

Creating Your Account with GreenEmployee



- **On your first Friday payday** Go to: <https://gfparks.greenemployee.com>
- Or
- Download the app: **GreenEmployee** Company code: **gfparks**
- Select the “Create an Account” link.
- Enter the email address you will be using to log onto the website.
- Create a password that follows the minimum requirements.
- Select CONTINUE once fields have been entered correctly.
- The Website will send out an email to the email address listed with a link to continue.
Select the “Continue GreenEmployee Account Setup” linked listed in the email.
- The link will bring you back to the website to fill out your profile information on the welcome wizard.
- Select “Account Settings” upper right-hand corner.
- Select “Notifications” tab
- Email Addresses: Enter in Notification Email Address
- Email Notifications: When you have been issued a new paystub, send email to:
Select “Notification Email Address:
- Text Message Notification: Select box to receive text. Enter cell phone provider and enter in cell phone number.
- Year End W-2 & 1095-C Distribution Preference: Enroll in electronic W-2s via email/text.

And that is it!! Every pay day, you will receive an email/text that your paystubs are available online.

NOTE: if you sign up before your first payday, you may receive an error because your Employee Record may not be created by the Payroll Department yet.