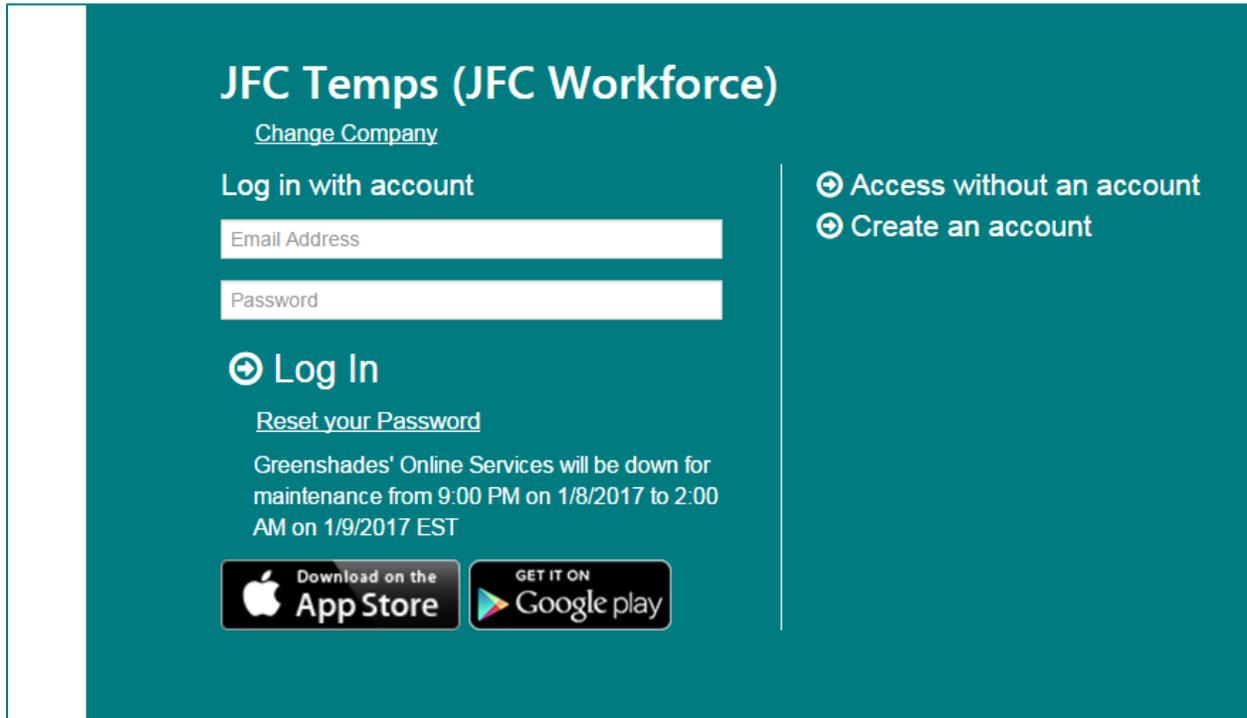


HOW TO ACCESS YOUR ELECTRONIC W2

1. Visit jfcstaffing.greenemployee.com

You should see the page below.



JFC Temps (JFC Workforce)
[Change Company](#)

Log in with account

Email Address

Password

⊕ Log In

[Reset your Password](#)

Greenshades' Online Services will be down for maintenance from 9:00 PM on 1/8/2017 to 2:00 AM on 1/9/2017 EST

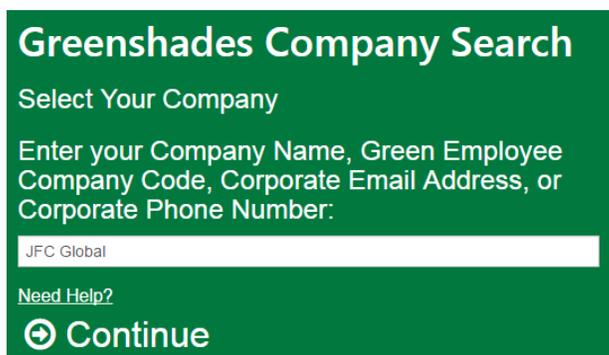
Download on the **App Store** GET IT ON **Google play**

⊕ Access without an account
⊕ Create an account

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.



Greenshades Company Search

Select Your Company

Enter your Company Name, Green Employee Company Code, Corporate Email Address, or Corporate Phone Number:

JFC Global

[Need Help?](#)

⊕ Continue

HOW TO ACCESS YOUR ELECTRONIC W2

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.

JFC Temps (JFC Workforce)

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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.

JFC Temps (JFC Workforce)

[Change Company](#)

Log in with account

Email Address

Password

Access without an account

Create an account

Log In

[Reset your Password](#)

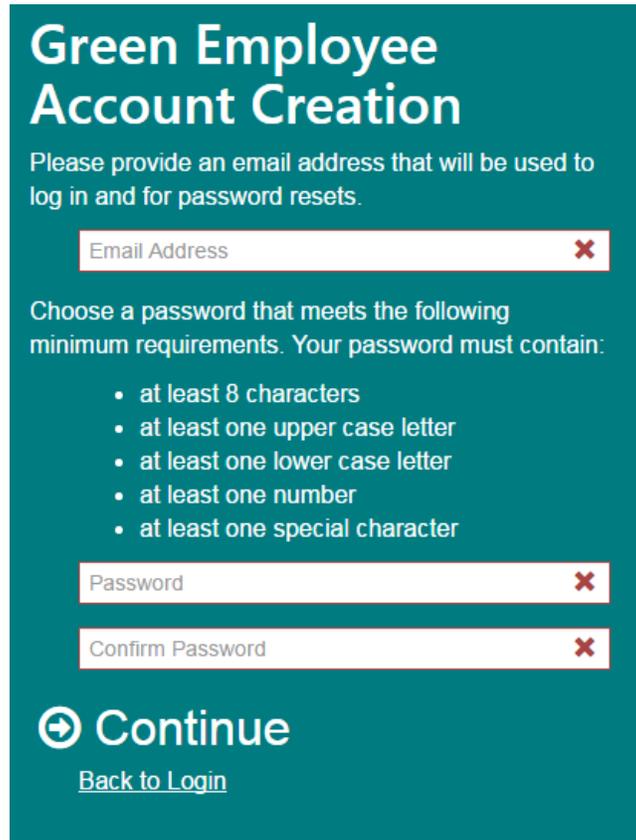
Greenshades' Online Services will be down for maintenance from 9:00 PM on 1/8/2017 to 2:00 AM on 1/9/2017 EST

Download on the App Store

GET IT ON Google play

HOW TO ACCESS YOUR ELECTRONIC W2

- 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

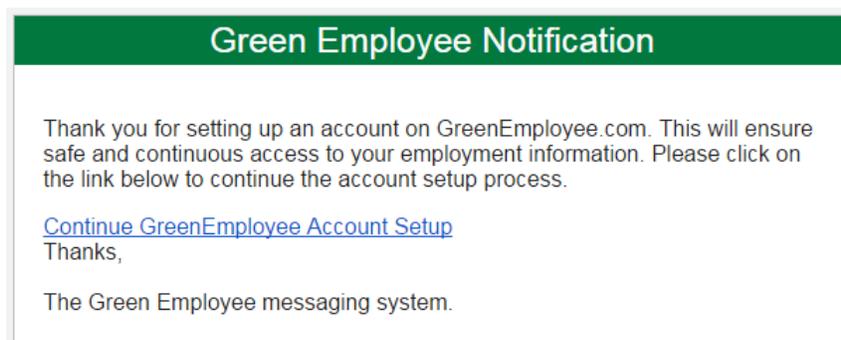
Password

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.

HOW TO ACCESS YOUR ELECTRONIC W2

- 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)

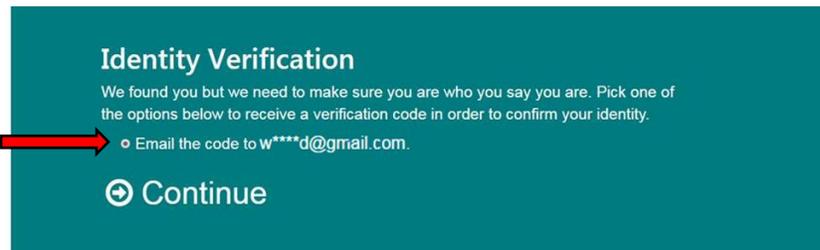
Enter your information to identify your account and employee information for this company. You can change the company you're connecting to on the [company search page](#).

Employee ID or SSN

Date of Birth (MM/DD/YYYY) or Last Name

 Continue

- 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.



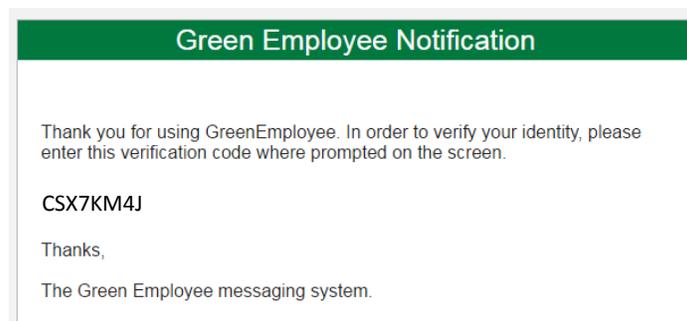
Identity Verification

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.

Email the code to w****d@gmail.com.

 Continue

- 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.”



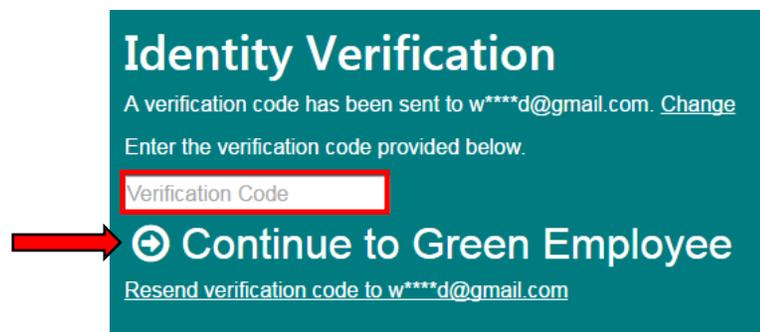
Green Employee Notification

Thank you for using GreenEmployee. In order to verify your identity, please enter this verification code where prompted on the screen.

CSX7KM4J

Thanks,

The Green Employee messaging system.



Identity Verification

A verification code has been sent to w****d@gmail.com. [Change](#)

Enter the verification code provided below.

Verification Code

 Continue to Green Employee

[Resend verification code to w****d@gmail.com](#)

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.
- Enter the Verification Code
 - Click the consent box
 - Select Next

JFC

Payroll Documents

Your 2014 W-2 is now available! [Click here to view.](#)

View:

W-2 and 1095-C Consent

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

M4VME

[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

3. Read the statements and check the box below to provide consent:

I provide consent to receive a 'green' 2014 W-2 and 1095-C electronically and understand that I will not receive a paper copy.

If you do not wish to use this website to retrieve your 2014 W-2 and 1095-C then you are not required to-- a paper copy of your form will be mailed to you if you do not consent above.

You are consenting to receive your 2014 W-2 and 1095-C electronically and will not receive a paper form.

If you consent above but later wish to withdraw consent (and receive a paper copy of this W-2 and 1095-C) then you must send written notice to your payroll department within the next 30 days.

[→ 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)