

# GREENSLIPS

## Manual

---

### Table of Contents

---

<b>TABLE OF CONTENTS .....</b>	<b>1</b>
<b>1 PURPOSE.....</b>	<b>2</b>
<b>2 SYSTEM REQUIREMENT .....</b>	<b>2</b>
2.1 ELIGIBILITY .....	2
<b>3 LOG IN .....</b>	<b>3</b>
<b>4 LOG IN FROM HOME .....</b>	<b>4</b>
4.1 LOG IN FROM HOME AS CIVILIAN EMPLOYEE .....	4
4.2 TOOL BAR / ICONS AT TOP OF MY WINDOW/SCREEN .....	5
4.3 LOG OFF FROM HOME AS CIVILIAN EMPLOYEE .....	6
<b>5 SIGN UP .....</b>	<b>7</b>
<b>6 SEARCH .....</b>	<b>9</b>
6.1 FILTER DEFINITION .....	10
6.2 FILTERING SEARCH.....	11
<b>7 RESULT .....</b>	<b>12</b>
7.1 SORTING THE RESULT .....	13
<b>8 DOWNLOADING RESULTS .....</b>	<b>15</b>
<b>9 SET UP SUBSCRIPTION .....</b>	<b>16</b>
9.1 USING SUBSCRIPTION.....	19

# GREENSLIPS

## Manual

---

### 1 PURPOSE

---

GreenSlips is the online application that allows employees with direct deposit to receive their deposit advices and supplemental statements online. This application is only available for employees who are enrolled in direct deposit. Employees can choose direct deposit by filling out the following form

[https://www.cityofchicago.org/dam/city/depts/fin/supp\\_info/PayrollOperations/DirectDeposit.pdf](https://www.cityofchicago.org/dam/city/depts/fin/supp_info/PayrollOperations/DirectDeposit.pdf)

Employees with direct deposit must enroll in GreenSlips to be able to securely view their paystubs as well as supplemental statements. Once enrolled in GreenSlips, employees will no longer receive their paystubs in print form.

This guide will introduce how to navigate the application.

Please note that the Supplemental statement is available for all departments **except** for Chicago Police Department and Chicago Fire Department.

### 2 SYSTEM REQUIREMENT

---

In order to use GreenSlips application, Employee's computer must have the following software installed on their machine.

- Adobe Acrobat Reader
- Internet Explorer 10 and above
- Internet Connection

#### 2.1 Eligibility

Please check the following eligibility requirements to make sure Employees are able to use GreenSlips application.

- Direct Deposit must be set up
- Employee must know their Person ID to log in to GreenSlips
- Employee must be under City's network through on-site computers or through VPN

# GREENSLIPS

## Manual

### 3 LOG IN

This section will explain how to log in to the application successfully.

Please note that the link provided below will only be available for computers on the City of Chicago, Chicago Police Department and the Chicago Public Library networks.

Website: <https://greenslips.cityofchicago.org>

To login:

1. Click the “**Windows**” radio button.
2. **Username** (Username may be different depending on department).

#### Civilian Employees

- Username: cityofchicago\##### { **number** employee uses to login to computer network }

#### Chicago Police Department Employees (Sworn and Civilian)

- Username: chicagopolice\##### { **PC#** employee uses to login to computer network }

#### Chicago Public Library Employees

- Username: chipublic\{**First initial + Last name** employee uses to login to computer network }

3. **Password:** (Password is the same one used to log on to the computer/network).
4. Click “**Sign In**” button to open the GreenSlips application.

City of Chicago logo and **GREENSLIPS** header with [? help](#)

Welcome to the City of Chicago's service for employees to view direct deposits online.  
To begin, log in below using your domain and active directory ID or click [HERE](#) for more information.

Please select user type:  
 Web  
 Windows

2 Username:

3 Password:

Auto Sign In next time using this profile

4 Sign In

You are currently not signed in.

# GREENSLIPS

## Manual

### 4 LOG IN FROM HOME

GreenSlips application can also be viewed from Employee’s personal computer. This section will provide the steps required to access GreenSlips.

**Note:** Chicago Public Library and Chicago Police Department Employees currently do not have access to log in from home.

#### 4.1 Log in from home as Civilian Employee

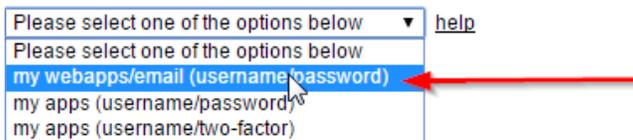
Type or click the link below into the computers internet browser (Internet Explorer – for example):

<https://portal.cityofchicago.org/>

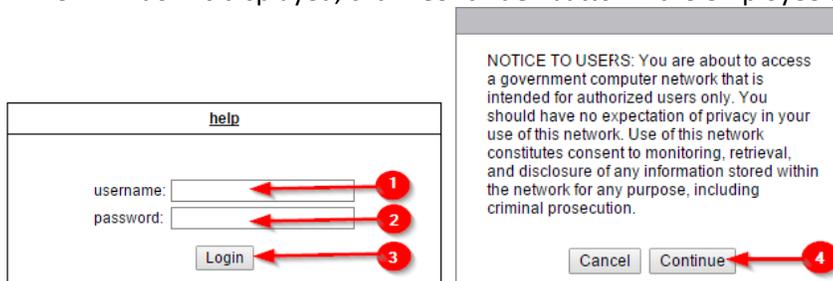
Select “my webapps/email (username/password)”



#### Secure Portal



1. username: {Please enter the **number** employee uses to login to computer/network}
2. password: {Password is the same one used to log on to the computer/network}
3. Click “Log In” button
4. New window is displayed, click “Continue” button if the employee agrees.



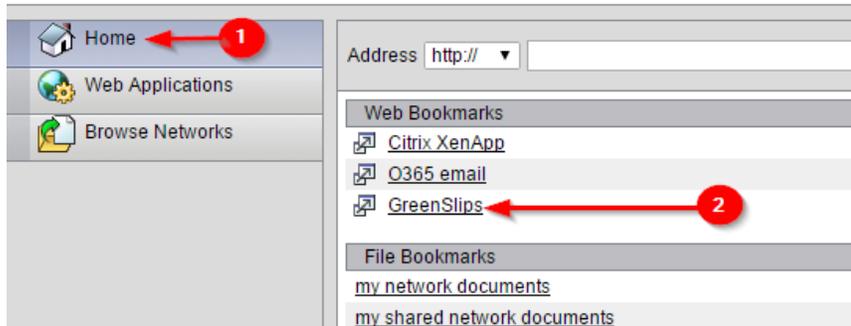
# GREENSLIPS

## Manual

1. Once connected, select the “Home” tab on the left navigation.
2. Click the “GreenSlips” link in the “Web Bookmarks” section.



### Secure Portal



The GreenSlips application may not require the employee to sign in again, it is likely that the employee will be brought directly into GreenSlips.

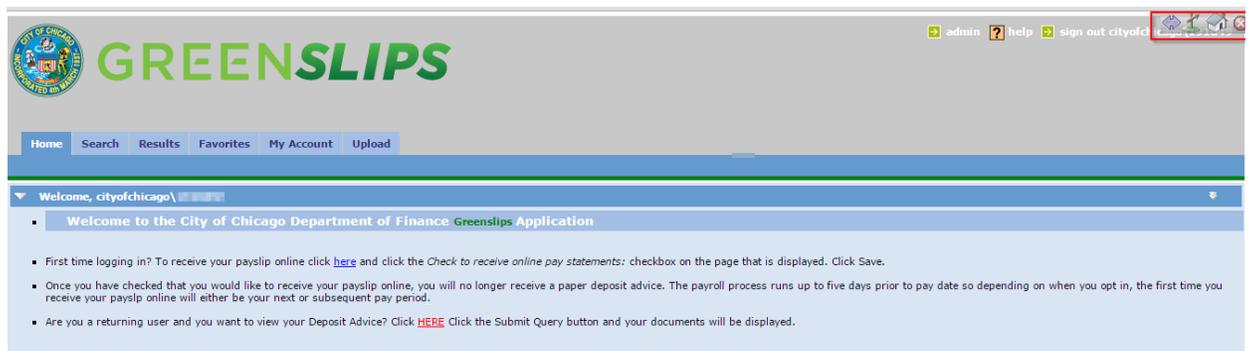
#### 4.2 Tool bar / icons at top of my window/screen

When the employee is logged into the City portal, the employee is shown a small four icon window at the top of the screen. The visual menu options allow the user to move the tool bar, open a new window, return to the home screen and log off of the portal. For security purpose, there is a time limit.



 The Arrow symbol simply moves the menu to the other side of the window.

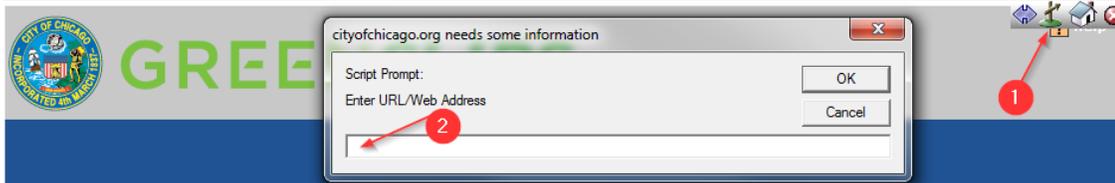
 Clicking the Home sign will bring them Employee back to the Secure Portal page.



# GREENSLIPS

## Manual

1.  Go To Address – Click this and the user will be prompted to Enter URL/Web Address with a new window.
2. Enter in a website link here to be directed to any other website which is under City's network. Such as <http://my.cityofchicago.org>
3. Click "OK" button and the application will attempt to open the URL

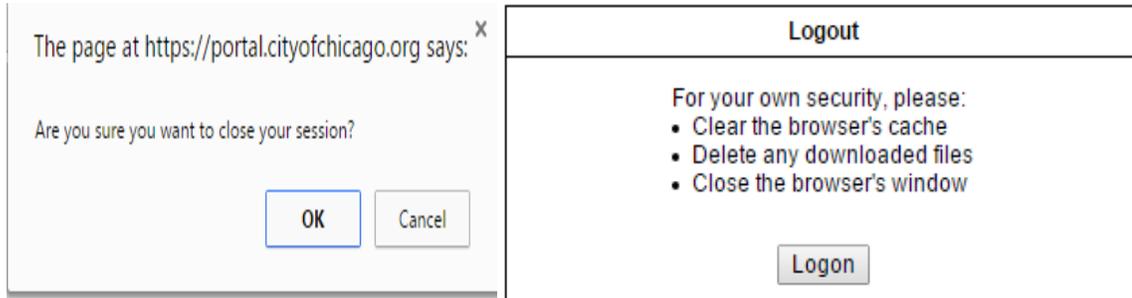


### 4.3 Log off from home as Civilian Employee

It is critical when using a computer that is used by other people or the public that the employee logs off the application. This section will explain how to properly sign off.

When the employee is logged into the City portal, the employee is shown a small four icon window at the top of the screen.

1.  Logout - Click on "X" sign to close session with the City's network
2. Click the "OK" button from the confirmation window, the session will be closed.



# GREENSLIPS

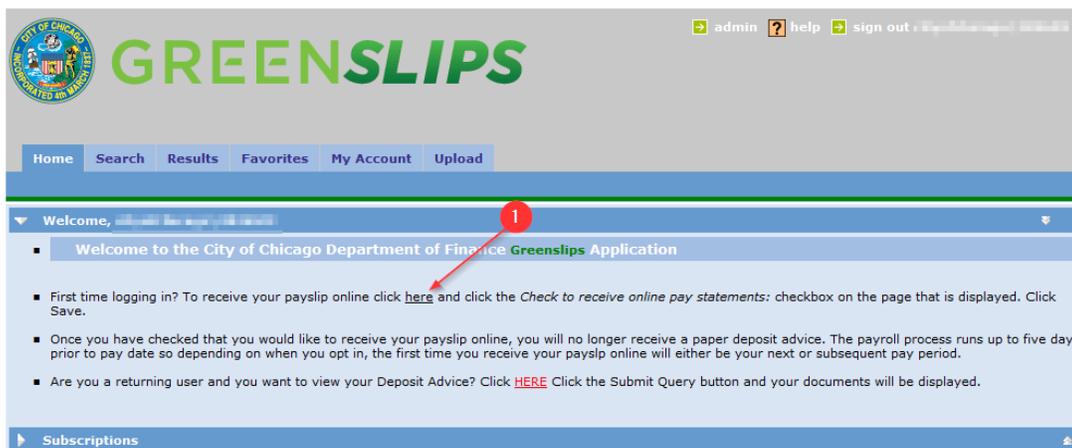
## Manual

### 5 SIGN UP

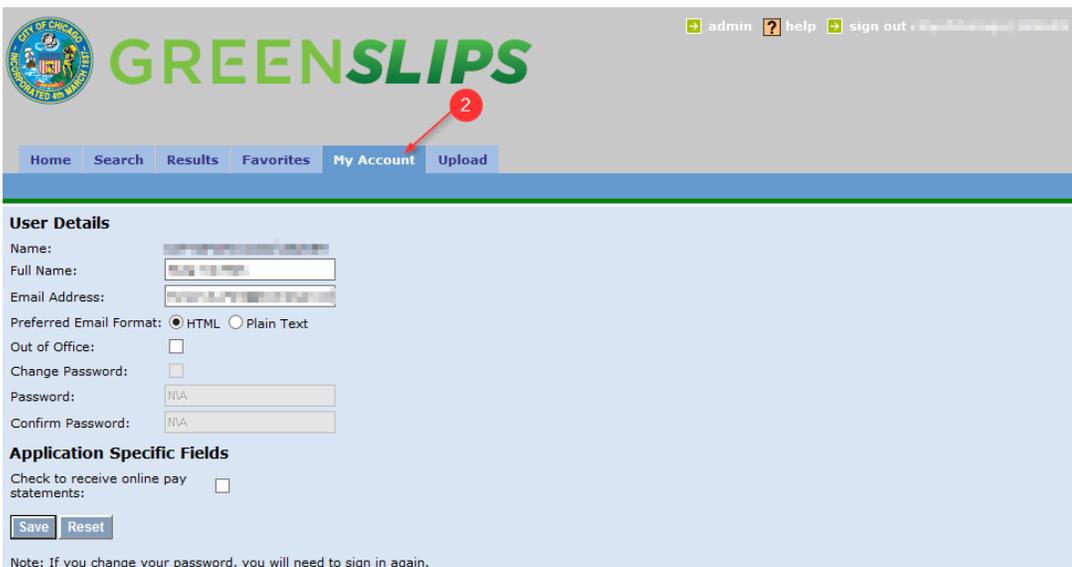
Once logged in, the default page of “Home” tab will be displayed. The “Home” tab provides general instruction on how to sign up as well as a multipurpose board to communicate with the employees.

There are two ways to sign up for receiving pay slips in GreenSlips.

1. Please select the “here” link (as shown below). Clicking this link will open the “My Account” tab. Go to step 2.



2. Select the “My Account” tab to view to the User Details screen.



3. Click the “Check to receive online pay statements” checkbox in order to sign up for GreenSlips.
4. Click the “Save” button to apply the change.

# GREENSLIPS

## Manual

GreenSlips will display **'Your account details have been updated'** at the bottom of the screen (see highlighted yellow text below) to confirm that the employee has successfully signed up.

**GREENSLIPS** admin help sign out

Home Search Results Favorites My Account Upload

**User Details**

Name: [Redacted]

Full Name: [Redacted]

Email Address: [Redacted]

Preferred Email Format:  HTML  Plain Text

Out of Office:

Change Password:

Password: [Redacted]

Confirm Password: [Redacted]

**Application Specific Fields**

Check to receive online pay statements:

Save Reset

Note: If you change your password, you will need to sign in again.

**Your account details have been updated.**

# GREENSLIPS

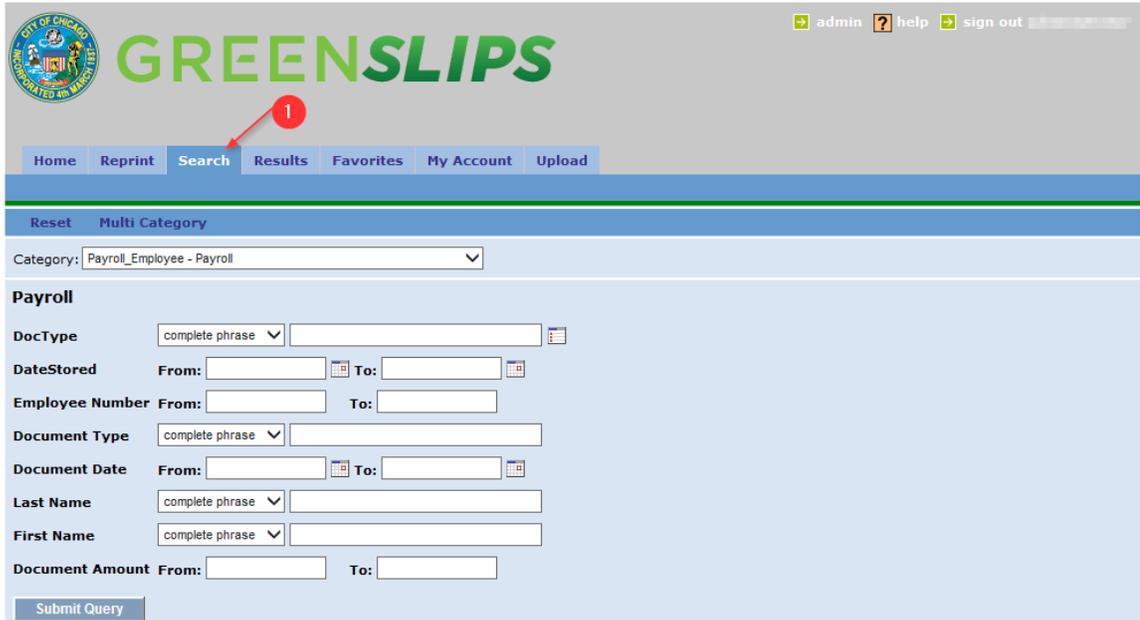
## Manual

### 6 SEARCH

The “**Search**” tab gives an employee the option to retrieve their pay slips and/or supplemental statement. Please note that in order to see the most recent document, perform **Search** first.

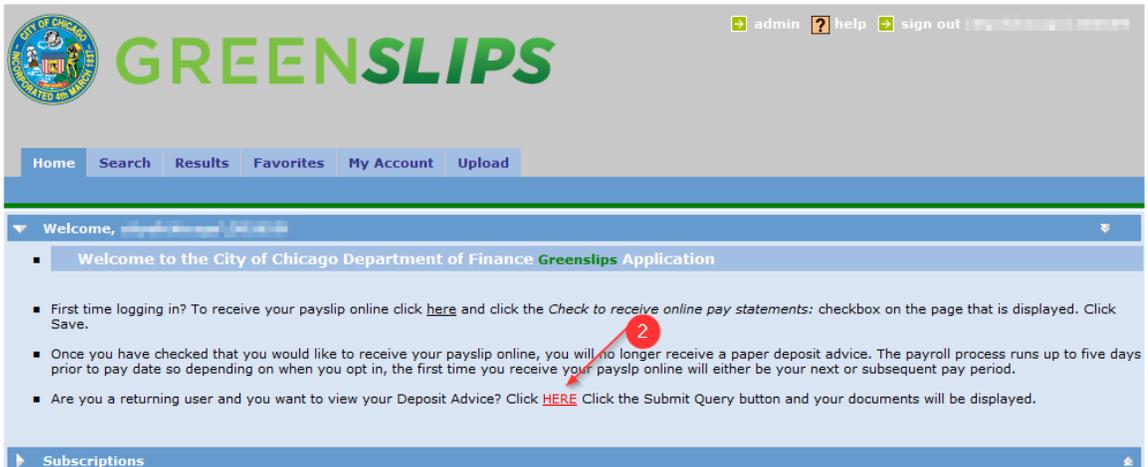
There are two ways to navigate to Search tab on GreenSlips.

1. Select the “**Search**” tab from the main screen.



The screenshot shows the GreenSlips application interface. At the top left is the City of Chicago logo. The main header displays "GREENSLIPS" in large green letters. In the top right corner, there are links for "admin", "help", and "sign out". Below the header is a navigation menu with tabs: "Home", "Reprint", "Search", "Results", "Favorites", "My Account", and "Upload". A red circle with the number "1" is positioned over the "Search" tab. Below the navigation menu is a "Reset" button and a "Multi Category" dropdown menu. The "Category" dropdown is set to "Payroll\_Employee - Payroll". Under the "Payroll" section, there are several search criteria fields: "DocType" (dropdown), "DateStored" (From/To date pickers), "Employee Number" (From/To text boxes), "Document Type" (dropdown), "Document Date" (From/To date pickers), "Last Name" (dropdown), "First Name" (dropdown), and "Document Amount" (From/To text boxes). A "Submit Query" button is located at the bottom of the search form.

2. Alternately, employee can click the “**HERE**” link as shown below.



The screenshot shows the GreenSlips application interface. At the top left is the City of Chicago logo. The main header displays "GREENSLIPS" in large green letters. In the top right corner, there are links for "admin", "help", and "sign out". Below the header is a navigation menu with tabs: "Home", "Search", "Results", "Favorites", "My Account", and "Upload". Below the navigation menu is a "Welcome, [username]" message. The message content includes: "Welcome to the City of Chicago Department of Finance GreenSlips Application", "First time logging in? To receive your payslip online click [here](#) and click the *Check to receive online pay statements*: checkbox on the page that is displayed. Click Save.", "Once you have checked that you would like to receive your payslip online, you will no longer receive a paper deposit advice. The payroll process runs up to five days prior to pay date so depending on when you opt in, the first time you receive your payslip online will either be your next or subsequent pay period.", and "Are you a returning user and you want to view your Deposit Advice? Click [HERE](#) Click the Submit Query button and your documents will be displayed." A red circle with the number "2" is positioned over the "HERE" link. Below the message is a "Subscriptions" section.

# GREENSLIPS

## Manual

3. Once on the Search tab, select “**Submit Query**” button. This will display all of the employees pay slips/supplemental statements.

The screenshot shows the GreenSlips search interface. At the top, there is a navigation bar with 'Home', 'Search', 'Results', 'Favorites', 'My Account', and 'Upload'. Below this, there is a 'Reset' button and a 'Multi Category' dropdown menu. The 'Category' is set to 'Payroll\_Employee - Payroll'. The 'Payroll' section contains several filters: 'DocType' (complete phrase), 'DateStored' (From: To:), 'Employee Number' (From: To:), 'Document Type' (complete phrase), 'Document Date' (From: To:), 'Last Name' (complete phrase), 'First Name' (complete phrase), and 'Document Amount' (From: To:). A red circle with the number '3' is placed over the 'Submit Query' button, with an arrow pointing to it from the left.

## 6.1 Filter Definition

The Search screen comes with the ability to search for a specific document. It is never required or necessary to fill out anything on this screen. However, over time as multiple documents are saved, the employee may want to search for a specific document. Below is a listing of the optional filters that can be used.

**Category** – Employee only has category of “**Payroll\_Employee – Payroll**”. This Category shows the pay slip information for their pay slips only

**DocType** – “PDF”

**DateStored** - Date when the paystub was uploaded into GreenSlips

**Employee Number** - City of Chicago Employee Number

**Document Type** - “DEPOSIT ADVICE” or “SUPPLEMENTAL” are the only options

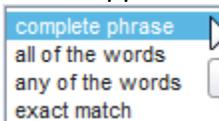
**Document Date** – Payment date for Deposit Advice. Pay period end date for Supplemental

**Last Name** - The last name needs to be ALL CAPITAL

**First Name** – The first name needs to be ALL CAPITAL

**Document Amount** - Amount employee have received from the

- Deposit Advice: Net Pay
- Supplemental statement: Monthly pay rate



**Complete phrase** – Returns results that contain at least one occurrence of the exact sequence of words entered.

**All of the words** – Returns results that contain at least one occurrence of every word or quoted phrase.

# GREENSLIPS

## Manual

**Any of the words** – Returns results containing at least one occurrence of at least one of the words or quoted phrases.

**Exact match** – Returns results that are equal to the value entered.

## 6.2 Filtering Search

GreenSlips application provides employees the ability to filter their documents. The definitions below shows how each filtering names should be used for.

Employees do not have to enter in all of the filtering fields for the filter search to function.

For example, if an employee wants to filter by only **“Document Amount”** field, they can just put the criteria as shown below (highlighted in green) of 1000 and 4000 respectively.

Please click **“Submit Query”** to see result.

The screenshot shows the GREENSLIPS search interface. The search criteria form is highlighted in yellow. The 'Document Amount' field is highlighted in green, with 'From: 1000' and 'To: 4000' entered. A red arrow points to the 'Submit Query' button.

As shown below, the result is filtered of all Document Amount between \$1000 and \$4000.

The screenshot shows the GREENSLIPS search results page. The search criteria form is highlighted in yellow. The 'Document Amount' field is highlighted in green, with 'From: 1000' and 'To: 4000' entered. A red arrow points to the 'Submit Query' button.

DocType	DateStored	Employee Number	Document Type	Document Date	Last Name	First Name	Document Amount
DEPOSIT ADVICE	2015-08-12 15:47:10		DEPOSIT ADVICE	2015-08-16 00:00:00			3489.69
DEPOSIT ADVICE	2015-07-30 10:49:47		DEPOSIT ADVICE	2015-08-01 00:00:00			3558.28
DEPOSIT ADVICE	2015-07-14 19:52:27		DEPOSIT ADVICE	2015-07-16 00:00:00			3471.44
DEPOSIT ADVICE	2015-06-29 22:13:23		DEPOSIT ADVICE	2015-07-01 00:00:00			3558.28
DEPOSIT ADVICE	2015-06-15 12:06:16		DEPOSIT ADVICE	2015-06-16 00:00:00			3471.44
DEPOSIT ADVICE	2015-06-04 11:50:18		DEPOSIT ADVICE	2015-06-01 00:00:00			3558.28

# GREENSLIPS

## Manual

### 7 RESULT

The “**Result**” tab allows an employee to view their pay slips and supplemental statement. Please keep in mind that the Employees should only reach the “**Result**” tab by going through the “**Search**” functionality first in order to see the most updated result.

**Note:** As a default, the employee’s most recently stored documents will appear on the top.

The screenshot displays the GREENSLIPS web application interface. At the top left is the City of Chicago logo. The main header features the 'GREENSLIPS' logo in large green letters. To the right of the logo are links for 'admin', 'help', and 'sign out'. Below the header is a navigation menu with tabs for 'Home', 'Reprint', 'Search', 'Results', 'Favorites', 'My Account', and 'Upload'. The 'Results' tab is currently selected. Below the navigation menu is a secondary menu with options: 'Refine', 'Customize', 'Save Search', 'Mail Docs', 'Mail Results', and 'Print Docs'. The main content area shows a search result for 'Payroll\_Employee - Payroll' with 12 total hits. The results are displayed in a table with columns: DocType, DateStored, Employee Number, Document Type, Document Date, Last Name, First Name, and Document Amount. The table lists 12 rows of data, alternating between 'DEPOSIT ADVICE' and 'SUPPLEMENTAL' document types. The 'DateStored' column shows the most recent document at the top. At the bottom left of the table area, there is a filter option: 'Filter: DateStored'.

DocType	DateStored	Employee Number	Document Type	Document Date	Last Name	First Name	Document Amount
	2015-08-12 15:47:10	[REDACTED]	DEPOSIT ADVICE	2015-08-16 00:00:00	[REDACTED]	[REDACTED]	3489.69
	2015-08-12 15:45:25	[REDACTED]	SUPPLEMENTAL	2015-08-15 00:00:00	[REDACTED]	[REDACTED]	10692
	2015-07-30 11:37:47	[REDACTED]	SUPPLEMENTAL	2015-07-31 00:00:00	[REDACTED]	[REDACTED]	10692
	2015-07-30 10:49:47	[REDACTED]	DEPOSIT ADVICE	2015-08-01 00:00:00	[REDACTED]	[REDACTED]	3558.28
	2015-07-14 19:52:46	[REDACTED]	SUPPLEMENTAL	2015-07-15 00:00:00	[REDACTED]	[REDACTED]	10692
	2015-07-14 19:52:27	[REDACTED]	DEPOSIT ADVICE	2015-07-16 00:00:00	[REDACTED]	[REDACTED]	3471.44
	2015-06-29 22:13:23	[REDACTED]	DEPOSIT ADVICE	2015-07-01 00:00:00	[REDACTED]	[REDACTED]	3558.28
	2015-06-29 22:12:56	[REDACTED]	SUPPLEMENTAL	2015-06-30 00:00:00	[REDACTED]	[REDACTED]	10692
	2015-06-15 12:06:16	[REDACTED]	DEPOSIT ADVICE	2015-06-16 00:00:00	[REDACTED]	[REDACTED]	3471.44
	2015-06-15 12:00:34	[REDACTED]	SUPPLEMENTAL	2015-06-15 00:00:00	[REDACTED]	[REDACTED]	10692
	2015-06-04 11:50:18	[REDACTED]	DEPOSIT ADVICE	2015-06-01 00:00:00	[REDACTED]	[REDACTED]	3558.28
	2015-05-29 09:23:08	[REDACTED]	SUPPLEMENTAL	2015-05-31 00:00:00	[REDACTED]	[REDACTED]	10692

# GREENSLIPS

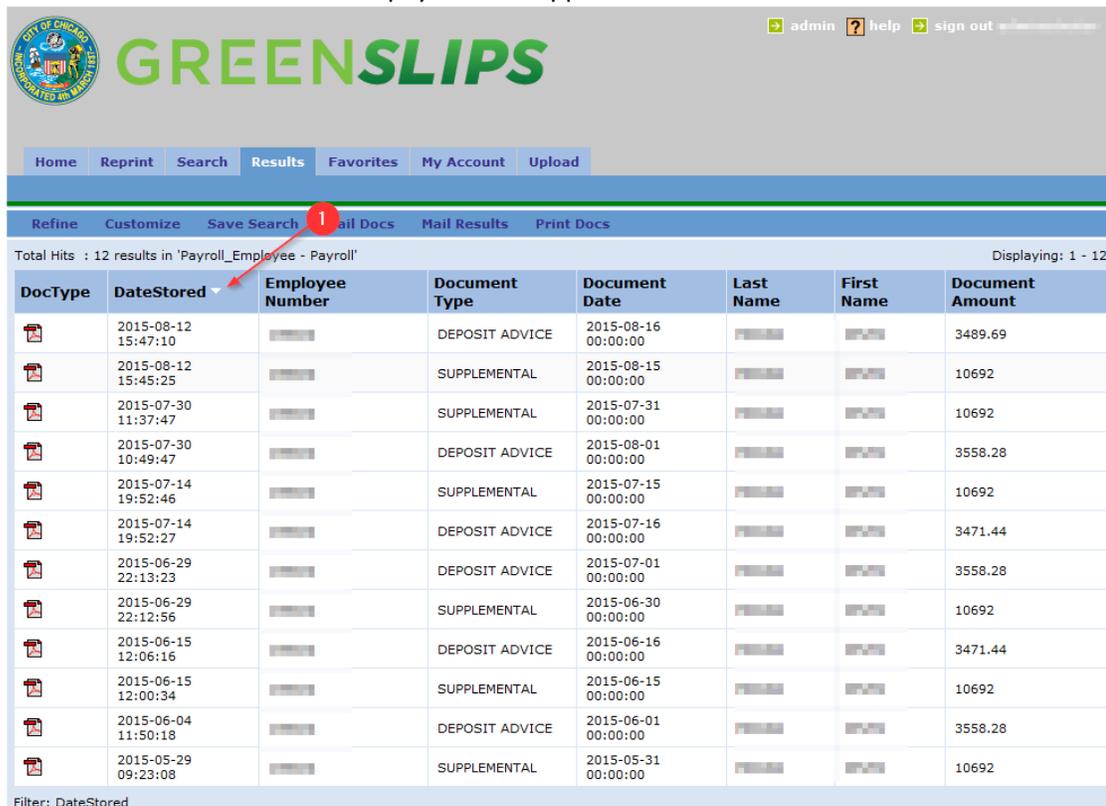
## Manual

### 7.1 Sorting the Result

Employees have the option to sort the result table. By clicking on any of the columns, the result table will sort accordingly. For example, the screenshots below are sorting the rows in **DateStored** column descending order.

1. As the Result page is shown, in default, the columns will be sorted by **DateStored** column (descending order).

- Please note the arrow is pointing **downward**.
- The oldest date stored paystub will appear in last.
- The newest date stored paystub will appear at first.



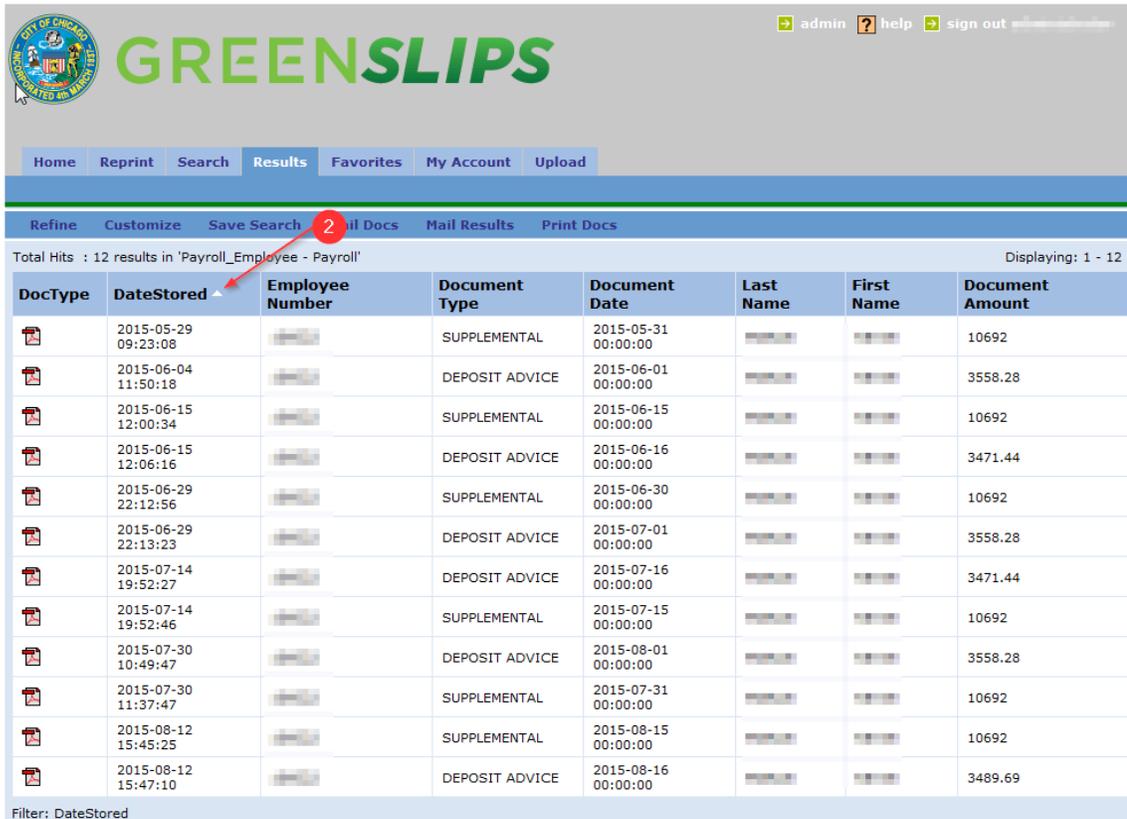
The screenshot shows the GREENSLIPS application interface. At the top, there is a navigation bar with links for Home, Reprint, Search, Results, Favorites, My Account, and Upload. Below this is a secondary navigation bar with links for Refine, Customize, Save Search, Mail Docs, Mail Results, and Print Docs. The main content area displays a table of search results for 'Payroll\_Employee - Payroll'. The table has 8 columns: DocType, DateStored, Employee Number, Document Type, Document Date, Last Name, First Name, and Document Amount. The DateStored column is sorted in descending order, with the newest date (2015-08-12 15:47:10) at the top and the oldest date (2015-05-29 09:23:08) at the bottom. A red circle highlights the downward arrow in the DateStored column header.

DocType	DateStored	Employee Number	Document Type	Document Date	Last Name	First Name	Document Amount
DEPOSIT ADVICE	2015-08-12 15:47:10		DEPOSIT ADVICE	2015-08-16 00:00:00			3489.69
SUPPLEMENTAL	2015-08-12 15:45:25		SUPPLEMENTAL	2015-08-15 00:00:00			10692
SUPPLEMENTAL	2015-07-30 11:37:47		SUPPLEMENTAL	2015-07-31 00:00:00			10692
DEPOSIT ADVICE	2015-07-30 10:49:47		DEPOSIT ADVICE	2015-08-01 00:00:00			3558.28
SUPPLEMENTAL	2015-07-14 19:52:46		SUPPLEMENTAL	2015-07-15 00:00:00			10692
DEPOSIT ADVICE	2015-07-14 19:52:27		DEPOSIT ADVICE	2015-07-16 00:00:00			3471.44
DEPOSIT ADVICE	2015-06-29 22:13:23		DEPOSIT ADVICE	2015-07-01 00:00:00			3558.28
SUPPLEMENTAL	2015-06-29 22:12:56		SUPPLEMENTAL	2015-06-30 00:00:00			10692
DEPOSIT ADVICE	2015-06-15 12:06:16		DEPOSIT ADVICE	2015-06-16 00:00:00			3471.44
SUPPLEMENTAL	2015-06-15 12:00:34		SUPPLEMENTAL	2015-06-15 00:00:00			10692
DEPOSIT ADVICE	2015-06-04 11:50:18		DEPOSIT ADVICE	2015-06-01 00:00:00			3558.28
SUPPLEMENTAL	2015-05-29 09:23:08		SUPPLEMENTAL	2015-05-31 00:00:00			10692

# GREENSLIPS

## Manual

2. Click on the header again to sort the rows in descending order.
  - Please note that the arrow is now pointing **upward**.
  - The oldest date stored paystub will appear in first.
  - The newest date stored paystub will appear at last.



The screenshot shows the GREENSLIPS web application interface. At the top, there is a navigation bar with links for Home, Reprint, Search, Results, Favorites, My Account, and Upload. Below this is a secondary navigation bar with links for Refine, Customize, Save Search, All Docs, Mail Results, and Print Docs. The main content area displays a table of payroll documents. The table has 8 columns: DocType, DateStored, Employee Number, Document Type, Document Date, Last Name, First Name, and Document Amount. The table is sorted by DateStored in descending order, with the oldest date (2015-05-29) at the top and the newest date (2015-08-12) at the bottom. A red circle with the number 2 and an arrow points to the DateStored header.

DocType	DateStored	Employee Number	Document Type	Document Date	Last Name	First Name	Document Amount
	2015-05-29 09:23:08		SUPPLEMENTAL	2015-05-31 00:00:00			10692
	2015-06-04 11:50:18		DEPOSIT ADVICE	2015-06-01 00:00:00			3558.28
	2015-06-15 12:00:34		SUPPLEMENTAL	2015-06-15 00:00:00			10692
	2015-06-15 12:06:16		DEPOSIT ADVICE	2015-06-16 00:00:00			3471.44
	2015-06-29 22:12:56		SUPPLEMENTAL	2015-06-30 00:00:00			10692
	2015-06-29 22:13:23		DEPOSIT ADVICE	2015-07-01 00:00:00			3558.28
	2015-07-14 19:52:27		DEPOSIT ADVICE	2015-07-16 00:00:00			3471.44
	2015-07-14 19:52:46		SUPPLEMENTAL	2015-07-15 00:00:00			10692
	2015-07-30 10:49:47		DEPOSIT ADVICE	2015-08-01 00:00:00			3558.28
	2015-07-30 11:37:47		SUPPLEMENTAL	2015-07-31 00:00:00			10692
	2015-08-12 15:45:25		SUPPLEMENTAL	2015-08-15 00:00:00			10692
	2015-08-12 15:47:10		DEPOSIT ADVICE	2015-08-16 00:00:00			3489.69

Filter: DateStored



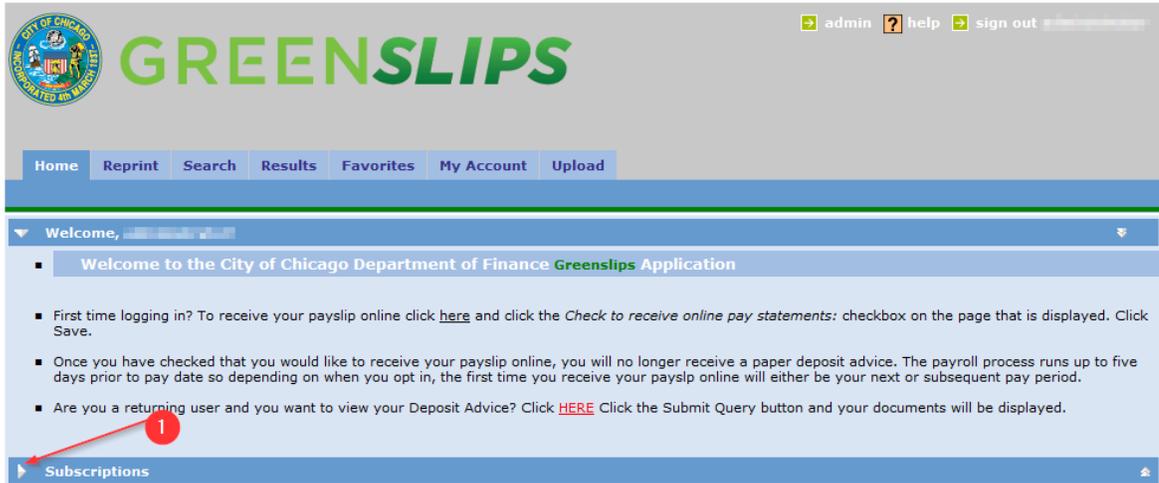
# GREENSLIPS

## Manual

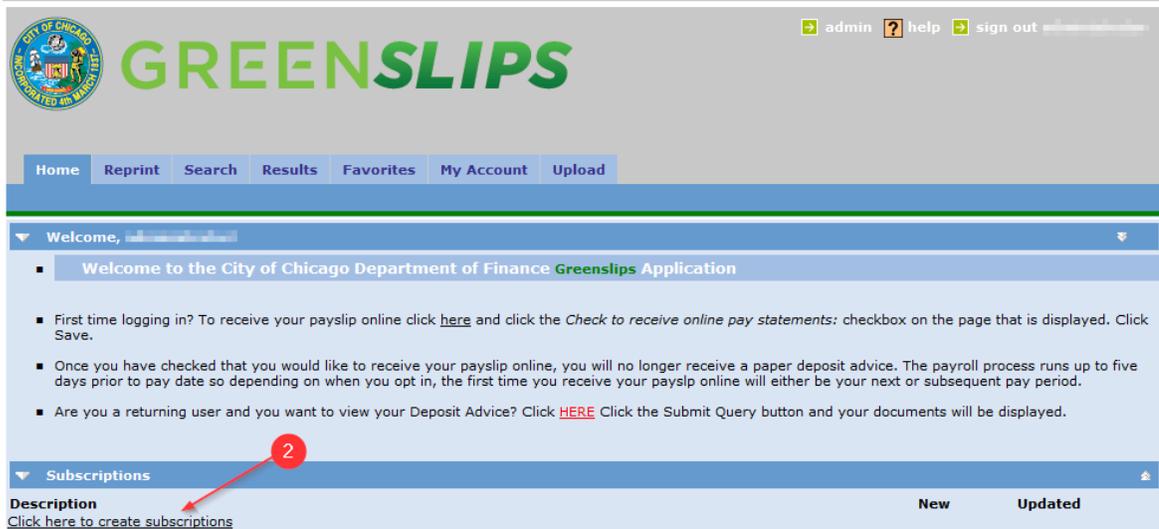
### 9 SET UP SUBSCRIPTION

Subscription feature allows employees to simply see their latest documents. Once set up, Employees can bypass the **Search** and obtain **Results** steps all together.

1. Start by clicking on the “Subscriptions” arrow from the “Home” tab as image shown below.



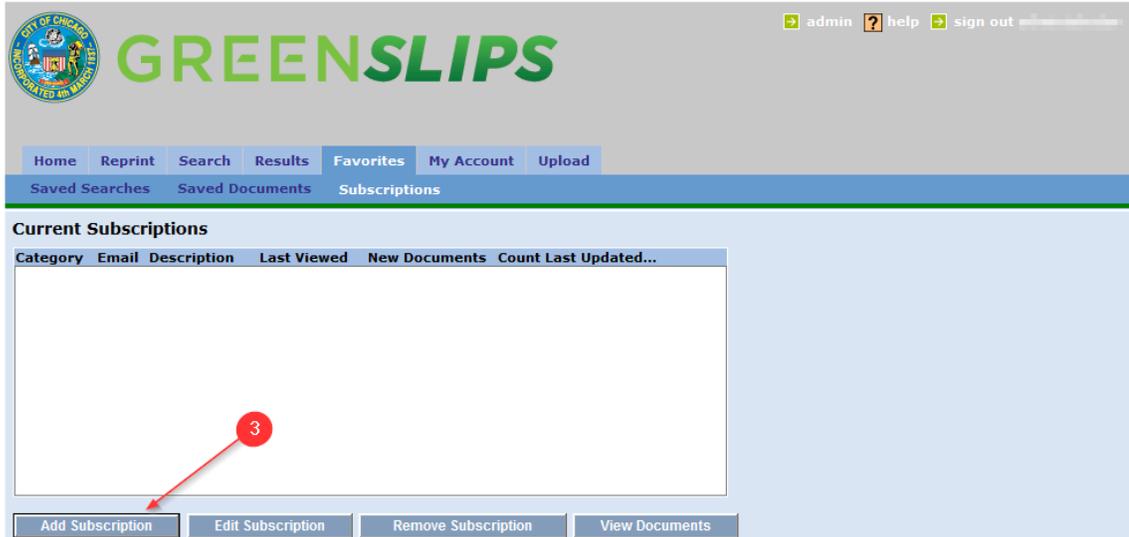
2. Click the link “Click here to create subscriptions”.



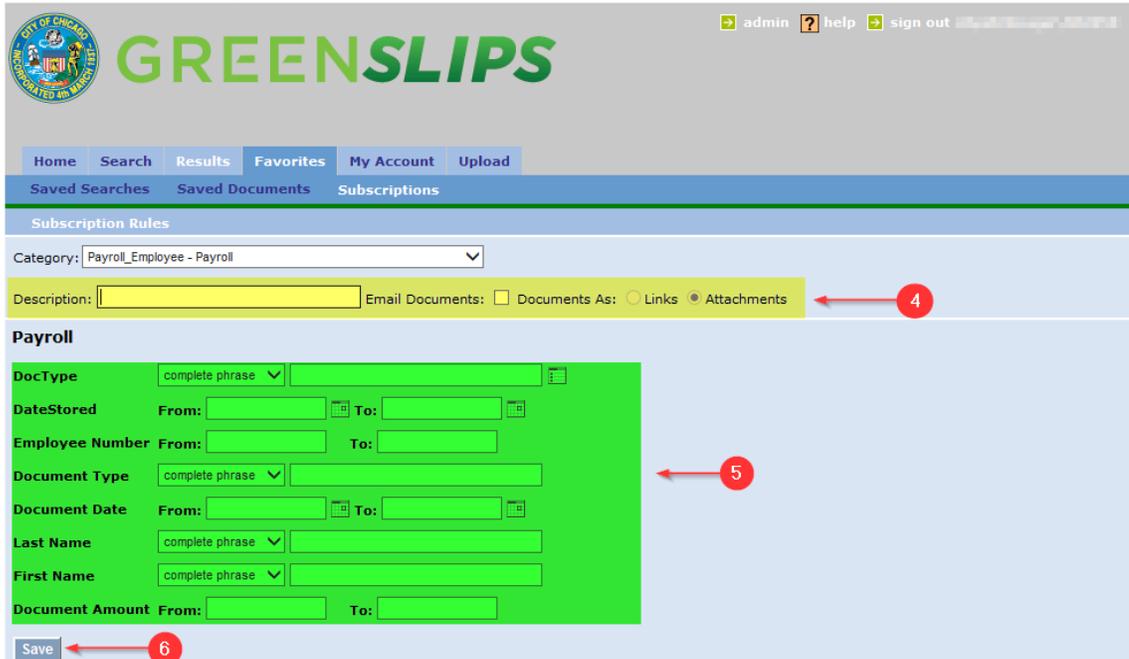
# GREENSLIPS

## Manual

3. Select “Add Subscription” to start adding a subscription to the GreenSlips account.



4. Fill out the Yellow highlighted area. These are required fields. “Description” field will be the name of the subscription.
  - a. Please do **not** check the “Email Documents:” box. The functionality to have pay slips sent to email is currently not available.
5. Green highlighted area is the filter employees can apply for paystub information. This is non-required field. With various filter, their subscription will only consist of filtered information.
6. Once complete, please click the “Save” button.



# GREENSLIPS

## Manual

7. Once saved, employees will be re-directed to the screen below.

The screenshot displays the GREENSLIPS web application interface. At the top left is the City of Chicago logo. The main header features the 'GREENSLIPS' logo in large green letters. To the right of the logo are links for 'admin', 'help', and 'sign out'. Below the header is a navigation menu with tabs for 'Home', 'Search', 'Results', 'Favorites', 'My Account', and 'Upload'. Underneath this menu are links for 'Saved Searches', 'Saved Documents', and 'Subscriptions'. The main content area is titled 'Current Subscriptions' and contains a table with the following data:

Category	Email Description	Last Viewed	New Documents	Count Last Updated...
Payroll_Employee	My Subscription	2015-08-27 12:43:18	0	8/27/2015 12:43:18 PM

At the bottom of the table area are four buttons: 'Add Subscription', 'Edit Subscription', 'Remove Subscription', and 'View Documents'.

# GREENSLIPS

## Manual

### 9.1 Using Subscription

Once the employee has completed setting up the subscription, all of the documents that fit the filter criteria will appear on the default “Home” tab screen.

1. “My Subscription” is a clickable link and the “New” column has the count of 1. This means there is 1 new document available since the employee’s last visit on GreenSlips. By clicking on the link, Employee will be redirected to see all the new documents that fit his subscription criteria.

City of Chicago  
GREENSLIPS

admin help sign out

Home Search Results Favorites My Account Upload

Welcome, [User Name]

Welcome to the City of Chicago Department of Finance Greenslips Application

- First time logging in? To receive your payslip online click [here](#) and click the *Check to receive online pay statements* checkbox on the page that is displayed. Click Save.
- Once you have checked that you would like to receive your payslip online, you will no longer receive a paper deposit advice. The payroll process runs up to five days prior to pay date so depending on when you opt in, the first time you receive your payslip online will either be your next or subsequent pay period.
- Are you a returning user and you want to view your Deposit Advice? Click [HERE](#) Click the Submit Query button and your documents will be displayed.

Subscriptions

Description	New	Updated
<a href="#">My Subscription</a>	1	8/27/2015 12:53:00 PM

[Click here to create subscriptions](#)

2. As shown below, the Subscription link will bring up the result of only the new documents.

City of Chicago  
GREENSLIPS

admin help sign out

Home Search Results Favorites My Account Upload

Subscription Documents

Send Mail

Total Hits : 1 results in 'Payroll\_Employee - Payroll' Displaying: 1

DocType	DateStored	Employee Number	Document Type	Document Date	Last Name	First Name	Document Amount
	2015-08-27 12:52:51	[Redacted]		2015-08-19 00:00:00	[Redacted]	[Redacted]	5014

Filter: DateStored