



Pre-Integration Checklist

Complete the steps below before you begin the Greenhouse integration setup. If you have questions, please contact TriNet for assistance.

☐ 1. TRINET INTEGRATION ADMIN ROLE You will need the role of Integration Administrator to complete this set up. If you do not have this role, contact the HR Security role holder at your company.
☐ 2. CONSENT TO SHARE DATA I have reviewed the Overview (Integration User Guide), including the detail of the data to be shared in this integration. I consent to the integration and the sharing of this information.
☐ 3. ADMIN EMAIL ADDRESS: An email address is required to integrate. For audit reasons, Greenhouse requires an administrator account for association with any updates. The email address entered should be that of the person at your company who is the Greenhouse Administrator.

Disclaimer

© 2026 TriNet Group, Inc. All rights reserved. This communication is for informational purposes only, and all rights and obligations between the parties, including those regarding your use of TriNet's online systems, are solely those set forth in your written TriNet Services Requisition and the terms referenced therein. Nothing herein is legal, tax or accounting advice. Reproduction or distribution in whole or part without express written permission is prohibited. All trademarks, service marks, logos, and any other proprietary designations of TriNet used herein are trademarks of TriNet. Any other referenced third-party trademarks, service marks, logos, and any other proprietary designations are the property of their respective owners. "Employee" as used here and on the integration platform refers to worksite employees, which are employees who work for a TriNet customer company.

