

# Greenshades Online New Employee Portal

Before you begin please have the following:

1. Employee ID or SSN
2. Date of Birth or Last Name
3. Hire date
4. The net pay on your most recent paystub


To begin please visit [www.greenemployee.com](http://www.greenemployee.com). You will then search for our company's page by entering **BNCInspection**.

### Greenshades Company Search

Select Your Company

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

[Need Help?](#)

 Continue

## ACCOUNT CREATION PROCESS

### STEP 1 – Create an Account


1. Select the “Create an Account” option.

### Benchmark National Corporation



[Change Company](#)



Log in with account

 Log In

[Reset your Password](#)

 Access without an account  
 Create an account

2. From there, enter in the email address you wish to log in with and a password of your choice.

### Green Employee Account Creation


Please provide an email address that will be used to log in and for password resets.

Choose a password that meets the following minimum requirements. Your password must contain:

- at least one upper case letter
- at least one number

 Continue

[Back to Login](#)

**Please record your  
log in information!!!!**

## STEP 2 – Email Verification

3. You will be sent an email with a link to continue the account creation process. Follow the instructions given. Please wait at least 5 minutes to get the email. If using your personal email account, it is highly advised to **check your spam/junk folder**

### Email Verification

We sent an email to G\*\*\*\*i@benchmark-usa.com. Follow the link in the email to continue setting up your account.

 [Return to Login page](#)

## STEP 3 – Connect Account to Employee Information

You will see this after clicking the link in the email you received in step 2.

It's usually easier to enter your SSN and last name due to many employees missing a digit in their employee ID or not putting in their birthday in the correct format.

### Connect with Benchmark National Corporation

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](#).

 [Continue](#)

## Greenshades Online New Employee Portal

### 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.

- I would like to answer a set of questions to prove my identity.

 [Continue](#)

## STEP 4 – Verify Your Identity

### Identity Verification


Please answer the following questions: [Change](#)

What is your hire date?

What is the net pay from your last pay check?


  

 **Submit**

This step is to verify that you are who you say you are. For your hire date please use separators when entering your date for example; 1/31/2017. Your net pay from last pay check, do not use the dollar sign, for example; 127.96. If you don't know the correct answer to one of these options, please contact your payroll department and ask! You can be locked out for having too many failed attempts.

## STEP 5 – Logging In

1. After your identity, has been confirmed you will be taken to your log in page. Please enter your log in information that you just set up.

 Your account has been verified. Please log in with your credentials.


### Benchmark National Corporation

[Change Company](#)



Log in with account


Email Address


Password

 **Log In**

[Reset your Password](#)

 Access without an account

 Create an account

## STEP 6 – Notification Set up

1. Please enter the email address that you would like to have your notifications sent to. You DO NOT need a corporate email address. Just enter your preferred email in both locations.

GreenEmployee.com Welcome Wizard

### Basic Information

Time Zone:

**Notification Options**

Please enter your corporate email address, provided by your Administrator:


If you prefer notifications sent to a personal email, please provide that email:

I would like to receive an email notification:

when a request made from this website is approved or denied, or a document needs action.

By electing to receive emails, you agree to allow the transmission of these emails from external mail servers and confirm that this service complies with your organization's security policy.

To make a change to any of these settings, go the Notifications tab under Account Settings. Please note that there are advanced options found there as well.

 **Next**

## STEP 7 – Confirm Profile Information

GreenEmployee.com Welcome Wizard

### Address Setup

#### Mailing Address

\* Address: [Redacted]  
\* City: [Redacted]  
\* State: [Redacted]  
\* Zip Code: [Redacted]

#### Additional Information

\* Phone 1: [Redacted] Ext. [Redacted]  
Email: [Redacted]

Change Comments:

Type comments regarding your changes here. They will be shown to your approver when you submit changes for approval, but not kept on your profile.

→ Next

## STEP 8 – Confirm Address

### Recommended Address

Below is the recommended formatting for the address you have entered. You may choose to use the suggestion or submit your original input.

	Original	Suggested
Address One:	[Redacted]	[Redacted]
Address Two:	[Redacted]	[Redacted]
City:	[Redacted]	[Redacted]
State:	[Redacted]	[Redacted]
Zip:	[Redacted]	[Redacted]

To change this information in the future, go to the Address tab under HR Profile.

⊘ Cancel

→ Continue As Submitted

✓ Use Suggested Address

\*After step 7 you will be taken to your home page. There is a notification to set up 2nd Factor Authentication that you will be offered to set up, this is NOT required but you may do so if you please. **If you need further assistance, please contact Erin Hummel at 419-843-6691 or [Erin.Hummel@benhcmark-usa.com](mailto:Erin.Hummel@benhcmark-usa.com)**