



## 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](http://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](#)

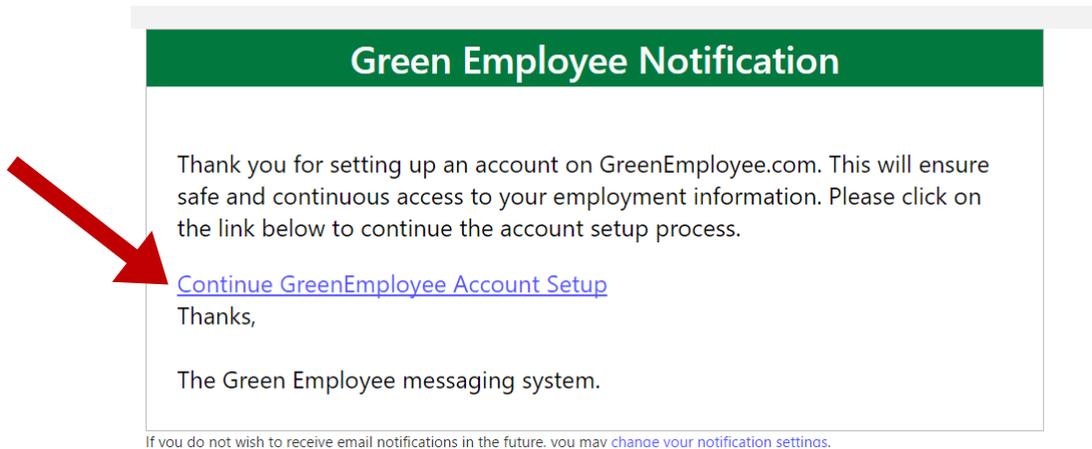
4. The screen will show the following message (with your email).

**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”.

## Connect with Your Company

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

  
  
 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”.

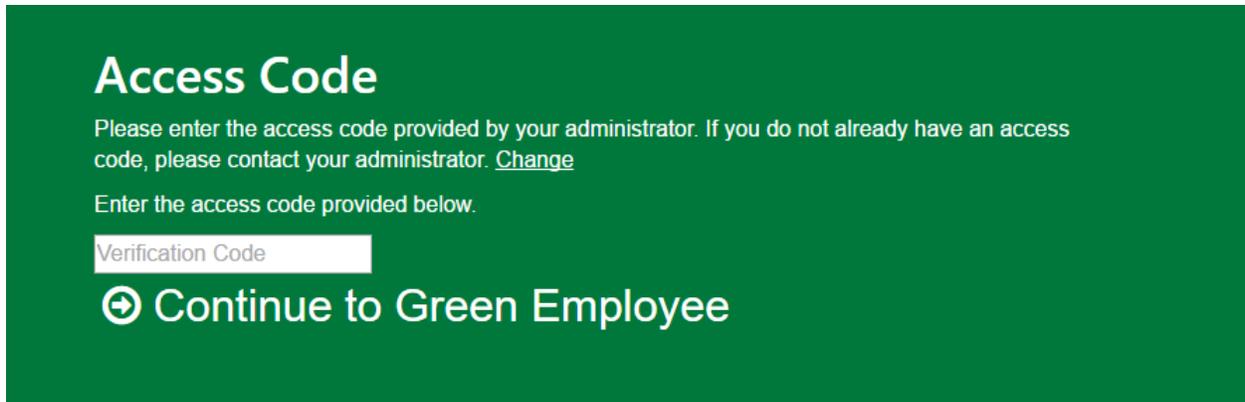
## Identity Verification

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.

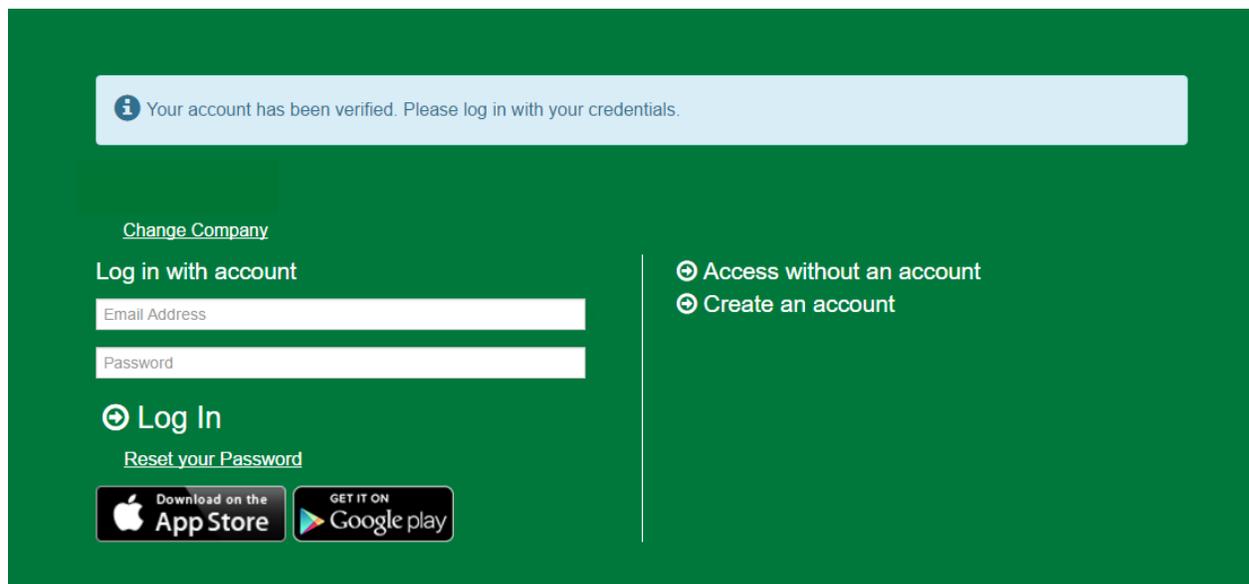
- Text the code to \*\*\*-\*\*\*-9135.
- Call me at \*\*\*-\*\*\*-9135 and share the code.
- I received an access code from my company. Let me enter it.
- I would like to contact my company administrator to receive the code.
- I would like to answer a set of questions to prove my identity.
- Send confirmation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

 Continue

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



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!



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