



1-866-SkilMatch (754-5628)

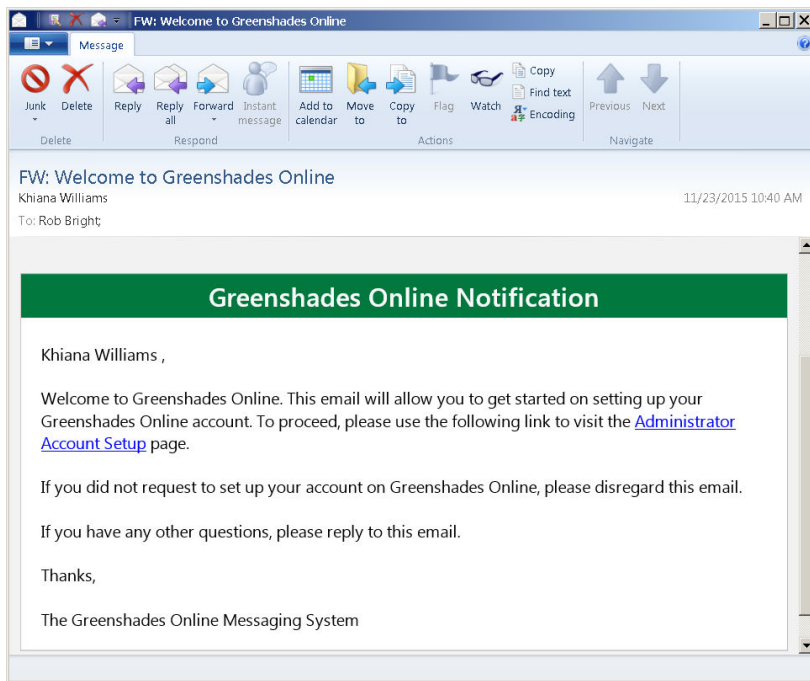
The following account setup needs to be completed, if you are outsourcing your 1094-C/1095-C with Greenshades.

Step 1: Setup an Online Greenshades Account

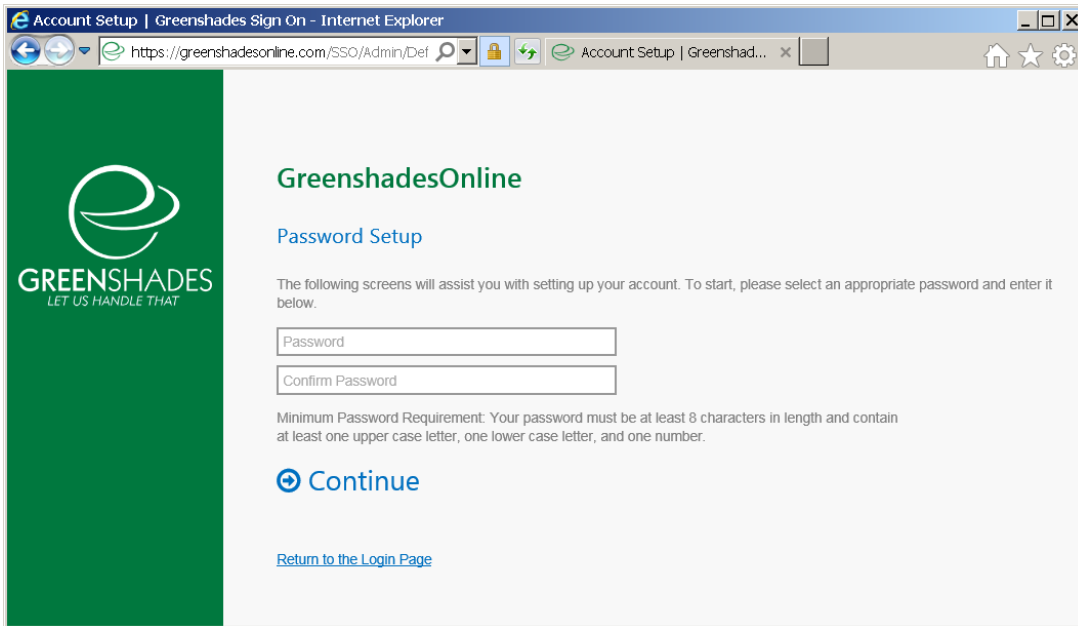
If you returned your company name and contact information to SkilMatch to contract with Greenshades, Greenshades will be sending an email (shown below) to your company.

NOTE: The screen images below reflect Greenshades website format as of 12/15/15. Greenshades may make changes/updates on their webpages as needed.

When Greenshades has prepared your customer account, will receive an email like this sample:



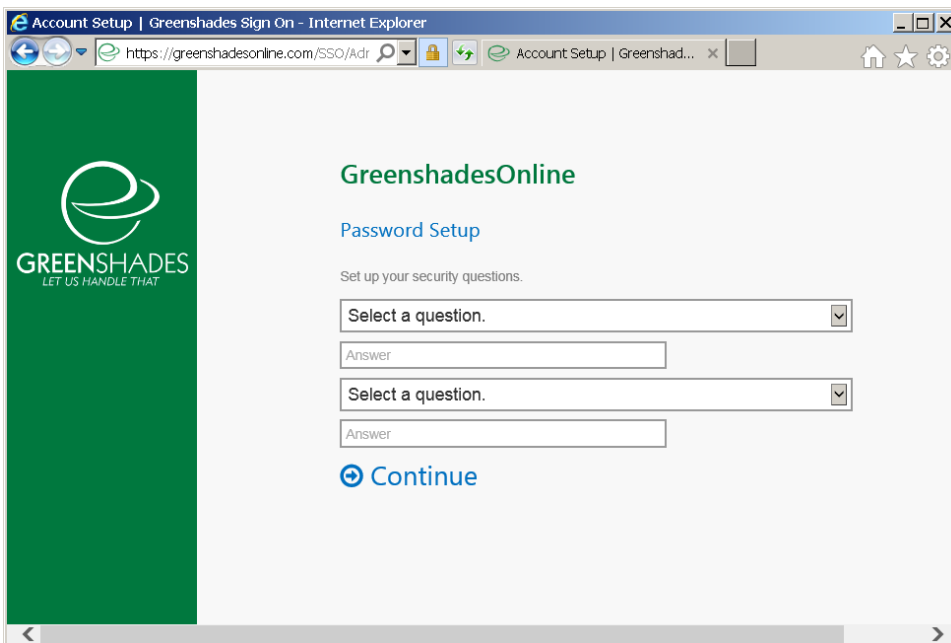
Click on the **Administrator Account Setup** link in the body of the email and the web browser will open to the following page:



Key your own customized password (Note: the requirements state it must contain at least 8 characters; one uppercase letter, one lowercase letter and one number).

Confirm Password by rekeying same custom password.

Click **[Continue]**, and the screen will display:

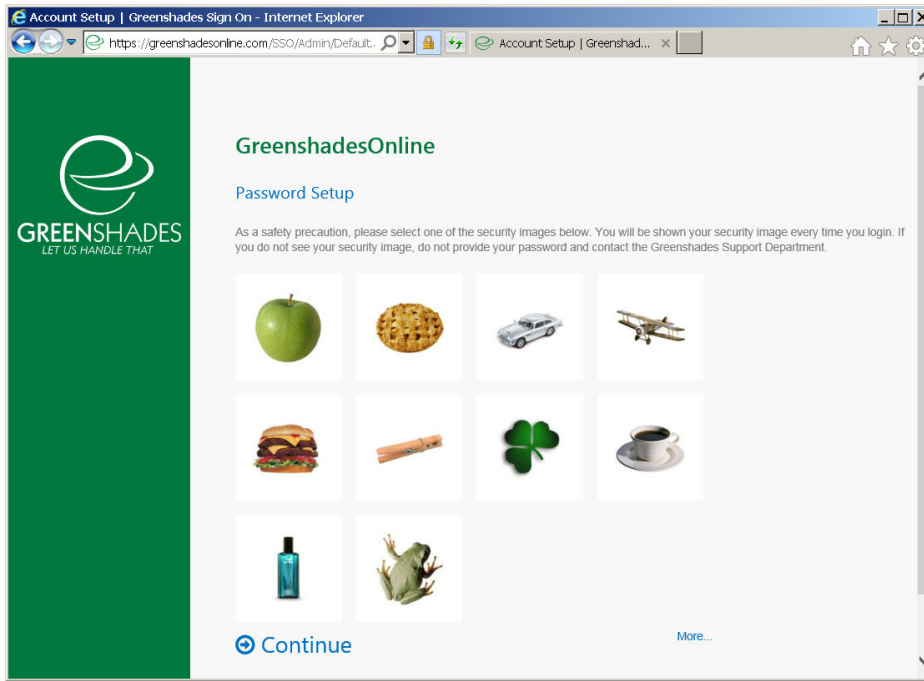


The two security questions will be customized for your login. You will select questions/answers that you will assist you will future logins, and/or resetting of password.

Select a Security Question, and key the answer.

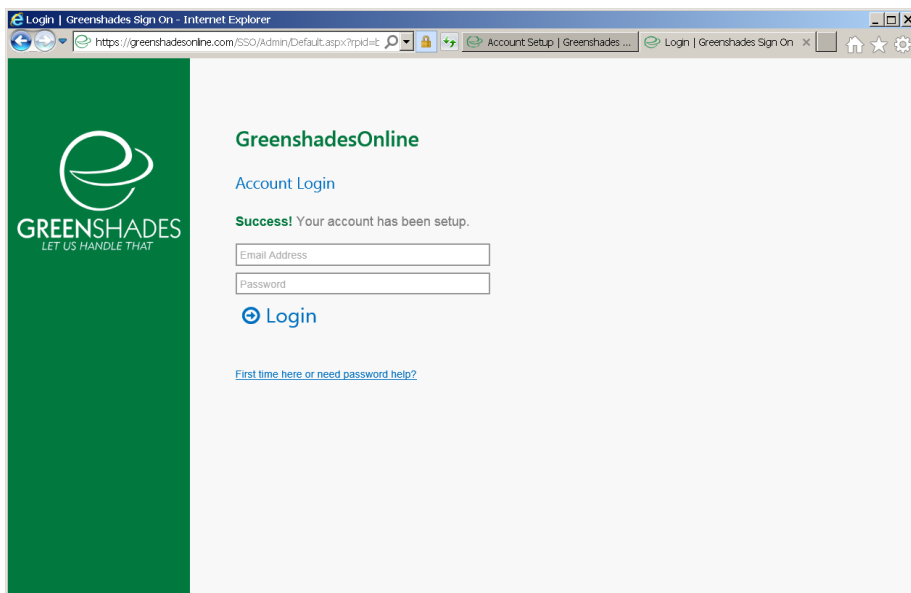
Select a second Security Question, and key the answer.

Click **[Continue]**, and the screen will display:



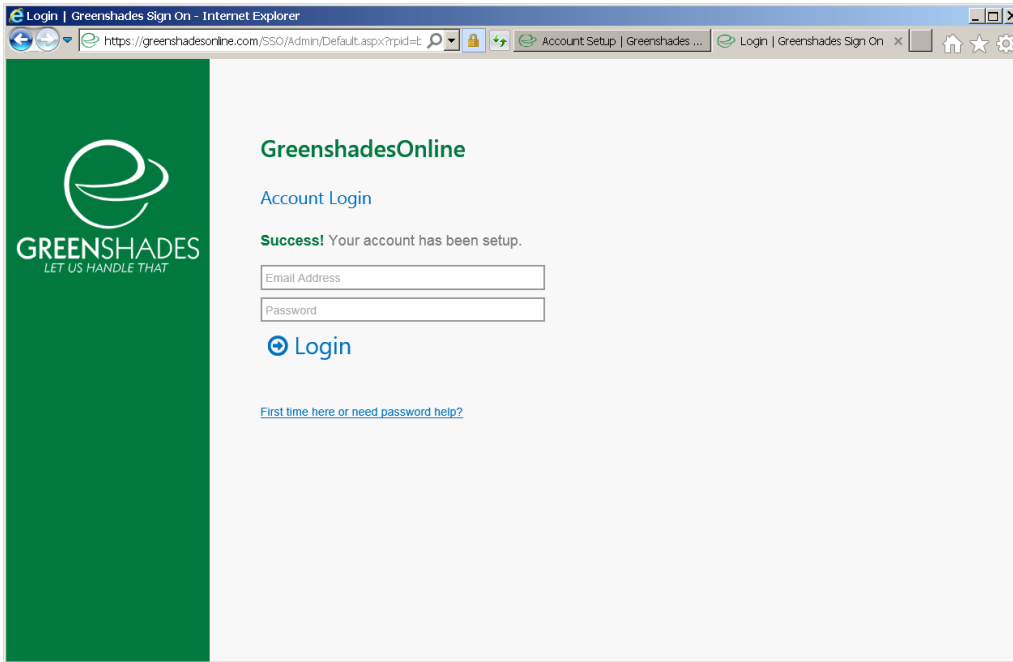
Select a Security Image.

Click **[Continue]**, and the screen will display:



You have completed Step 1 and are now able to login to Greenshades to upload EOY Forms for processing 1094-C/1095-C forms.

Step 2: Important Setup for accurate Employee Distribution and Access.

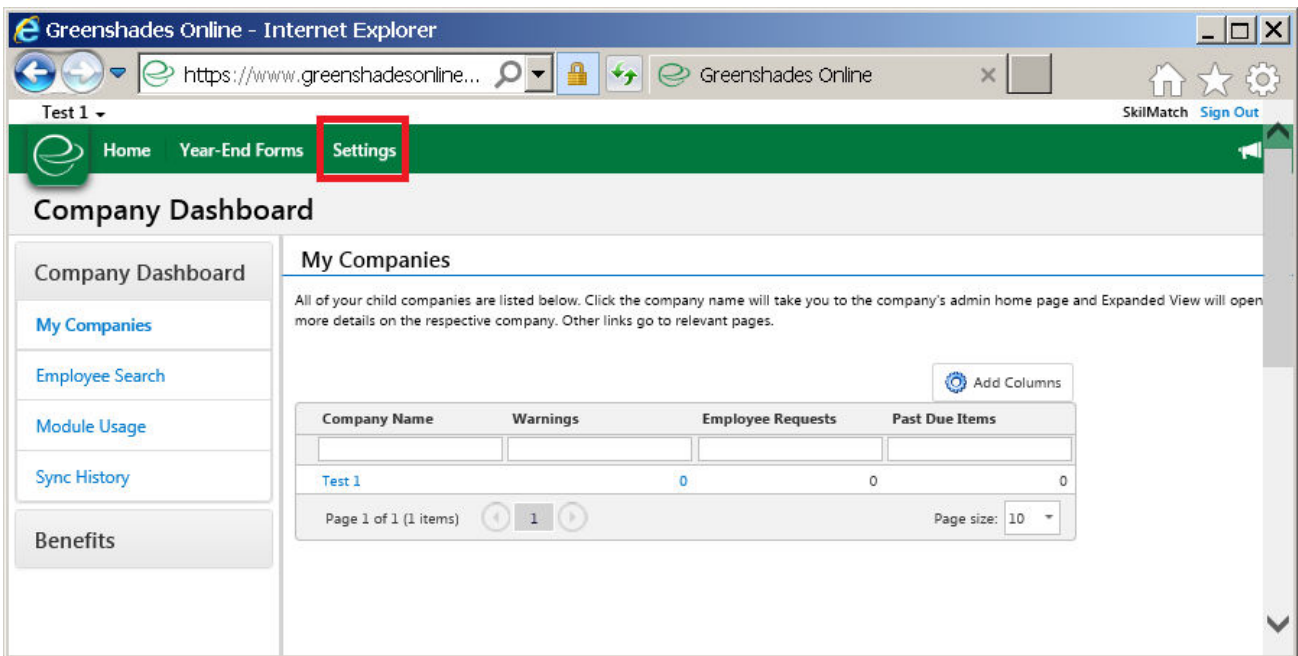


Log into your Greenshades Account

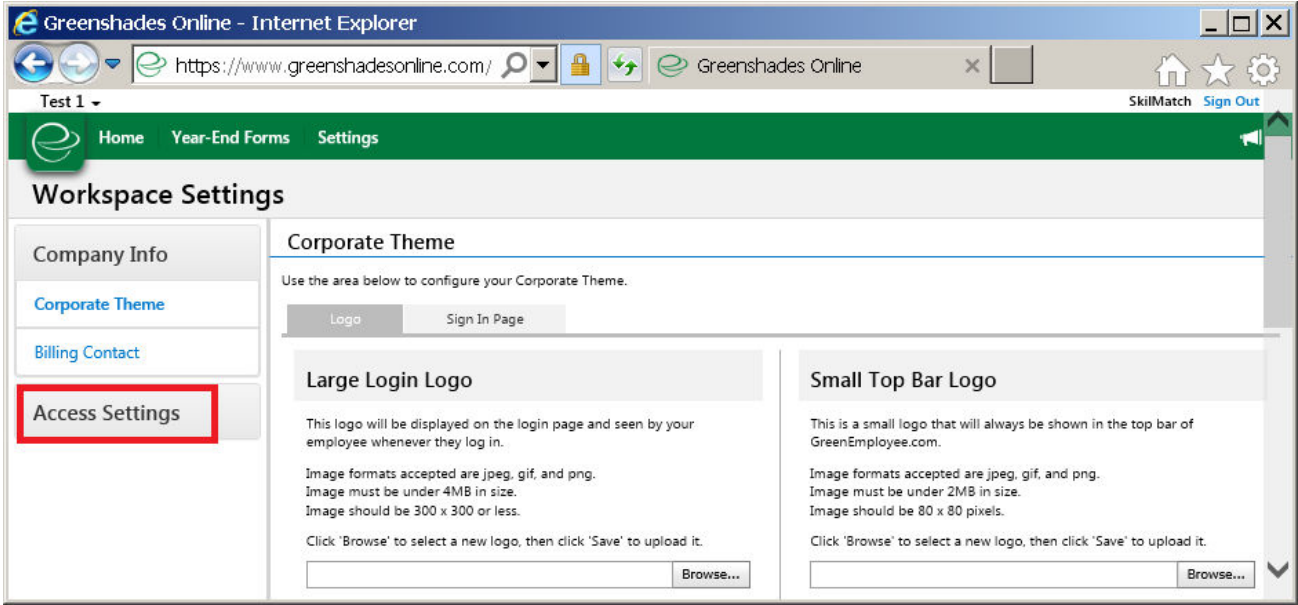
Key the contact **Email Address** used in the Greenshades form submitted to SkillMatch.

Key you **Password**, created in Step 1.

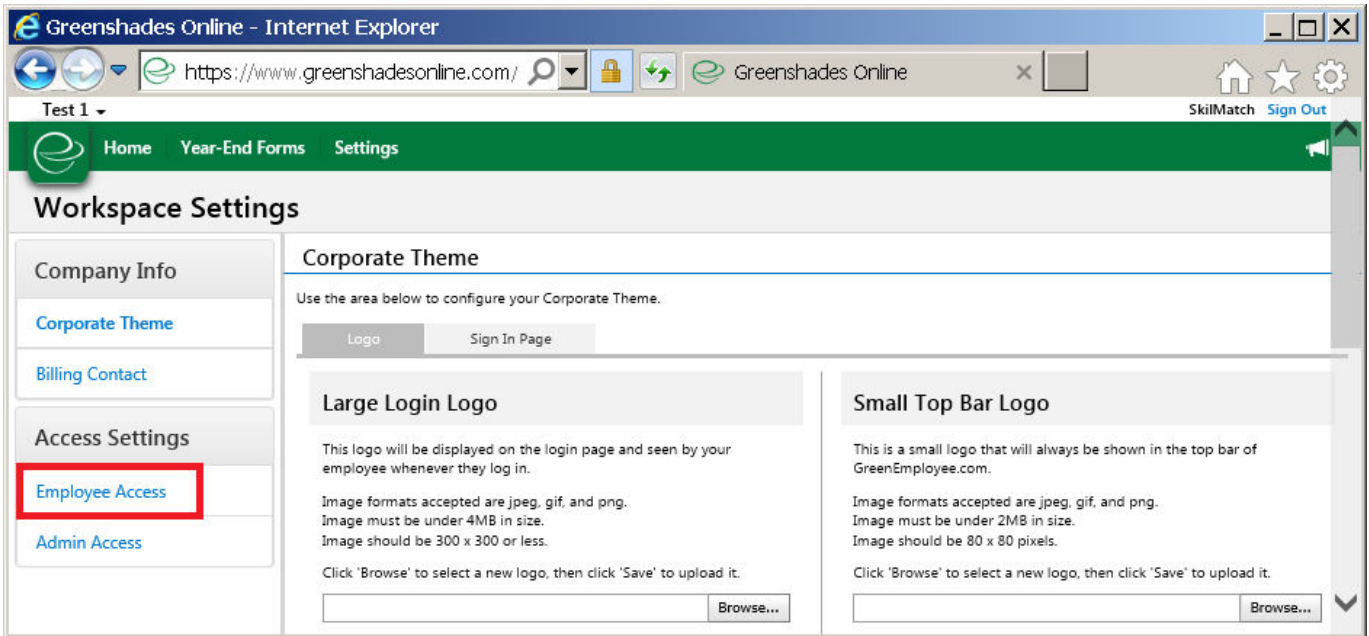
Customize your Company Account, Employee Access.



Select **Settings**, the screen will display:



Select **Access Settings**, the screen will display:



Select **Employee Access**, the screen will display:

The screenshot shows the 'Employee Access' configuration page in the Greenshades Online system. The page is titled 'Workspace Settings' and has a sidebar with navigation options: 'Company Info', 'Access Settings', 'Employee Access' (selected), and 'Admin Access'. The main content area is divided into three sections: 'GreenEmployee.com Code', 'Company Information', and 'Employee Login Credentials'. The 'GreenEmployee.com Code' section includes a text input field and a note about sharing short codes. The 'Company Information' section has two input fields for 'Company Phone Number' and 'Company Name Recognized by Employees'. The 'Employee Login Credentials' section features two dropdown menus for 'Username' and 'Password'. A 'Save' button is located in the bottom right corner.

GreenEmployee.com Code:

Determine and key a **“short code”** that employees will use to access the Greenshades Employee.com website. This is determined by your company and needs to be less than 30 characters; letters, numbers and dash only.

Company Information:

The system will auto fill the Company Name and Phone number fields based on your company profile. You can edit/change the information in this field to display as it will be sent to your employees.

Employee Login Credentials:

CRITICAL: The following two fields MUST display as follows!

Username: Select **“Last Name + Last 4 of SSN”**

Password: Select **“Social Security Number”**

Click **[SAVE]** button in bottom right corner.

A Save message will display at the top of the screen.

You can proceed with uploading the file!

NOTE: If you complete file upload at a later time, key www.greenshadesonline.com for logon screen.

Step 3: Upload ACA Year End Excel File

You will need to use document “**Year End Forms Excel Upload Guide**” provided by Greenshades to assist you with the upload process.

The Greenshades organization also offers free support services explained on this link:

<http://www.greenshades.com/support.php>

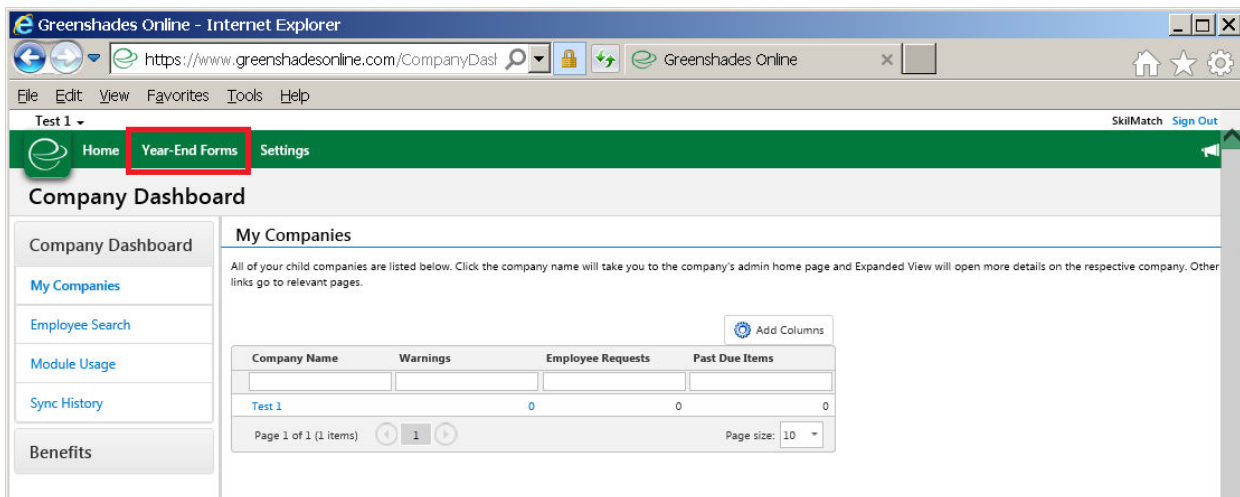
You will find a phone number, email address, support hours and tutorials on this web page.

SkilMatch Helpful Hints for Greenshades Upload:

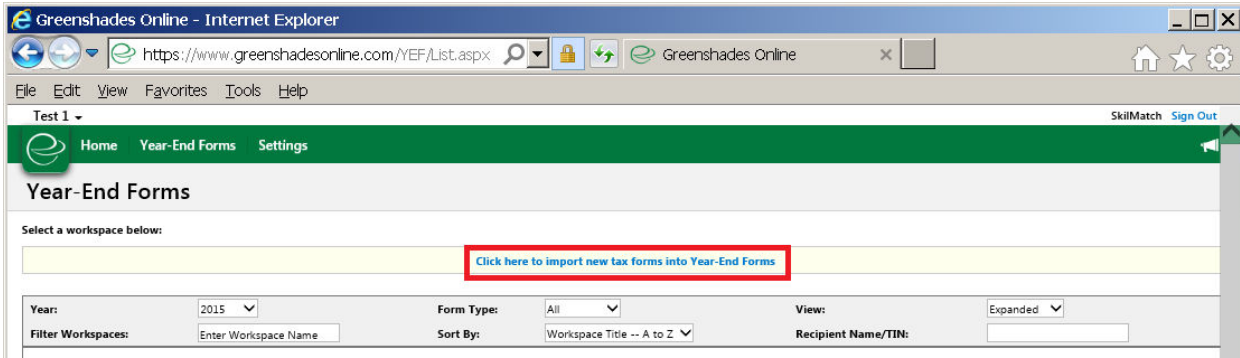
Once your Excel file is ready and you’ve signed in to www.Greenshadesonline.com...

Greenshades Page 4, after login, Instruction 2.1 needs to include the following:

The first step is to click on the “**Year-End Forms**” tab at the top left of the page, to advance to the upload option.

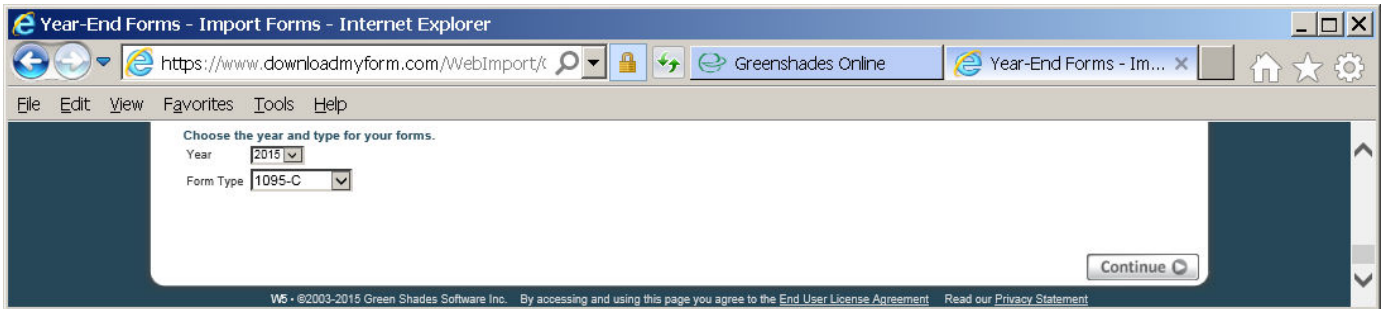


The screen will display:



Then click, "**Click here to import new tax forms into Year-End Forms**".

Next on Greenshades document Page 6, Year and Form Type screen:



Year:

Select **2015** from the drop down menu.

Company Information:

Select Form Type **1095-C** from the drop down menu.

Next on Greenshades document Page 6, Replace vs. Append:

IMPORTANT NOTE, ADDING STAFF FILE:

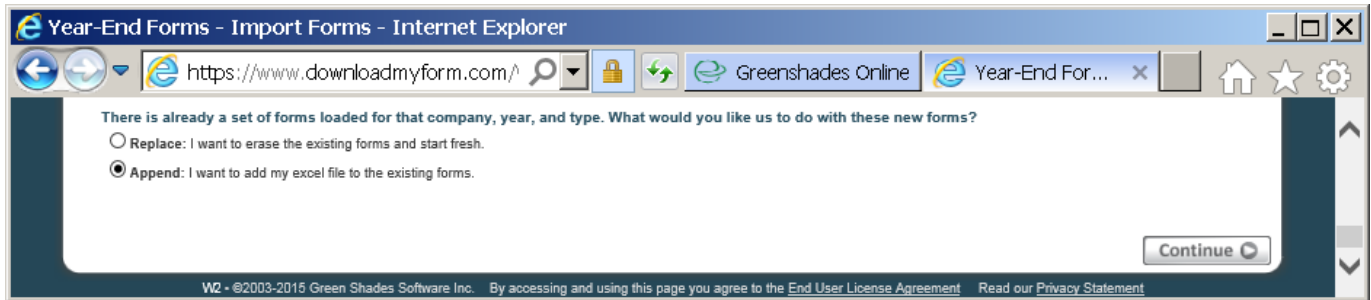
It is important to remember that most customers will be uploading 2 files, temp and staff, to Greenshades website for processing of form 1094-C/1095-C.

The first time a file is uploaded, you will NOT see the below options. We recommend you upload your Temp file first (will see in the "browse..." option).

The second upload, if there was an "error" with the Temp during the first upload, or you have for some reason decided to "reupload" your Temp file, you would REPLACE the first Temp file.

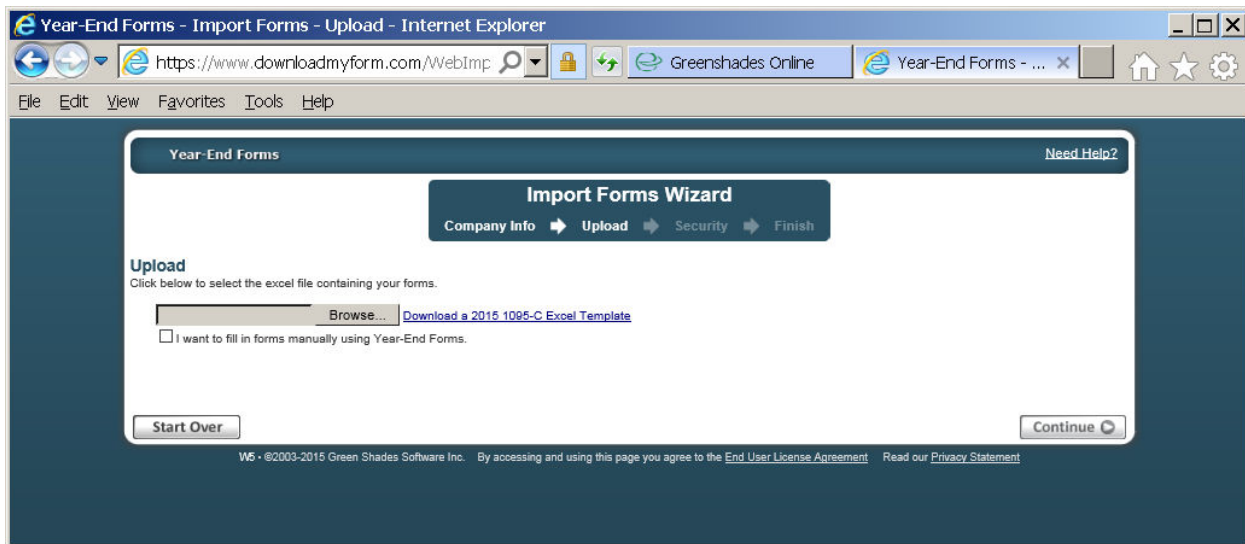
The STAFF file upload will require that you select the option to "Append" the document. You will be ADDING on to your TEMP file with your STAFF file.

Screen Sample for "Append", adding to an existing file:



When complete, you will click [Continue](#) button.

Next on Greenshades document Page 6, Upload:



Click the '**Browse...**' button to locate your completed Excel file for import, select and click "Open" (or double-click) on file. When selected file displays in the small browse window, then click the 'Continue' button.

NOTE: Be patient with File IMPORT, the screen will update and let you know if you are in queue to have your file uploaded. You will receive a message when upload is complete.

Proceed with Greenshades "**1095C upload guide Excel only.pdf**" instructions and their **Year-End Forms Checklist**.

The Greenshades organization also offers free support services explained on this link:

<http://www.greenshades.com/support.php>