

First time users – How to create an account

If you are new to Advanced Resources you will have to create an account before you can view your paystub or tax documents. You will not be able to access greenshades until you receive your first paycheck. Once a checkstub is available, you will receive a link from “no-reply@greenemployee.com” that takes you directly to a sign-in page. The corporate logo will be featured prominently on this page and you should also see a picture of a closed padlock (🔒) in the navigation bar of your browser. This indicates the site is secure.

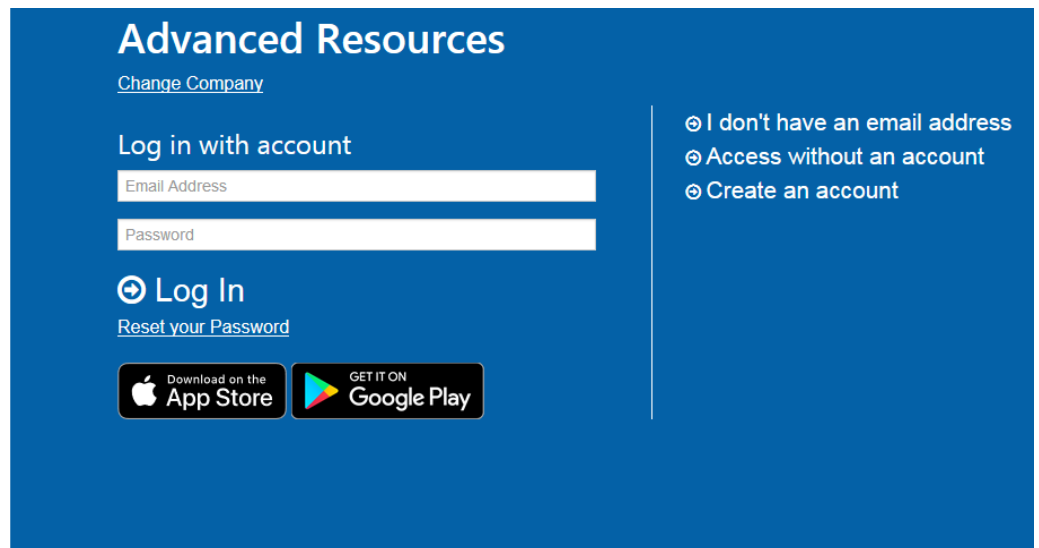
1. To create an account, go to advancedresources.greenemployee.com and on the right side of the screen select “Create an account”.



Important Account Access Info:

Due to recent system updates, you may need to reconnect to your account again. You will also need to connect when signing up for the first time.

When connecting to your account, you will need to verify two pieces of information. Please enter your Social Security Number (with or without dashes) into the first box and your Date of Birth (using MM/DD/YYYY format) into the second box to avoid any issues.



The screenshot shows the login page for Advanced Resources. At the top, it says "Advanced Resources" with a "Change Company" link. Below that is a "Log in with account" section with input fields for "Email Address" and "Password". A "Log In" button with a right arrow icon is present, along with a "Reset your Password" link. On the right side, there are three radio button options: "I don't have an email address", "Access without an account", and "Create an account". At the bottom, there are two buttons: "Download on the App Store" and "GET IT ON Google Play".

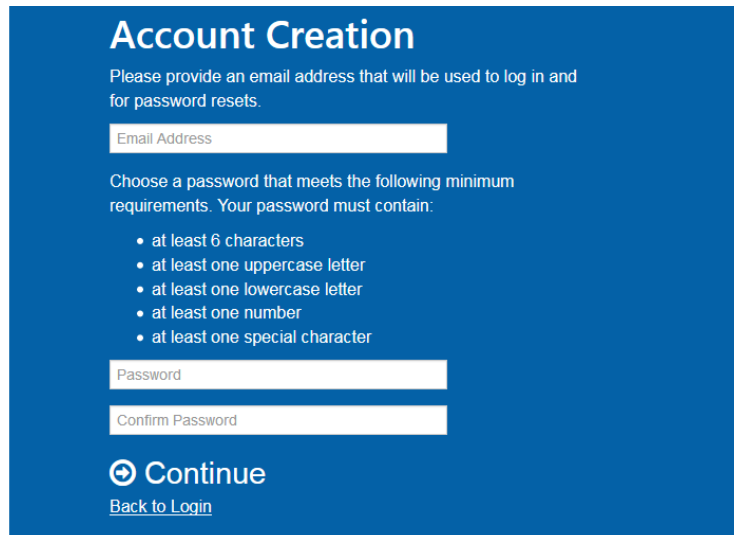
2. You will be asked to provide your email address and password. This should be your personal email you provided when you were first hired, but it could also be your corporate email. Your password needs to be at least 6 characters long with one uppercase letter, one lower case letter, one number and should have at least one special character.



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The screenshot shows the account creation page. It has a heading "Account Creation" and a sub-heading "Please provide an email address that will be used to log in and for password resets." Below that is an "Email Address" input field. A section titled "Choose a password that meets the following minimum requirements. Your password must contain:" lists five requirements: at least 6 characters, at least one uppercase letter, at least one lowercase letter, at least one number, and at least one special character. Below the list are "Password" and "Confirm Password" input fields. At the bottom, there is a "Continue" button with a right arrow icon and a "Back to Login" link.

3. You will receive an email to the email address you provided from greenshades to finish setting up your account. Please enter your social security number with no dashes or spaces (EX: 123114567 not 123-11-4567). Please enter your date of birth in the exact format MM/DD/YYYY (with the forward slashes).
4. You have now set up your greenshades account.

How to access paystub/tax forms for past candidates

If you are a past candidate who used to work for Advanced Resources, you can still access all your old paystubs and tax documents from the past 2 years.

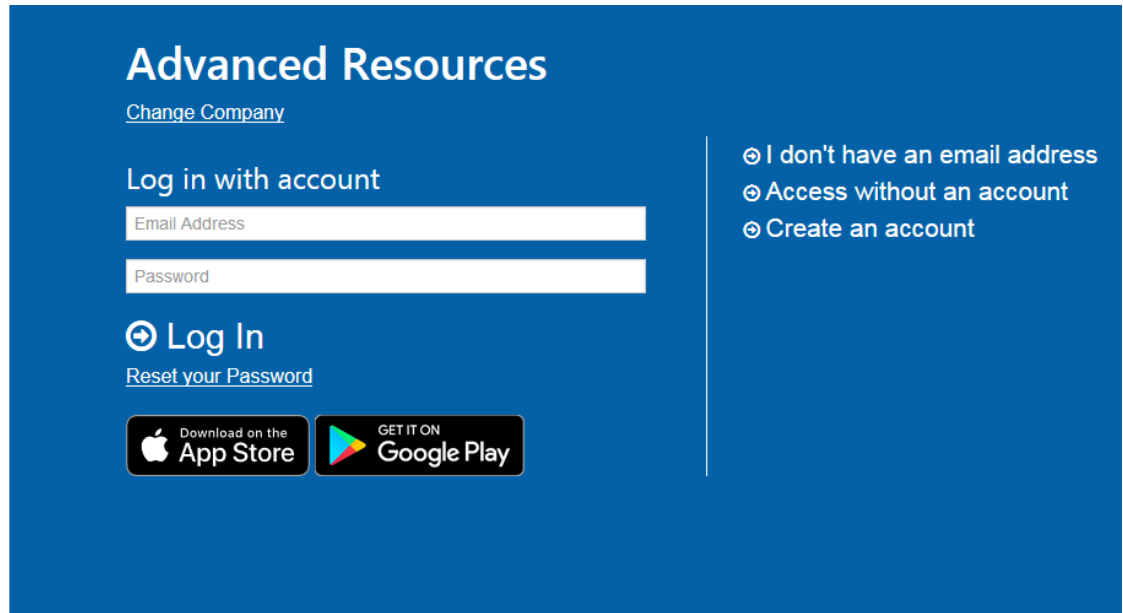
1. While on greenshades, click “access without an account”



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When connecting to your account, you will need to verify two pieces of information. Please enter your Social Security Number (with or without dashes) into the first box and your Date of Birth (using MM/DD/YYYY format) into the second box to avoid any issues.



The screenshot shows the Advanced Resources login interface. At the top left is the logo and the text "Advanced Resources". Below it is a link for "Change Company". The main heading is "Log in with account". There are two input fields: "Email Address" and "Password". Below the fields is a "Log In" button with a right-pointing arrow icon, and a link for "Reset your Password". At the bottom are two app store download buttons: "Download on the App Store" and "GET IT ON Google Play". On the right side, there are three radio button options: "I don't have an email address", "Access without an account", and "Create an account".

2. Greenshades will have to verify your identity. Please enter your social security number with no dashes or spaces (EX: 123114567 not 123-11-4567). Please enter your date of birth in the exact format MM/DD/YYYY (with the forward slashes). Click “Continue”.



Important Account Access Info:

Due to recent system updates, you may need to reconnect to your account again. You will also need to connect when signing up for the first time.

When connecting to your account, you will need to verify two pieces of information. Please enter your Social Security Number (with or without dashes) into the first box and your Date of Birth (using MM/DD/YYYY format) into the second box to avoid any issues.

Recover your Email

Help us identify who you are.

 **Continue**

[Back to Login](#)

3. It'll then ask you for one more way to verify your identity.
4. Click "Continue"

Navigation

Once you are logged in, you can navigate the site using the icons at the top of the page.

Employee Home Pay History ▾



- "Home" contains a summary of current check and year-to-date information
- "Pay History" includes your check stubs as well as your tax documents such as your W2 and 1095-C, which you can print or save directly from the website.

[Account Settings](#) [Sign Out](#)



“Account Settings” in the top right corner allows you to personalize your account, the notifications you would like to receive, and your home screen.

Once you have completed your visit, click the “Sign Out” link in the top right of the page, just under your corporate logo. This is especially important if you share a workstation with one or more employees. Merely closing the browser or minimizing your active webpage leaves your information vulnerable to another person who may arrive at the workstation immediately after you leave. For your security, all users are directed to click “Sign Out.” Your session will expire if it is inactive for more than 5 minutes.

Viewing Check Stubs and Direct Deposits

There are two main ways to view information about your last check or direct deposit: 1. from the most recent paystub section on your homepage, and 2. the Pay History page. The homepage section contains very basic information about your most recent payment, including gross pay, taxes, deductions, and net pay for both the most recent pay date as well as year to date. Clicking “View” on this section will take you directly to your complete pay document.

The second way to view this information is to click the “Pay History” icon that exists within the navigation bar. When you access your latest check stub or direct deposit, it will appear as in Figures 1 and 2 respectively. You have the option to view the full document in the frame provided by using the scroll bar or you may open the document in a new window by using the link below the left corner of the frame.



View: PayStub for 6/10/2011

The Kerner Group, Inc					
Murrillo, Milagros 3127 Bent Tree Lane Toano, VA 23169		EMPLOYEE ID: 0006 SSN: XXXXX2599 START PERIOD: 5/23/2011	CHECK NUMBER: 406706 CHECK DATE: 6/10/2011 END PERIOD: 6/5/2011		
Description	Pay Rate	Current		Year-To-Date	
		Hours	Amount	Hours	Amount
Commission	\$10,000.00	0.00	\$10,000.00		\$10,000.00
Salary 950 Divi:	\$0.00	0.00	\$0.00	898.00	\$50,063.33
Salary Vacation	\$0.00	0.00	\$0.00	72.00	\$4,059.19
GROSS PAY			\$10,000.00		\$64,122.52
401k Loan			\$0.00		\$1,383.24
401k percentage contribution			\$0.00		\$3,788.52
Employee A/R			\$0.00		\$147.75
Ayesta - Family			\$0.00		\$97.92
Other Deductions			\$0.00		\$73.80

[Open in New Window](#)

Figure 1 - Example Electronic Check Stub

View: PayStub for 3/2/2012

The Kerner Group, Inc 100 Stafford Court Williamsburg, VA 23185		Direct Deposit Earnings Statement			
		DD000000000000002252			
		Pay Date	Start Period	End Period	
		3/2/2012	2/13/2012	2/26/2012	
Earnings					
Description	Rate	Hours	Amount	YTD Amounts	
Salary 950 Division	\$36,010.00	80.00	\$1,385.00	\$6,925.00	
Total:		80.00	\$1,385.00	\$6,925.00	
Payroll Deductions			Taxes		
Description	Amount	Year To Date	Code	Amount	Year To Date
			FED	\$33.71	\$418.55
			SS	\$58.17	\$290.85
			MED	\$20.08	\$100.41
			VA	\$63.10	\$315.50

[Open in New Window](#)

Figure 2 - Example Electronic Direct Deposit Slip

To view historical check stubs or direct deposit slips, use the drop down menu above the document. Find the document using the pay date and amount and click on the row to display it.

View: PayStub for 4/25/2012

Type	Date	Amount
PayStub	4/25/2012	
PayStub	4/10/2012	
PayStub	3/23/2012	
PayStub	3/9/2012	
PayStub	2/29/2012	
PayStub	2/24/2012	
PayStub	2/10/2012	
PayStub	1/25/2012	

Figure 3 – Selecting a pay document to view

Notifications

You may wish to have email or text message notifications sent to you when a new pay document is available in the Greenshades Employee portal. To set this up, click on Account Settings once you are logged in. Under the Notifications tab, you will notice that you can enable email and text notifications for when a new pay document has been issued.

Notifications

[My Account](#)[Reset Password](#)[Notifications](#)[Homescreen](#)

For the email notification, select the email address where you wish to receive notifications. The default is your “corporate email address”, which is your personal email used to log in to erecruit, or you may setup a separate email for notifications.

For text message notifications, check the box as shown in the Figure 4 above and provide your cell phone provider and number.

Thank you for working with Advanced Resources!