HOW TO ACCESS YOUR ELECTRONIC W2

1. Visit jfcstaffing.greenemployee.com

   You should see the page below.

2. JFC Temps (JFC Workforce) will be the default company.
   a. If you worked for JFC Global or JFC Medical you will need to select ‘Change Company’.
      (Skilled Trades will fall under JFC Temps/Workforce)

   b. Then search for either “JFC Global” or “JFC Medical” and click Continue.
3. After you have selected the correct JFC Company, you will then need to set up your account if you are a first-time visitor. To create an account, you will need to provide an email address and create a password. If you do not wish to create an account, there is an option where you do not have to. This is the “Access without an account” option. Instead, you will go through the same process of proving who you are each time you log in. This is more time consuming.

4. When you create an account, you will need to confirm your identity with the system. This is a two-step process, meant to protect you from fraudulent access attempts. The first step will require your Social Security Number and your Date of Birth. The second step will confirm your identity through a verification code sent to your email address.

   a. Select the “Create an account” button.
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b. This will display the Account Creation screen where you will input your email address and create a password.

```
Green Employee 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 8 characters
- at least one upper case letter
- at least one lower case letter
- at least one number
- at least one special character

Password

Confirm Password

Continue
Back to Login
```

c. After this is done you will receive an email notification to continue the account setup process. Select the “Continue Green Employee Account Setup” link to continue.

```
Green Employee Notification
Thank you for setting up an account on GreenEmployee.com. This will ensure safe and continuous access to your employment information. Please click on the link below to continue the account setup process:

Continue GreenEmployee Account Setup
Thanks,
The Green Employee messaging system
```
d. This link will prompt you to enter your Social Security Number and your Date of Birth. Select “Continue” once this is done.

![Connect with JFC Temps (JFC Workforce)](image)

e. The next screen will prompt you to select your email address to send a verification email. Make sure the button is selected before trying to continue.

![Identity Verification](image)

f. You will receive the email below containing a verification code. Enter that code into the Verification Code box and select “Continue to Green Employee.”

![Green Employee Notification](image)

Identity Verification

A verification code has been sent to w***d@gmail.com. Change
Enter the verification code provided below.

**Verification Code**

[Resend verification code to w***d@gmail.com](image)
HOW TO ACCESS YOUR ELECTRONIC W2

g. This will verify your account and allow you to login.

5. Next you will need to give consent to view your W2 electronically.
   a. Enter the Verification Code
   b. Click the consent box
   c. Select Next

6. If you have worked for multiple JFC Companies (JFC Temps, JFC Global, and/or JFC Medical) you will need to switch between companies to view all your available W2 forms. Simply toggle between W2 forms by using the “Switch Company” drop down at the top of your screen, next to the JFC logo.

(Note: Only 1 username and password is necessary to access all 3 JFC companies)