



Wood Personnel Services, Inc.
Change Company

Log in with account

Email Address

Password

Reset your Password

- I don't have an email address
- Access without an account
- Create an account

START HERE!

Accessing Your W-2 Form Online

ACCOUNT LOGIN AND CREATION

To create an account, go to Wood.GreenEmployee.com. Click on Create an account on the home page. You will need to provide an email address and create a password. You can use any email that you want but you will need to have access to it.

When you create an account, you will need to confirm your identity with the system. This is a **two-step process**, meant to protect you from fraudulent access attempts. In Step Two of the process, you will need to know **your Social Security Number** and **your Date of Birth or Last Name**. Along with this data, the system will then verify your identity through one of the Identity Verification options listed in Step Two below.

STEP ONE – CREATE ACCOUNT:

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 8 characters
- at least one uppercase letter
- at least one lowercase letter
- at least one number

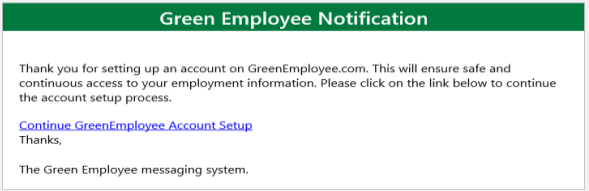
Password

Confirm Password

Email Verification

We sent an email to Follow the link in the email to continue setting up your account.

Check the email that you provided under Account Creation and **click on the link in that email to proceed to Step Two**. The email will look similar to this:



STEP TWO – IDENTITY CONFIRMATION:

When you click on the link in the email you received, the left screen will appear. Once you provide the requested info, the right screen will appear. You might not have all of the options listed on the right screen, but will absolutely have the last one.

Connect with Wood Personnel Services, Inc.

You have now created an account for the following email address:

Enter the following information so that we can associate your new account with the employee information within Wood Personnel Services, Inc.. If this is not the correct company, you can change the company you are connecting to on the [company search page](#).

Employee ID or SSN

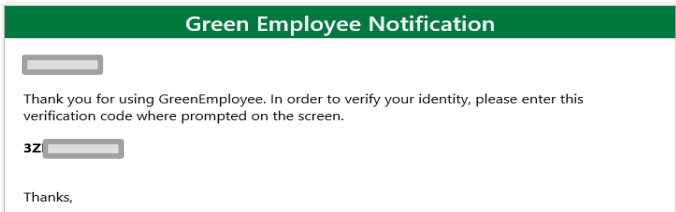
Date of Birth (MM/DD/YYYY) or Last Name

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.

- Email the code
- Text the code to ***-**-
- Call me at ***-***- and share the code.
- Send confirmation request to company administrator. I will wait for their review.

If you choose to have the verification code emailed to you, please check the email address that is listed on the Identity Verification screen. **NOTE: This email might be different than the email address you used in Step One above.** You will receive a code that you will enter on this screen:



Identity Verification

A verification code has been sent to [Change](#)

Enter the verification code provided below.

Verification Code

Resend verification code to

If you do not have access to the email listed in this step, please choose the **Send confirmation request** option and press **Continue**. You will be asked to answer two simple questions about yourself and press **Submit**. An email will be sent to one of our staff for manual approval.

Once you either enter your verification code or are manually approved by a company administrator, you will be able to login and view/print your W-2 form. Please be sure to use the email address and password you provided in Step One to login!