



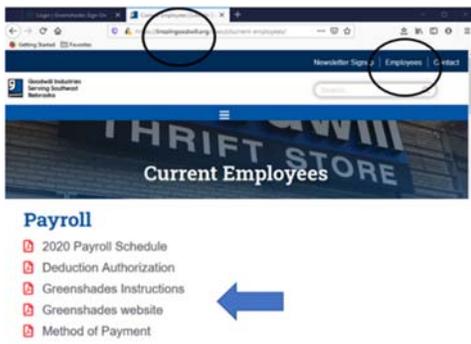
# Greenshades Paystub Instructions

Greenshades provides flexible, cost effective, and more timely access to get current and previous year paystubs and current tax forms such as the W2 and 1095C. This information is accessible from any computer with internet access. An app is also available. A printer is needed to print, and one copy of each item is free on Goodwill equipment. Job Connection is available for assistance. After the first payday, follow the instructions below to get started. Call HR with any issues. **Remember to sign out when finished!**

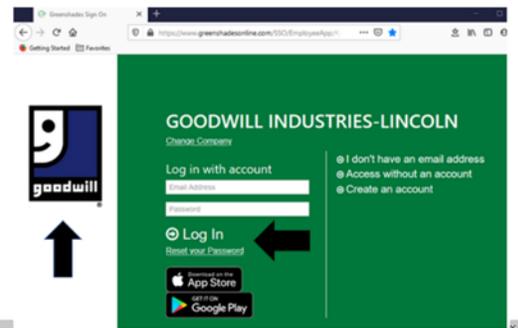
A valid *personal* email address, social security number, date of birth, and current text number as reported to payroll are required to access Greenshades.

**\*\*On your first visit go to “NEW USER ACCOUNT.” If you forgot your password go to “RESET PASSWORD.”\*\***

## ACCESS GREENSHADES:

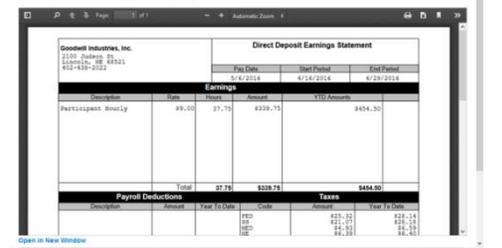
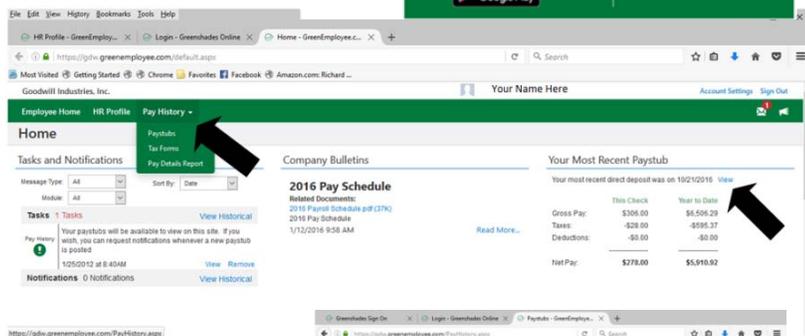


From [lincolngoodwill.org](http://lincolngoodwill.org) go to the “EMPLOYEES” section in the upper right area and find the designated “Greenshades Website” link **OR** type the designated website [gdw.greenemployee.com](http://gdw.greenemployee.com) in the address bar of the browser.



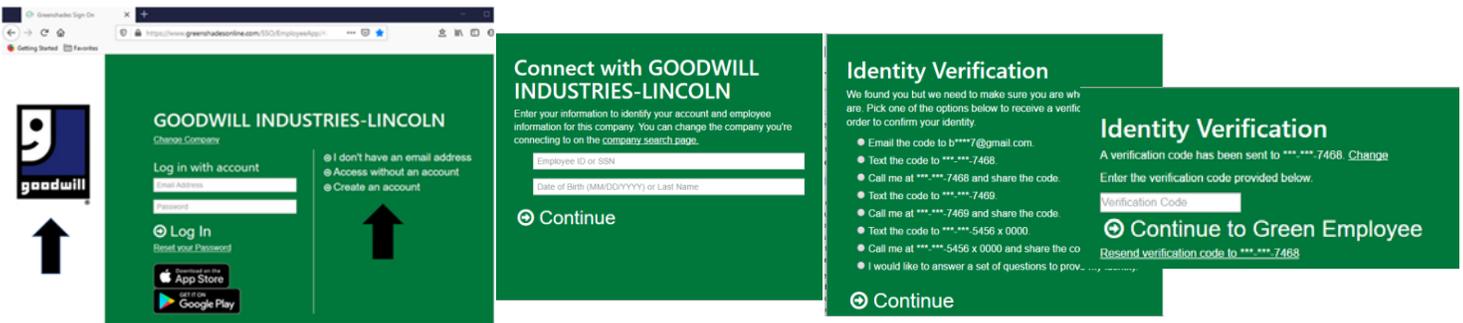
## LOGIN:

1. When the Greenshades page loads, the Goodwill Smiling G logo should be visible with login information. Enter the email address and password as set up when an account was created or see “NEW USER ACCOUNT.” Press “Log In.”
2. From left to right the page shows: “Tasks and Notifications”, “Company Bulletins”, and “Your Most Recent Paystub”. Click on “Pay History” in the green bar or click on the blue “View” under “Your Most Recent Paystub” to access all paystubs on this site. The “Employee Home” in the green bar will always come back to this page.
3. The most recent paystub will now be displayed, along with a drop down box to select all other pay stubs. Each paystub may now be printed.



## NEW USER ACCOUNT: (This should be a one-time set up step.)

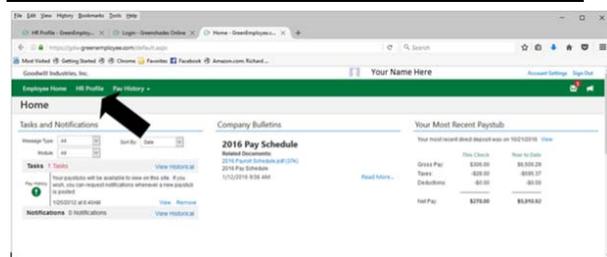
1. From the login screen select “Create an account.”
2. Enter a valid **personal** email address (do NOT use @lincolngoodwill.org), a password meeting the criteria listed, and retype the password. Select “Continue.” A verification message confirms a sent email.
3. From the emailed Greenshades message, select the link and follow instructions to establish an account.
4. The system will ask for identifying information to protect private data. Enter SSN format as 111-11-1111 and Date of Birth as 01/01/1999 (with the dashes, slashes and two or four number format for date.)
5. Several options will appear to verify the account. Follow those instructions to confirm security information.
6. Login is now available with the email address and created password.



## ACCESS WITHOUT ACCOUNT/NO EMAIL: These options are more time consuming in the long run as the personal information and confirmation code must be entered each time.

1. Go to the login screen and select one of these two options.
2. The system will ask for identifying information to protect private data. Enter SSN format as 111-11-1111 and Date of Birth as 01/01/1999 (with the dashes and slashes.)
3. Several options will appear to verify the account. Follow those instructions to confirm security information and access the system.

## CHANGE PERSONAL INFORMATION:



1. Access Greenshades and login screen.
2. Select HR Profile from the green bar. The options to edit are displayed on the left.
3. Select the appropriate option, then select Edit.
4. Make changes then Submit. The changes will be approved before uploading to the payroll software.

## RESET PASSWORD:

1. Access Greenshades and login screen.
2. Select “Reset Your Password” below the login information.
3. On the “Password Reset” screen, enter the email used to create an account and “Continue.” A verification message states that an email has been sent.
4. From the emailed Greenshades message, select the link and follow instructions to reset the password.
5. Enter in a password that meets each of the criteria presented on the “Password Reset” screen and press “Continue.”
6. Login with email address and the new password.

