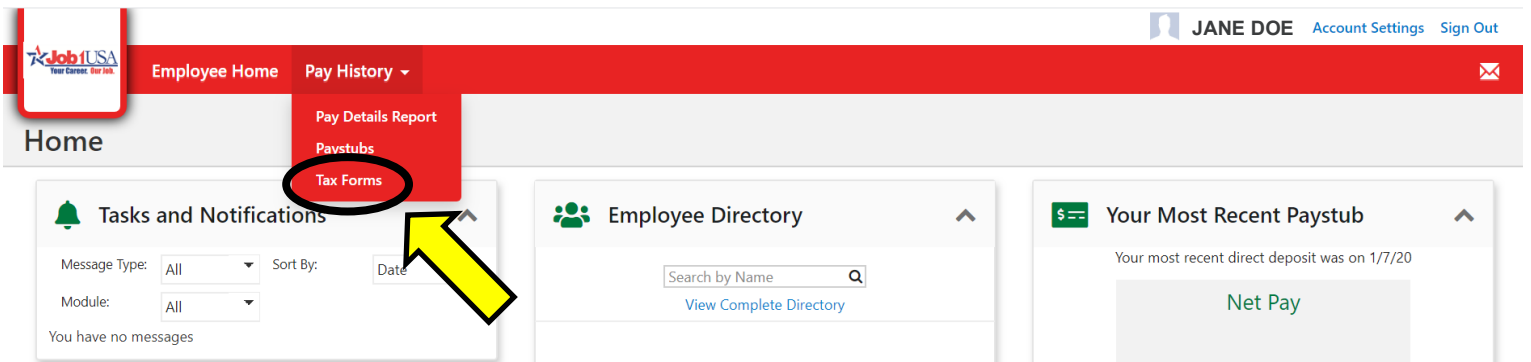
Next

Access Your Electronic W-2:

Step 1: Hover over **“Pay History”** to reveal a dropdown list.



Step 3: Select **“Tax Forms”** from the dropdown list.



Step 4: You have now accessed your W-2! You may select **“Download”** or **“Print”** for your W-2.



If you have additional questions, please contact our W-2 Hotline (567) 661- 0609.