

REGISTRATION PROCEDURE FOR ADS

1. Call the ADS Phone Number:

(604) 595-9595

2. Enter your Employee Number, followed by the # key

3. When prompted for your PIN enter your Employee Number (your employee number is your default PIN). Then press the # key.

4. *Your name has to be recorded.* Speak your name after the tone, followed by the # key. Press 1 to accept it.

5. To change your PIN, press 5 on the main menu, then 1.

6. Enter your new PIN number, followed by the # key. Press 1 to accept it. *The PIN number must be a minimum of 4 digits. Write this number down. It will be your permanent PIN number, however you can change your PIN at any time through the phone or on the web through Employee Self Service.*

7. Press * then 1 to exit the ADS system.

Welcome to ADS!

You are now ready to log an absence or accept a dispatch.
Follow the instructions in the leaflet provided.