

Registration Procedure for the Automated Dispatch System (ADS)

1. Call the ADS Phone Number – **1-844-450-0962**
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. Press 5 on the main menu, then press 1.
6. Press * then 1 to exit the ADS system.

Welcome to ADS!