

Atrium Green Employee Account Creation

1. **Atrium Greenshades Portal Access:** Please click the link below to access the login page to access your paystubs & W2 statements:

<https://www.greenshadesonline.com/SSO/EmployeeAppBeta/#/login/atrlc>

2. Click on 'New User' to register.

Welcome to Green Employee

Sign in

Email, Phone Number, or Employee ID

Sign in

[Need help signing in?](#)

New User? Register

By continuing, you agree to our [Privacy Policy](#) and [Terms of Use](#)

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3. Add personal information as required and click on Next.
The message in the screen will have the employers name. If an error message is received, contact your HR/Payroll department.

Welcome to Green Employee

Let's get started!

Provide us with some information to create your account. We'll use this information to find and link your employee record to this account.

First name
Jane

Last name
Doe

Date of birth
Oct 1, 1990

Social Security number

Next

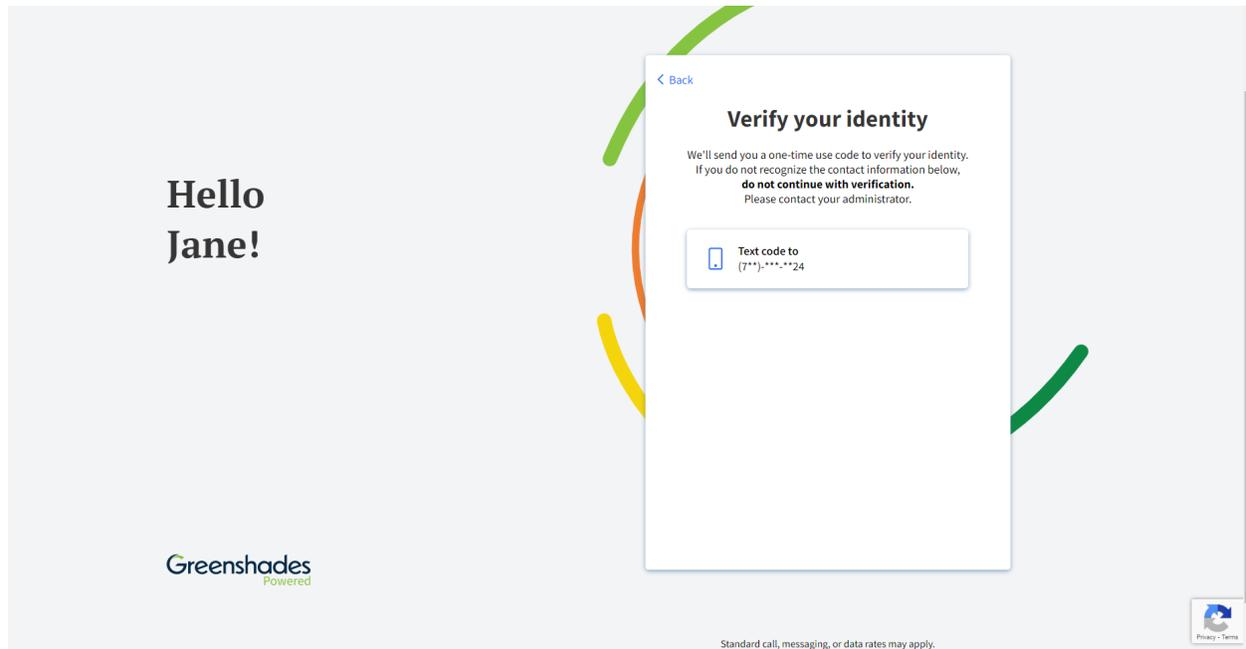
Already have an account? [Sign in](#)

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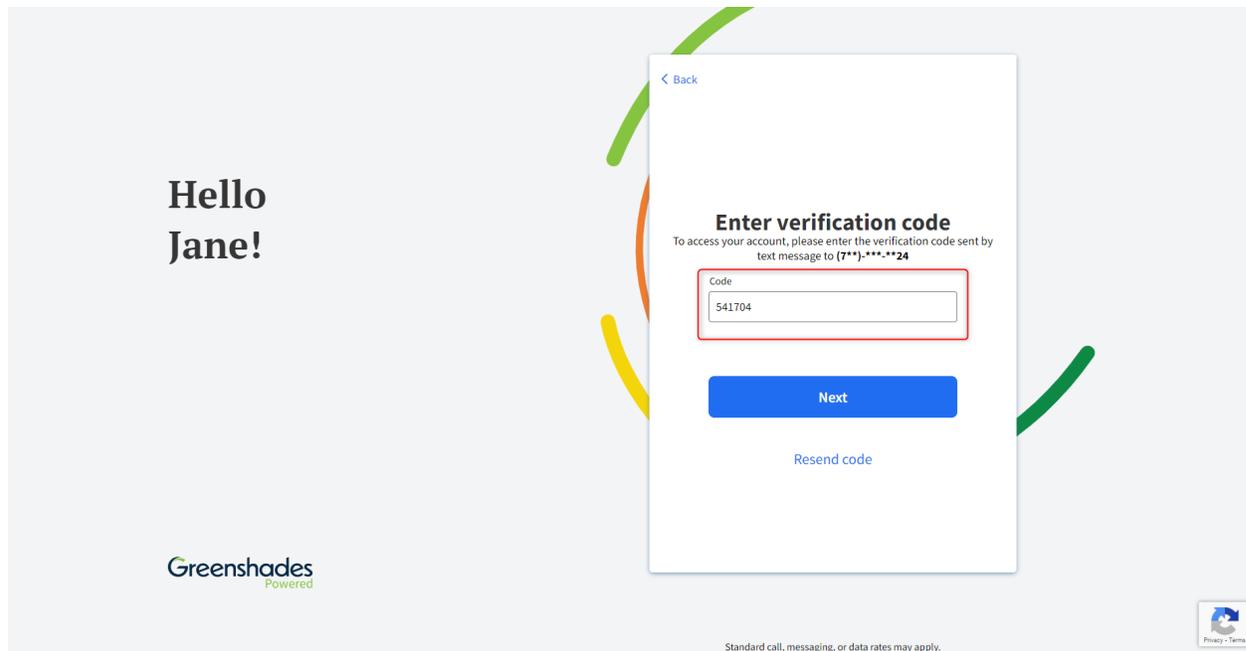
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- If the system identified the information a screen asking to verify your information via text message or call will appear.

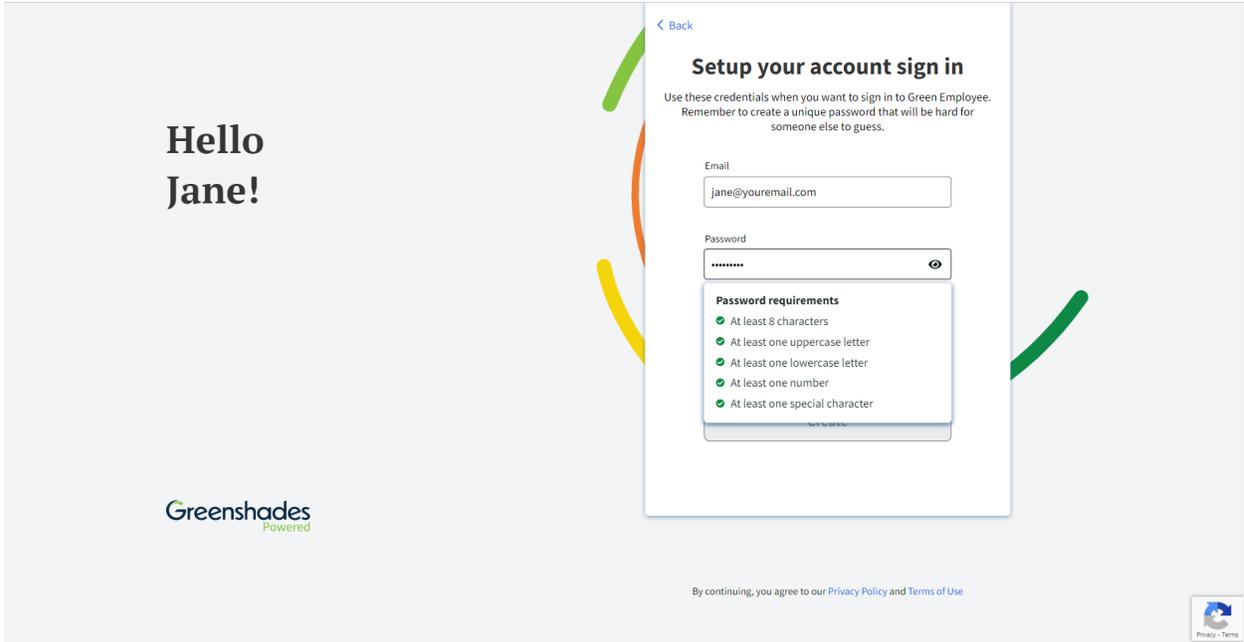
Click on text code.



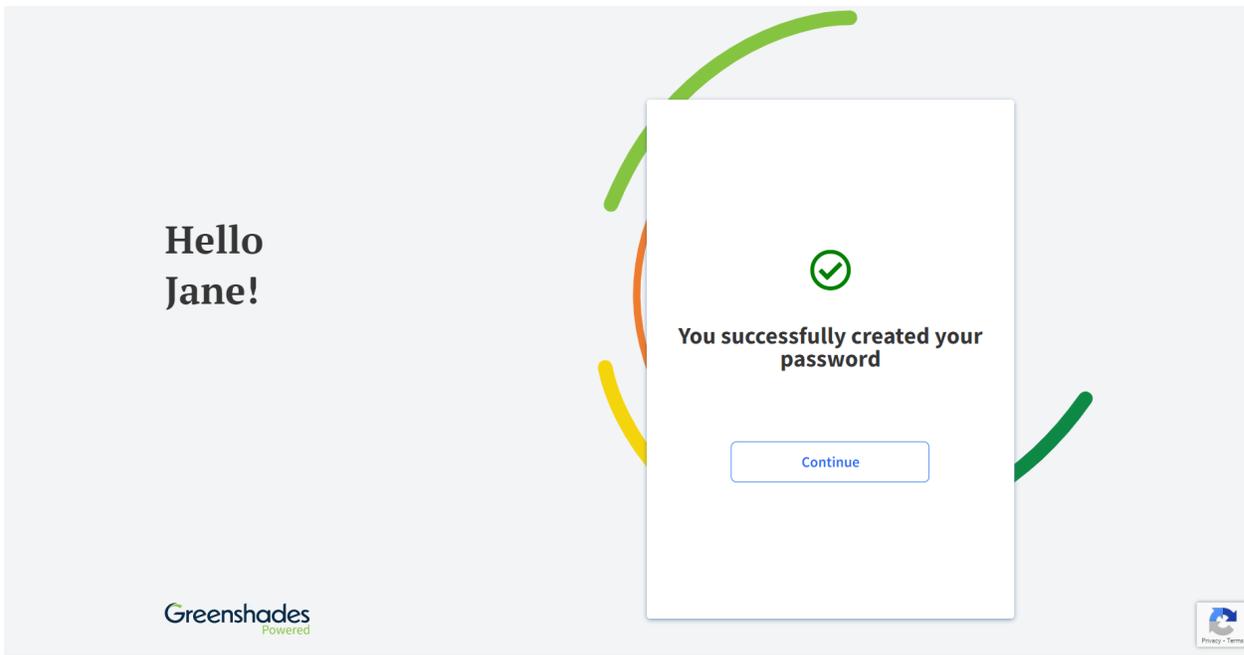
- Enter the code as requested and click on Next.



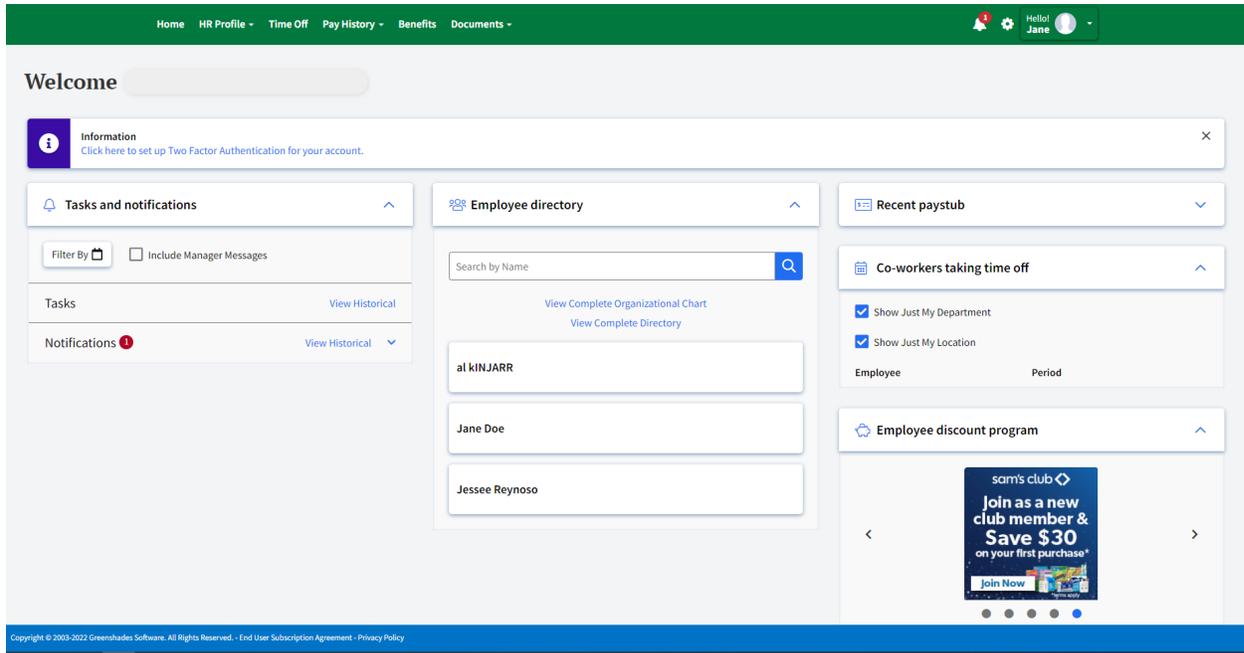
6. Enter an email address and password.
Use the guidelines indicated below to create a password and click on create.



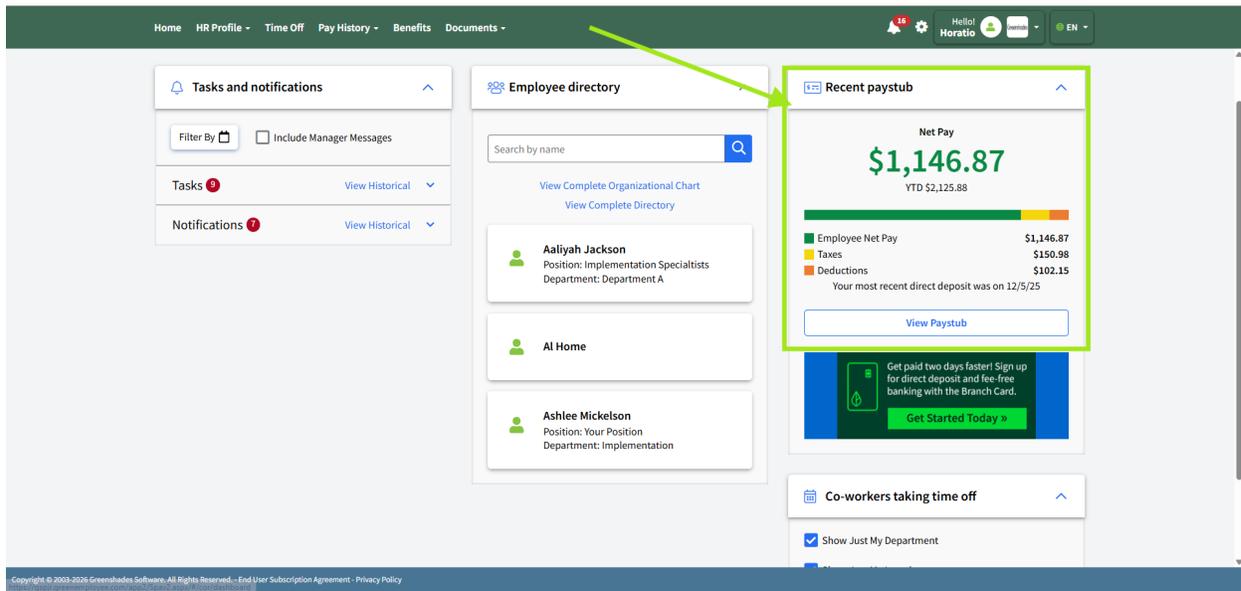
7. Click on Continue.



8. The site automatically will redirect to the GreenEmployee account.



9. Review the "Recent Paystub" tile to see any available pay history information.
To view or print the most current pay stub or any previous ones, click "View Paystub."



10. Click on 'download' to download any paystubs.

The screenshot shows a user interface for viewing a paystub. At the top, there is a navigation bar with links for Home, HR Profile, Time Off, Pay History, Benefits, and Documents. On the right side of the navigation bar, there are notification icons, a user profile for 'Hello! Horatio', and a language dropdown set to 'EN'. The main content area is titled 'Paystub: Dec 5, 2025'. On the left, there is a date range selector with 'From' and 'To' fields, both containing 'mm/dd/...' and a calendar icon. Below this, a table lists pay items: 'Dec 5, 2025 Direct Deposit' for \$1,146.87 and 'Dec 5, 2025 Check' for \$979.01. To the right of the date selector, there is a 'Download' button with a dropdown arrow, highlighted with a green box. The main content area is divided into two summary boxes: 'Earnings' showing \$1,400.00 (with worked hours of 40 and YTD of \$2,600.00) and 'Net Wages' showing \$1,146.87 (with YTD of \$2,125.88). Below these is a 'Breakdown' section featuring a horizontal bar chart with segments in green, yellow, and orange. Underneath the chart is a table with the following data:

Category	Amount	Action
Earnings	\$1,400.00	▼
Taxes	\$150.98	▼
Deductions	\$102.15	▼
Net wages	\$1,146.87	