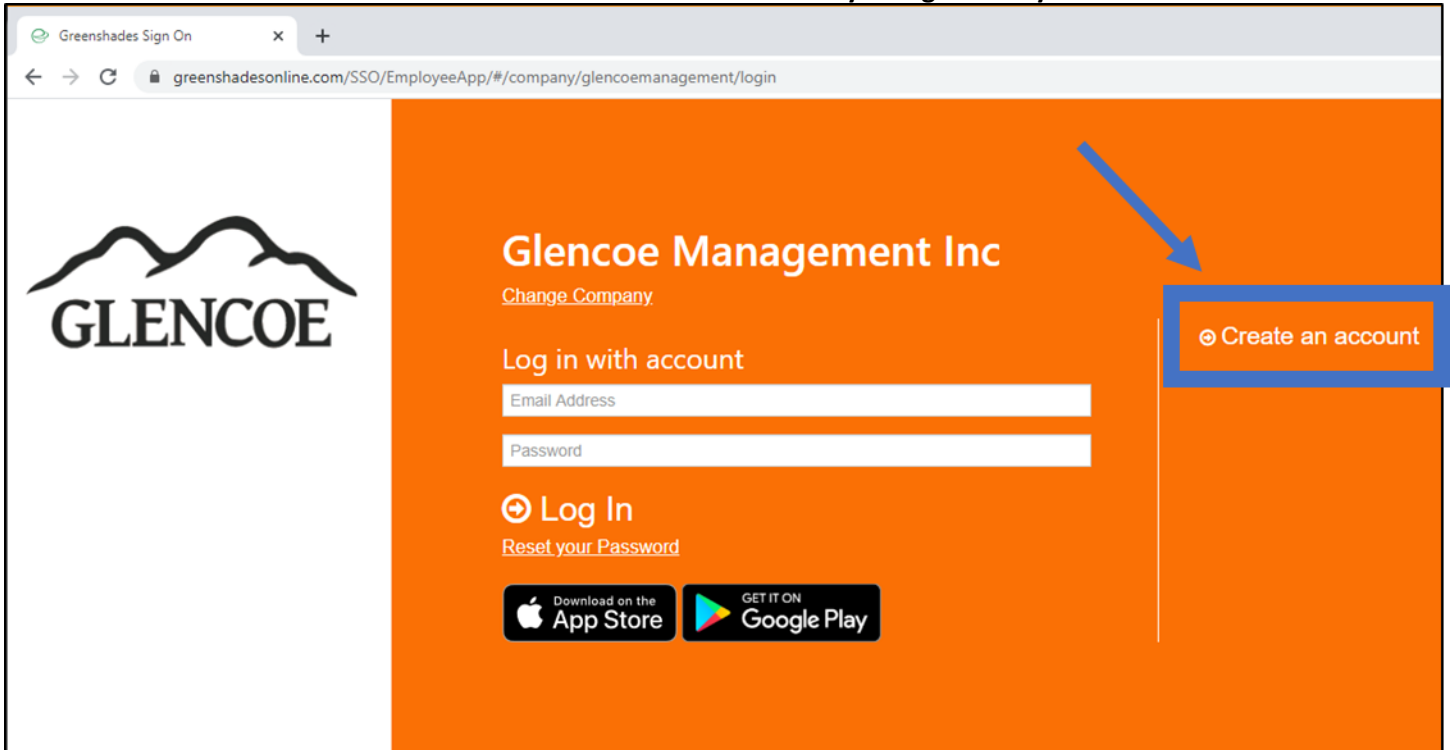# How to Set-Up Your Employee Self-Service Account
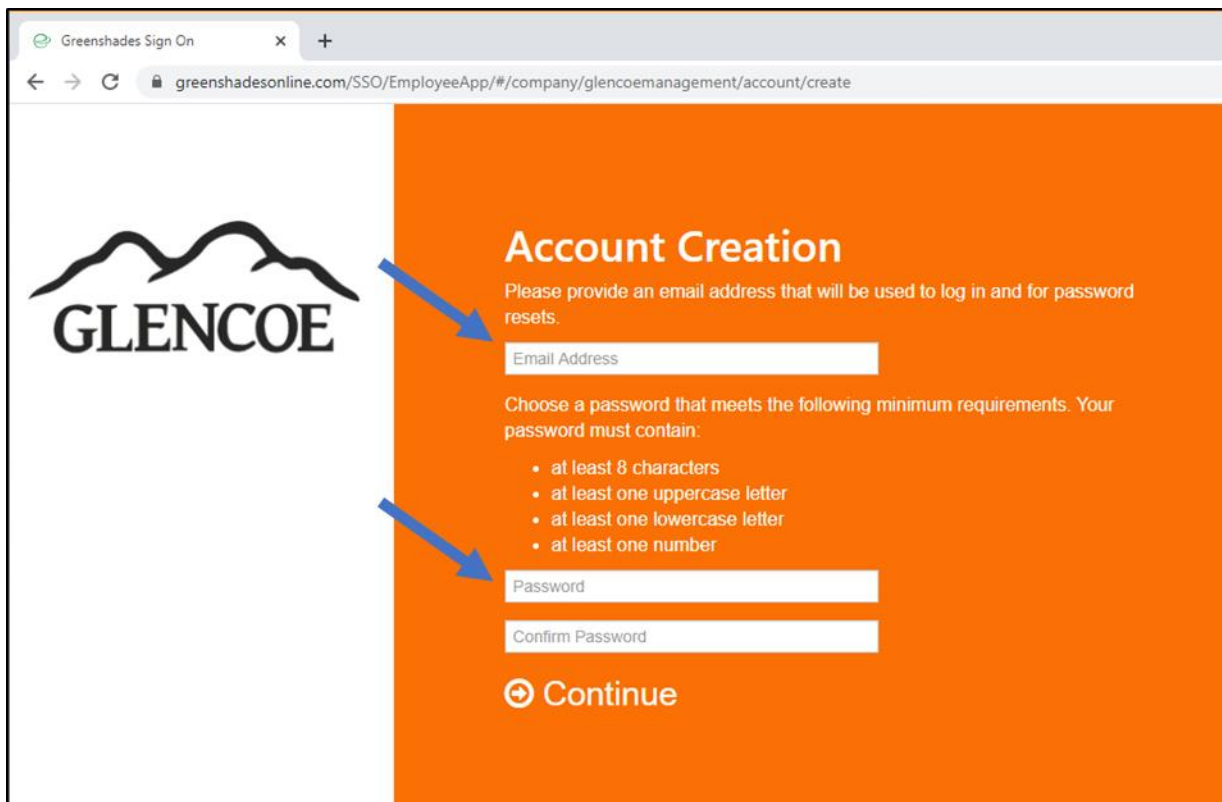
<mark>Go to the website: glencoemanagement.greenemployee.com</mark>

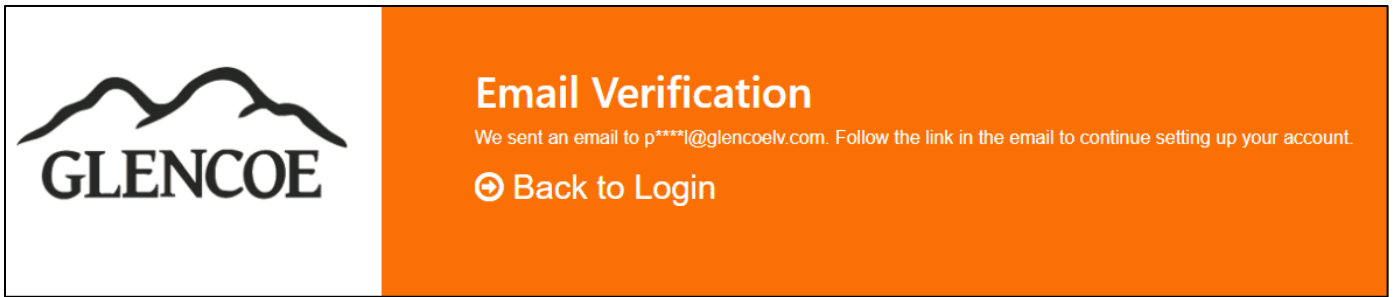and click on *Create an account*

***Do not try to log in until you have created an account

On the next screen, please enter your email address and create a password

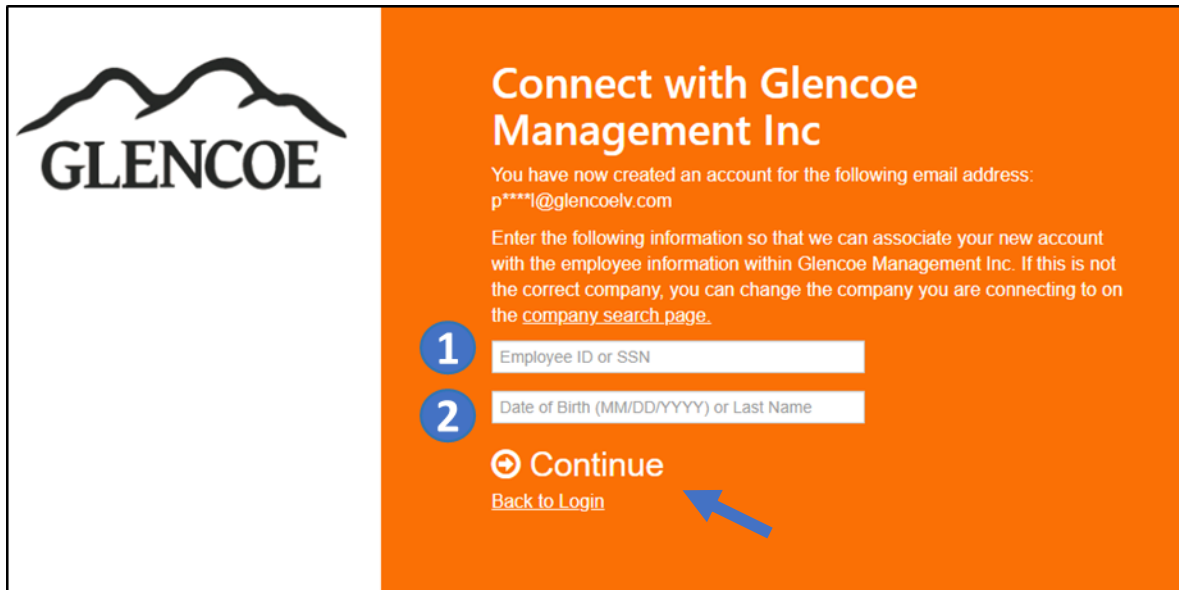After you click on *Continue*, the screen should look similar to below:

*****Please go to your email account, to verify your email and continue the set-up process.

In your email account, you should have received an email with the subject of **"Verify your email address and continue GreenEmployee account setup"**

Click on the Continue GreenEmployee Account Setup, in the body of the email.
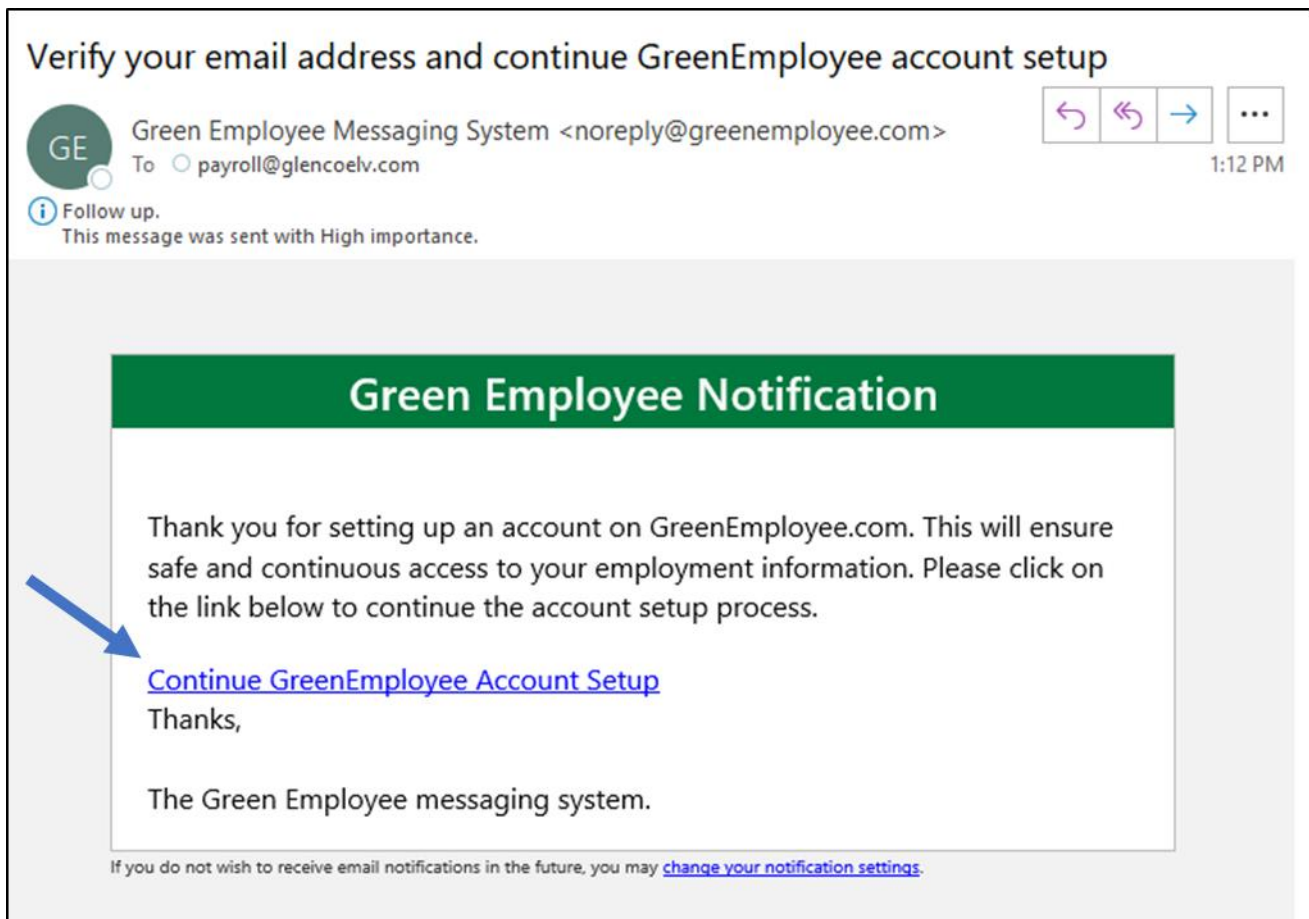
After you clicked on the hyperlink in the email. You will be taken back to your Internet Browser, with a screen that says *"Connect with Glencoe Management Inc"*
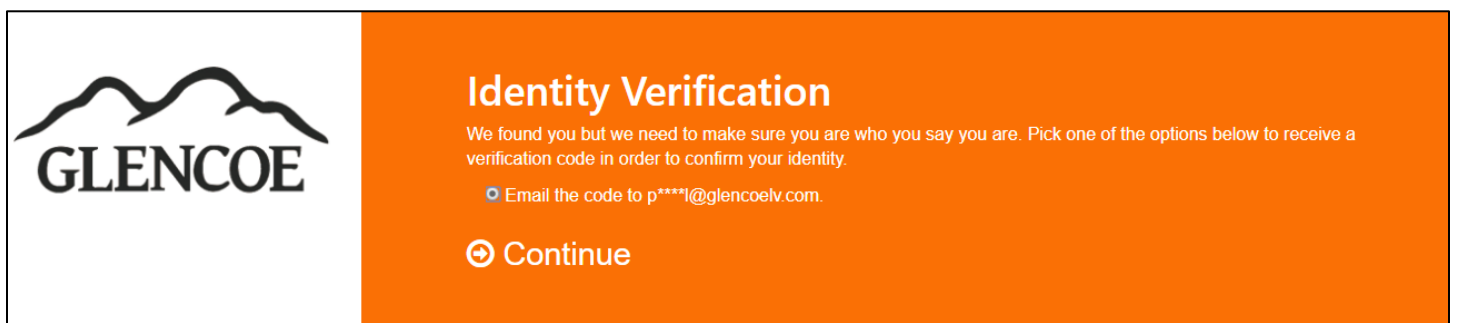

① For the 1st fillable box, you can enter either your:

- 9-Digit Employee Payroll ID, **example: 11000XXXX**   -or-
- Social Security Number with no dashes or spaces, **example: 123445678**

② For the 2nd box, enter your:

- Date of Birth, (must include / and two-digit month, day and four-digit year) **example: 01/04/1990**   -or-
- Last Name, **example: Smith**

Once you have entered this information, please click *Continue*

The next screen will ask you to verify your identity and will give you the option to either have a code text to you or sent to your email., click *Continue* to have the code sent to you.

Please Note: The options are based on the information you have in the system. If we do not have an email address or phone number on file, you will not see that option. If your information has changed, let your Manager know, so it can be updated. You will not be able to finish setting up your account, until you compete this step.

Once you received the code, either by email or text, please enter the information on the screen:
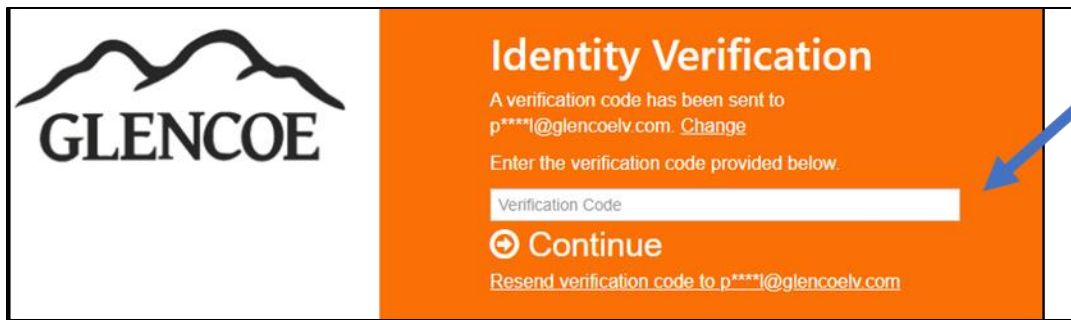
Click *Continue* to be logged into the system.

The welcome screen will look like below, and take you through a few options to complete the set-up.
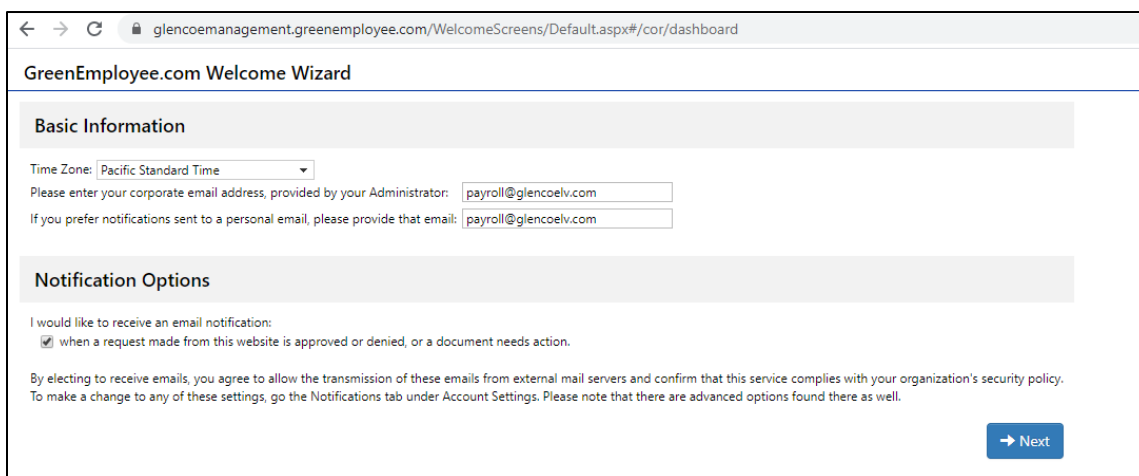
Once you've completed the *Welcome Wizard*, you will see the Home Screen. From here you can update your address, or personal information. View and print your Pay Stubs and W2's as well as update your Direct Deposit.