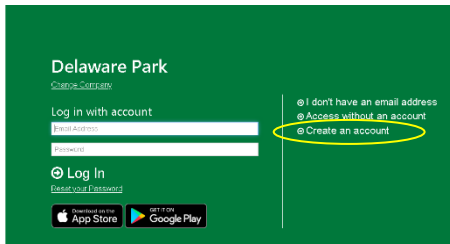


DelawarePark.GreenEmployee.com

Login and Navigation

This quick-start guide describes how an employee logs into DelawarePark.GreenEmployee.com, views basic account settings, and navigates to various modules.



Logging in to DelawarePark.GreenEmployee.com

DelawarePark.GreenEmployee.com takes you directly to a sign-in page. The corporate logo will be featured prominently on this page and you should also see a picture of a closed padlock (🔒) in the navigation bar of your browser, indicating the site is secure.

Create an Account

To create an account click on “Create An Account” you will need to provide an email address and create a password, and then you will need to follow a two-step process to confirm your employment information within the website. If you do not wish to create an account, you can access your account without an email but you will go through a two-step process to confirm your identity with the system each time you access.

Identity confirmation is a two-step process: The first step will require your Employee ID (NOTE: Your Employee Number should be entered with an E Followed by your 6 Digit ID Number Example E123456), and your Date of Birth or Last Name. The second step will confirm your identity through the Identity Confirmation options.

Once you create an account, you can log in using your email address and password at Delawarepark.GreenEmployee.com and the mobile apps.

Welcome Wizard

The first time you visit GreenEmployee.com you may go through a Welcome Wizard. Your administrators enable the pages and the information contained in this wizard. Welcome Wizard screens you may see include:

- Verification of your email address, setup of notifications when new documents are available for review, or other actions that have been approved.
- Choosing your preference for receiving certain financial documents online instead of through the mail.

Regardless of the exact content of your Welcome Wizard, all of these settings (and more) may be viewed or changed later by clicking on Account Settings in the top left of any DelawarePark.GreenEmployee.com.

Bulletins

Any company-wide announcements will be displayed prominently in the Bulletins section. These announcements may include items such as a policy change, details about an upcoming event, or a company newsletter.

The Bulletins will automatically rotate if there are multiple, or they can be manually navigated. All Bulletins can be opened to a larger view with the “Read More...” link at the bottom of the widget.



Basic Navigation



DELAWARE PARK MANAGEMENT COMPANY LLC ▾

Employee Home HR Profile Pay History ▾

The main navigation bar of DelawarePark.GreenEmployee.com will direct you to the various main sections of the site.

- Employee Home will return you to the GreenEmployee.com Homepage.
- HR Profile will allow you view information about yourself, your address, and your dependents. You can't make any changes in the Portal to your information. To do this, you will need to contact Talent Development.
- Pay History allows you to review past paystubs and W-2s.