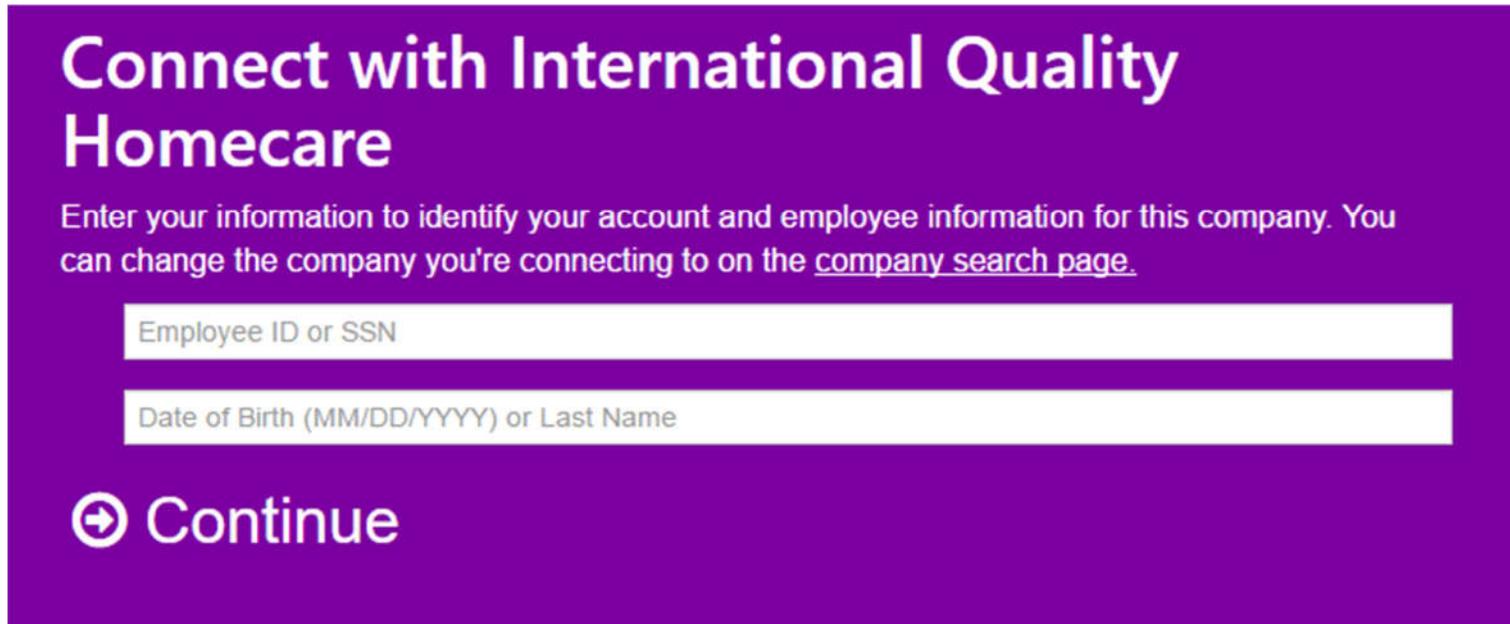


## Access without an account

If an employee clicks on the link **Access without an account** they will see a screen like this.



**Connect with International Quality Homecare**

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**

The main reason for an employee to go here is if they do not have an email address that they can use to set up an account on Greenemployee. When they fill in the boxes and click **Continue** they will then see a screen similar to the one on the next page.

Some notes on the different options of entries in the image above: The employee ID would be curled from an internal application, CareVoyant, which is not known to most caregivers. So, go ahead and enter your SSN (Social Security Number). For the social security number, just enter the 9 digits without any spaces or any other form of separators. For the birthday it shows entering it as MM/DD/YYYY but this is not accurate. For months and days that are single digits, enter them without the zero in front i.e. 1/1/1900 instead of 01/01/1900. If entering the last name, try entering it with the first letter in upper case first but if it doesn't work, try entering the whole last name in upper case.

If the employee is unable to find a combination that lets them get past this screen, they may need to contact their branch and have them work with someone at corporate to make sure that their info is correct in our accounting software.

# 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 \*\*\*-\*\*\*-████ x 0000.
- Call me at \*\*\*-\*\*\*-████ x 0000 and share the code.
- Text the code to \*\*\*-\*\*\*-████ x 0000.
- Call me at \*\*\*-\*\*\*-████ x 0000 and share the code.
- Text the code to \*\*\*-\*\*\*-████
- Call me at \*\*\*-\*\*\*-████ and share the code.

 Continue

The employee would need to select the radio button next to the option that works best for them. This list is populated by the phone numbers that the HR department has entered into our accounting software for that employee. If the employee does not see a phone number that they have access to, they will need to work with their branch to get HR to update that info before they will be able to log in to see their stubs.

After selecting a radio button and clicking **Continue**, the next screen (see below) will appear. The screen will vary depending on which option was selected above. Once the code is received and entered into the box then you should be able to access your account.



**Identity Verification**

A call is being made to \*\*\*-\*\*\*-████ x 0000. [Change](#)

Enter the verification code provided below.

Verification Code

 Continue to Green Employee

[Resend verification code to \\*\\*\\*-\\*\\*\\*-████ x 0000](#)

*(NOTE: When the employee is done and closes the site, he or she will have to go through all the above processes again any other time to sign in without an account.)*

# Once you get signed in

Once you click on Continue to Green Employee you will get on the home page. The home screen below shows you basic info about your most recent pay.

International Quality PCA Services, LLC Account Settings Sign Out

Employee Home Pay History ▾

### Home

#### Tasks and Notifications

Message Type: All ▾ Sort By: Date ▾  
Module: All ▾

**Tasks** 0 Tasks [View Historical](#)  
**Notifications** 0 Notifications [View Historical](#)

You have no messages

#### Your Most Recent Paystub

Your most recent direct deposit was on 12/2/2016 [View](#)

	This Check	Year to Date
Gross Pay:	██████	██████
Taxes:	██████	██████
Deductions:	██████	██████
Net Pay:	██████	██████

If the company name in the upper left hand corner has a small black triangle behind it, click the company name to switch companies. This is the only way to guarantee that you will see all of that employee's pay.

International Quality PCA Services, LLC ▾

Employee Home Pay History ▾

International Quality PCA Services, LLC ▾

- International Quality Homecare Corporation
- International Quality PCA Services, LLC

Click on Pay History to access paystubs or tax forms.

# Example of a Direct Deposit paystub

## Paystubs

Edit or disable paystub notifications

View: Direct Deposit for 11/6/2015 -

<b>International Quality Homecare Corporation</b> 3241 19th St NW Rochester, MI 55501 (507) 252-8117				<b>Direct Deposit Earnings Statement</b> Check #: 00023489		
Pay Date		Start Period	End Period			
11/6/2015		10/5/2015	10/19/2015			
Earnings				Taxes		
Code	Rate	Hours	Amount	Code	Amount	Year To Date
#01		59.00		FED		
				SS		
				MED		
				MI		
Total:		59.00		Total:		
Payroll Deductions			Payroll Benefits			
Code	Amount	Year To Date	Code	Amount	Year To Date	
Total:				Total:		

Open in New Window

# Example of a Paper Check paystub

Employee Home Pay History ▾

## Paystubs

Enable paystub notifications

View:  ▾

**International Quality Homecare Corporation**

██████████ EMPLOYEE ID: ████████ CHECK NUMBER: 15080  
██████████ SSN: ██████████26 CHECK DATE: 11/6/2015  
██████████ START PERIOD: 10/5/2015 END PERIOD: 10/18/2015

Description	Pay Rate	Current		Year-To-Date	
		Hours	Amount	Hours	Amount
BKE: Cleaning	██████████	4.00	██████████	46.00	██████████
BKE: Management	██████████	4.00	██████████	136.00	██████████
BKS 15 min Regu.	\$0.00	0.00	\$0.00	21.50	██████████
Training	\$0.00	0.00	\$0.00	0.50	██████████
<b>GROSS PAY</b>			██████████		██████████

Open in New Window

# Account Settings: My Account

## My Account

My Account | Security Settings | Notifications | Homescreen

---

### Company Settings

Time Zone:

Manager:

Temporary Manager:

GreenEmployee Short Code: ALPHAIQH

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### Green Space Upload Settings

[Save](#)

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### Account Access History

Your GreenEmployee account has been accessed at the following dates and times. If any of these appear to be suspicious activity, please alert your company administrator immediately.

IP Address	Attempt Time (CT)	Access Type	Access Successful
24.159.194.226	12/05/2016 02:17 PM	Account Access	True
24.159.194.226	12/05/2016 02:17 PM	Account Access	False

The Account Access History portion is new and can help an employee tell whether someone else has been trying to access their account. In the case of this screenshot there was one attempt that did not get in, due to a bad password being entered, followed by a successful entry.

# Account Settings: Security Settings

## Reset Password

My Account

Security Settings

Notifications

Homescreen

Your account on GreenEmployee is being upgraded. During this upgrade, you will continue to log in as normal. When the upgrade is complete, you will login with an Email Address instead of your . Providing your email address below will help avoid any issues logging in later.



Please provide us the email address you would like to use. Any changes to this email address will require you to verify you have access to this email address before you can log in again.

## Password Reset

Current Password

New Password

Confirm New Password

Save

## Security Settings

### Email Address

Provide the email address used to log in and receive password reset emails.

### 2<sup>nd</sup> Factor Authentication

Enable 2<sup>nd</sup> Factor Authentication when you access your account. When enabled, you will be sent a verification code via text message every time you log in to Green Employee.

Enable 2<sup>nd</sup> Factor Authentication

### Password Confirmation

For security reasons, you must enter your current password to save any changes in this section.

Current Password

Save

New changes on this screen are the removal of the reset password questions and addition of the 2<sup>nd</sup> Factor Authentication.

If the employee clicks to enable 2<sup>nd</sup> Factor Authentication they will get the following screens.

The image displays two sequential screenshots of a web interface for enabling 2<sup>nd</sup> Factor Authentication via text messages.

**Left Screenshot: Identity Confirmation via Text**  
This screen prompts the user to "Enter your phone number to set up 2<sup>nd</sup> Factor Authentication for your account." It features two input fields: "Phone Number" and "Password". A blue button with a right-pointing arrow and the text "Next" is located at the bottom right of the form area.

**Right Screenshot: Identity Confirmation via Text**  
This screen displays the message "Great! We've sent a verification code to that number. Please enter it below." It includes a "Verification Code" input field and a blue link labeled "Resend Code". At the bottom, there are two blue buttons: "Back" with a left-pointing arrow and "Ok" with a checkmark icon.

When you enter the info into the first screen and click Next, the phone number entered will receive a text message with a code to enter into the second screen.

# Account Settings: Notifications

## Notifications

My Account

Security Settings

Notifications

Homescreen

### Email Addresses:

Notification Email Address:

peterson.justin@joecointl.com

Corporate Email Address on file with International Quality PCA Services, LLC:

### Email Notifications:

When you have been issued a new paystub, send an email to:

notification email address ▼

What should be in the Email?

Link to view paystub online ▼

### Mobile Application:



Download the GreenEmployee App!

Download on the App Store

GET IT ON Google play

### Year-End W-2 and 1095-C Distribution Preference:

Paper W-2s and 1095-Cs

By default you will receive paper copies of any and all future W-2s and 1095-Cs mailed to your address on file with International Quality PCA Services, LLC. You could be receiving your W-2s and 1095-Cs faster and greener through a different option. You may still opt-out of paper versions of specific W-2 and 1095-C forms when they become available on this site.

Save

By opting to have information sent to you above you agree to allow your information to pass through external mail servers and confirm that this service complies with your organization's security policy. If you have requested text messages above then you also understand that you may be charged for this service by your cellular service provider.

Here you can enter your email address to receive an email when a new paystub is available for viewing on the site. The options of what will be in the email are to receive a link to view the paystub, a summary of the check and a link to view the paystub, or to have a PDF file of the paystub attached to the email.

The portion at the bottom about W-2's is placed there by Greenemployee. We **do not** print out paper copies of W-2's unless specifically requested by the employee.