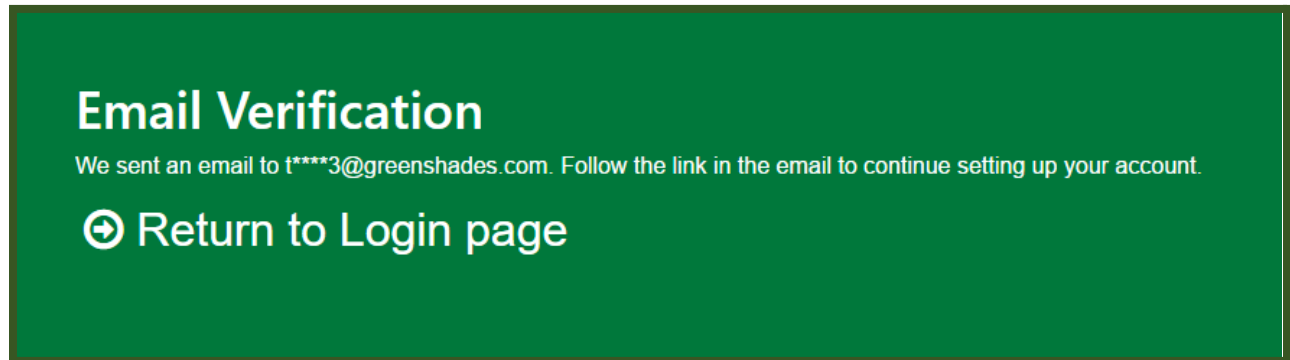
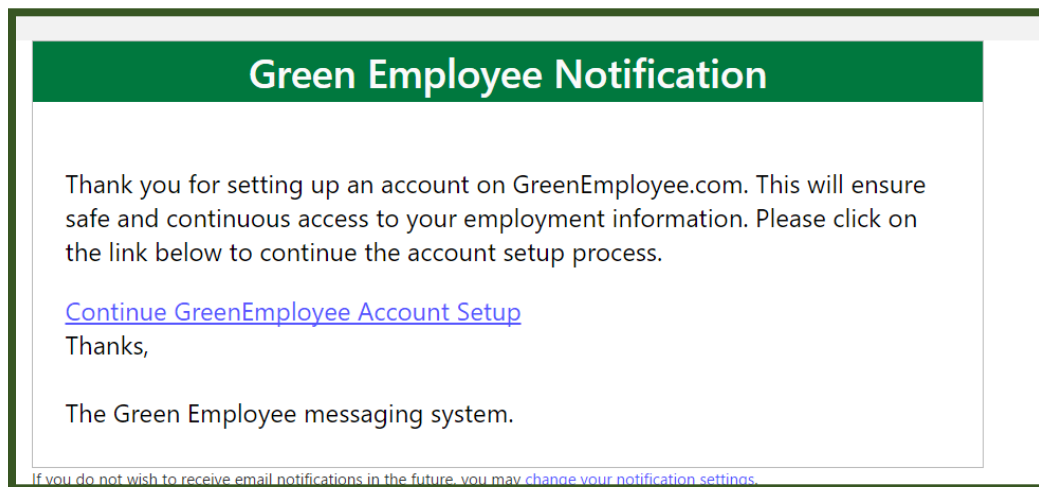


How to Access Your Greenshades Employee Portal

1. First, you will navigate to the <http://tristarr.greenemployee.com/> page for their company and select the “Create an Account” option on the right.
2. You will use the e-mail address we have on file for you.
3. Screen will show message that looks similar to this.



4. Go to your e-mail inbox and look for the link from Greenshades. The e-mail will say something like this:



5. Following that link will prompt you to provide the credentials that prove you are trying to connect with TriStarr.

Connect with Your Company

Give us some information to identify who you are and make sure we have your employee information.

 Continue

6. You will then be taken to a page that shows way you can prove you have access to a verification code from the company administrator. The sample below is just a grouping that could be possible, depending on what the administrators are allowing.


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.

- Text the code to ***-***-9135.
- Call me at ***-***-9135 and share the code.
- I received an access code from my company. Let me enter it.
- I would like to contact my company administrator to receive the code.
- I would like to answer a set of questions to prove my identity.
- Send confirmation request to company administrator. I will wait for their review.

 Continue


You will then get a page like this that says you are now free to use the email address and password that you created on the very first “Create an account” page. This is how you will log in moving forward!

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

[Change Company](#)

Log in with account

 Access without an account

 Create an account

