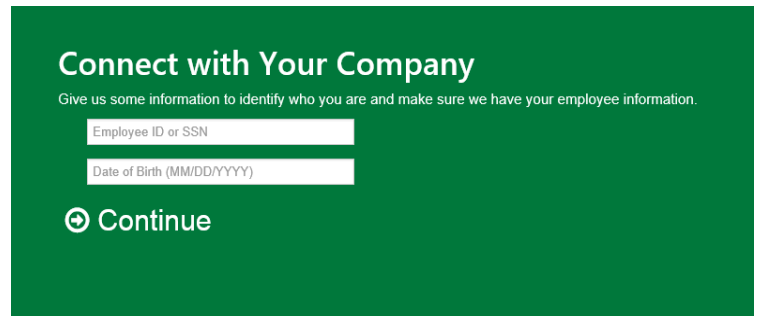
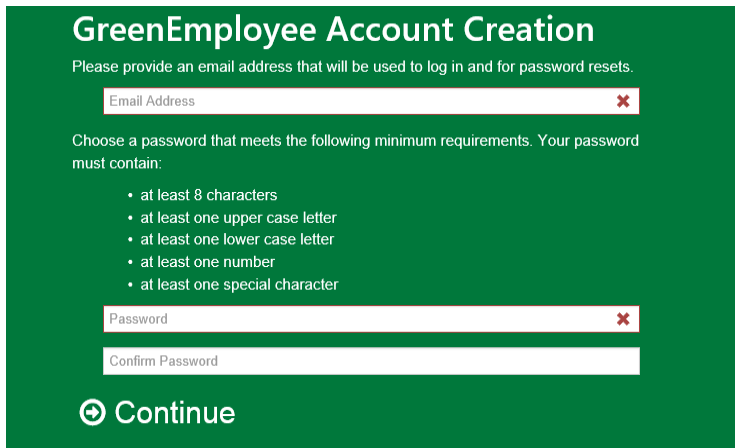


ACCOUNT LOGIN AND CREATION

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. If you do not have an email address, see the 'Access without an Account' option below.

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. The first step will require **your Social Security Number** and **your Date of Birth or Last Name**. The second step will confirm your identity through one of the Identity Confirmation options we have configured.

STEP ONE – CREATE ACCOUNT AND TELL US WHO YOU ARE:



STEP TWO – IDENTITY CONFIRMATION:

Option 1: Request an Email

Provide a code sent via email to an email address on file for your account. If you do not see this option, it means we do not have an email address for you.

Option 2: Request our approval

Answer both of the following questions. Your responses will be sent to an administrator for review and approval.

- Last 4 digits of your SSN
- What is your full date of birth?

Other Questions:

What are the password restrictions?

Your password must meet the following requirements:

- Is at least 8 characters
- Contains at least 1 upper case letter
- Contains at least 1 lower case letter
- Contains at least 1 number

How do I change my password? Navigate to the log in page and click the 'Reset your Password' link. You will be prompted to enter your email address, to which a password reset link will be sent.

How do I change my email address? Once you are logged in, you can manage your account email address through your account's security settings. To navigate to these settings, click on 'Account Settings' in the top right corner and then select the 'Security Settings' tab.

What if I do not have an email address to create an account?

You are still able to access your account information without an email address, please refer to the 'Access without an Account' Section.