

Registration Procedure for the Automated Dispatch System (ADS)

1. Call the ADS Phone Number – [778-648-2160](tel:778-648-2160)
2. Enter your **Employee Number**, followed by the # key.
(Your employee number can be found on your Earnings Statement below the pay period date.)
3. Enter your **Employee Number** when prompted for your PIN number. (Your PIN number is also your employee number.) 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. You can hang up if you wish. Or press 5 to access the general employee options menu (main menu).
 - a. Press 1 if you wish to change your PIN.
 - b. Press * to return to the main menu.
6. Hang up to exit the ADS system.

Welcome to ADS!