

International Longshoremen's Association

Your W-2s are online!

To: ILA workers

Your 2016 W-2s are online at the same site as the online paystubs. You must select the option to agree to receive W-2s online instead of by mail to access your W-2s.

The online paystubs portal has recently undergone changes to how you login. This was done to better secure your information and ensure only you have access. The first time you log in you must do so on a computer.

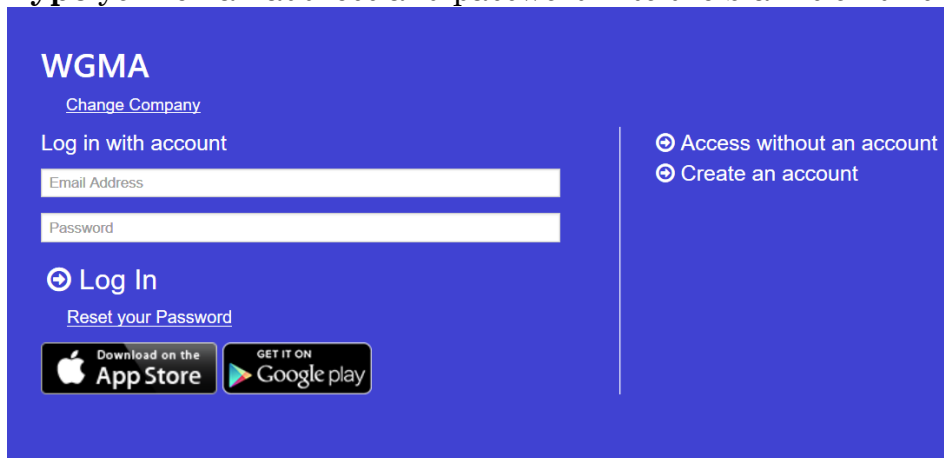
Here are some helpful instructions on how to login.

GO TO <https://1717.greenemployee.com>

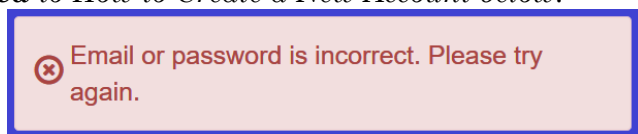
Did you provide an account email address to the portal?

YES/MAYBE. Over the past 6 months, when you logged in, it asked you to confirm an email address to use for your account. If you provided one, then you were sent a code via email that you had to provide back to the portal. If you completed this, you should be able to login with that email address and your current password.

Type your email address and password into the blanks on this screen and **click** [Log In](#).



Did you get this message back? If you keep getting this message, you may need to re-setup your account. Proceed to How to Create a New Account below.



NO. Proceed to the instructions on How to Create a New Account below.

How to Create a New Account

From the screen below (<https://1717.greenemployee.com>), **click** on Create an account

WGMA
[Change Company](#)

Log in with account

Email Address

Password

⊕ Log In

[Reset your Password](#)

Download on the App Store

GET IT ON Google play

Access without an account

Create an account

Enter Valid Email Address, Create a Password, & click Continue

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 one upper case letter
- at least one number

Password

Confirm Password

⊕ Continue

[Back to Login](#)

An email will be sent to your email address.

Email Verification

We sent an email to d****a@wgma.org. Follow the link in the email to continue setting up your account.

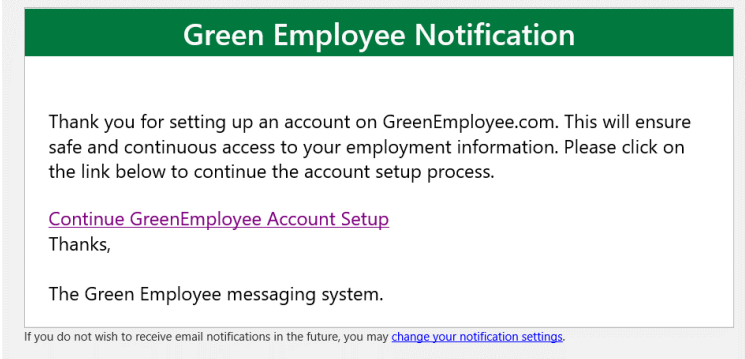
⊕ Return to Login page

*Did you get this error message below? This means the email address you used is already in use. If this is your email address, there is a good chance you already created an account or one was created for you. **Go back** to the login page (<https://1717.greenemployee.com>) and try to login with this email address and your most recent password. If you cannot remember your password or it tells you it is incorrect, **proceed** to instructions on *How to reset your password* at the end of this document.*

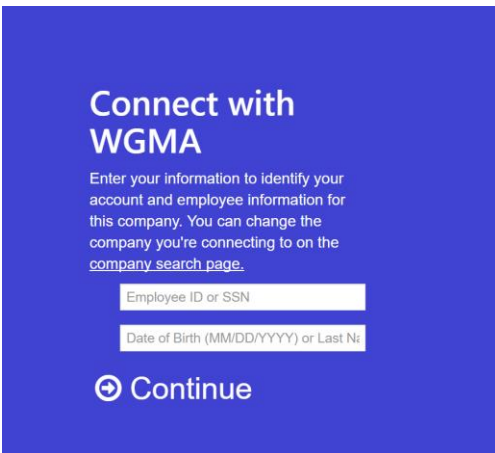


This email address is already associated with a GreenEmployee account. Please select a different email address.

When email is received, click on **Continue GreenEmployee Account Setup**



Enter Employee ID # or SSN / Enter Date of Birth or Last Name / Click Continue

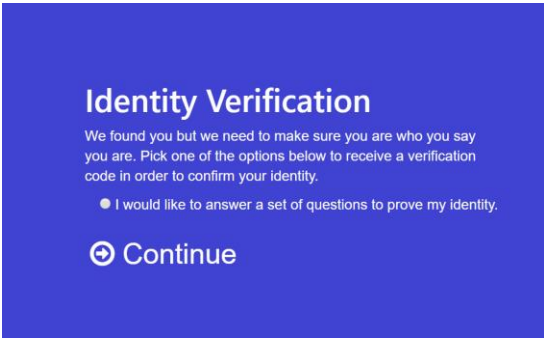


*Did you get this error message? This means there is already an account created for you. If you do not remember which email address you used for this account, **proceed** to the instructions on *How to Recover my email address at the end of this document.**



There is already an account created for this employee.

Click the Button in front of **“I would like to answer a set of questions to prove my identity”** / **Click Continue**

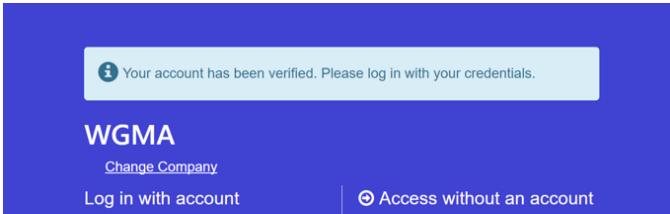
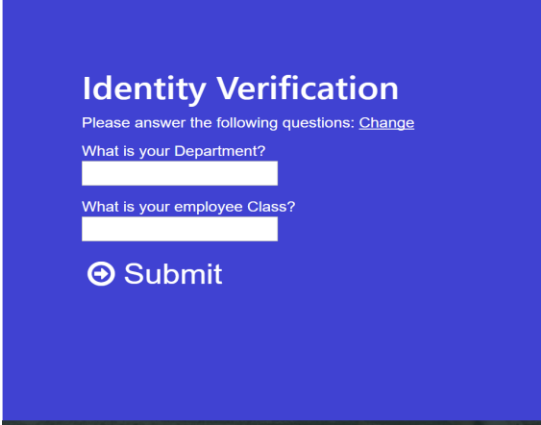


Enter your Department and Employee Class.

Department = Home Local typed in the following format – **xxxx**
(if your home local is not 4 digits, please use leading zeroes; e.g., Local 99 would be entered as 0099)

Employee Class for workers in **TX & LA = STD**
Employee Class for workers in NC = NCS
Employee Class for workers in SC = CSS
Employee Class for workers in GA = GSA

Click Submit

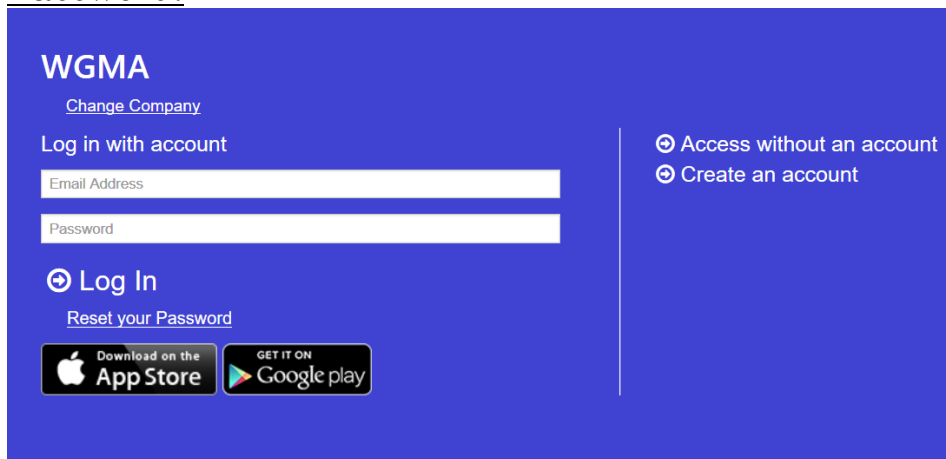


Online Account has been Verified! You can now access your paystubs and tax forms online.

You can also download the GreenEmployee app for your iPhone or Android phone. Search for **Company name : 1717**

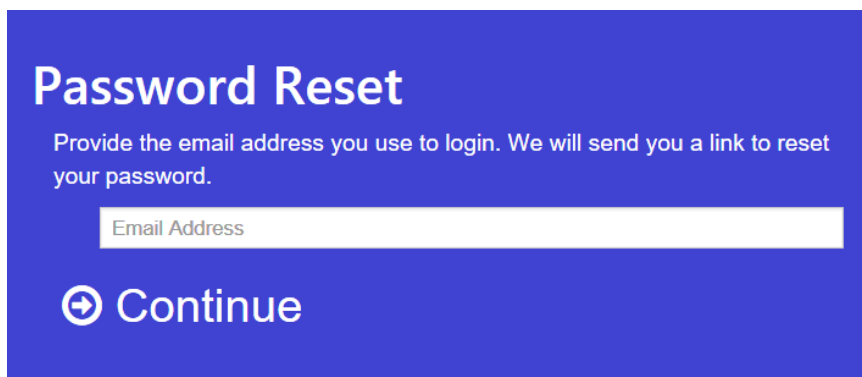
How to reset your password

From the screen below (<https://1717.greenemployee.com>), **click** on Reset your Password.



The image shows the WGMA login interface. At the top left, it says "WGMA" with a link "Change Company" below it. The main heading is "Log in with account". There are two input fields: "Email Address" and "Password". Below these fields is a "Log In" button with a right-pointing arrow icon. Underneath the "Log In" button is a link "Reset your Password". To the right of the input fields, there are two radio button options: "Access without an account" and "Create an account". At the bottom left, there are two app store download buttons: "Download on the App Store" and "GET IT ON Google play".

Then, **Provide** your email address and **click** Continue. It will send you an email if you have an account setup. For security reasons, it will not tell you if you have an account set up.



The image shows the "Password Reset" screen. The title is "Password Reset". Below the title, it says "Provide the email address you use to login. We will send you a link to reset your password." There is a single input field labeled "Email Address". At the bottom left, there is a "Continue" button with a right-pointing arrow icon.

*Did the email never arrive? This might be because the email address you used is not setup for an account. If you believe you have set up an account but cannot remember your email address, **Proceed** to the instructions on *How to Recover your email address* below. If you do not believe you have ever set up an account, **Proceed** to the instructions on *How to Create a New Account* above.*

How to Recover your email address

From the screen below (<https://1717.greenemployee.com>), **click** on Reset your Password.

WGMA
[Change Company](#)

Log in with account

Email Address

Password

⌕ Log In
[Reset your Password](#)

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

⌕ Access without an account
⌕ Create an account

From the password reset screen below, **click** on Recover my email.

Password Reset

Provide the email address you use to login. We will send you a link to reset your password.

Don't remember your email?
[Recover my email](#)

Email Address

⌕ Continue

Enter Employee ID # or SSN / **Enter** Date of Birth or Last Name / Click **Continue**

Recover your Email

Help us identify who you are.

Employee ID or SSN

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

⌕ Continue

If you have an account set up, this will tell you your email address. If you do not have an account, it will give you an error message like this. **Proceed** to the instructions on How to Create a New Account above to create an account.

