

## Employee Instructions for Forgotten Login

If you do not know your username and password:

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Click 'Forgot your login information?' [Click here](#).

You will be brought to this page:

**Login** **AutoPlus**

Last Name

Employee Number  [How do I find this?](#)

Birthday  

**NOTE: Enter ONLY the month and day of your birthday separated by a dash. Example for May 5th , simply enter 05-05 OR choose the month and day from the calendar.**


For your **Birthday**, only the month and day are required.

Example: For November 6<sup>th</sup>, simply enter 11-06 or you can click the calendar

Your paycheck stubs can be found on the ADP portal website or you can check with your local payroll contact or HR to get your employee file number.  
HR Help Desk 1-877-499-1171

You will find your File number located on the top of your paycheck stub.

CO.	FILE	DEPT.	CLOCK	VCHR. NO.	120
WDU	XXXXXX	960072	F	0000070025	1

Earnings Statement 

If the information you provide does not match the system, you will be given some possible solutions as to why.

**Retry** **AutoPlus**

Sorry, that information doesn't match our records.

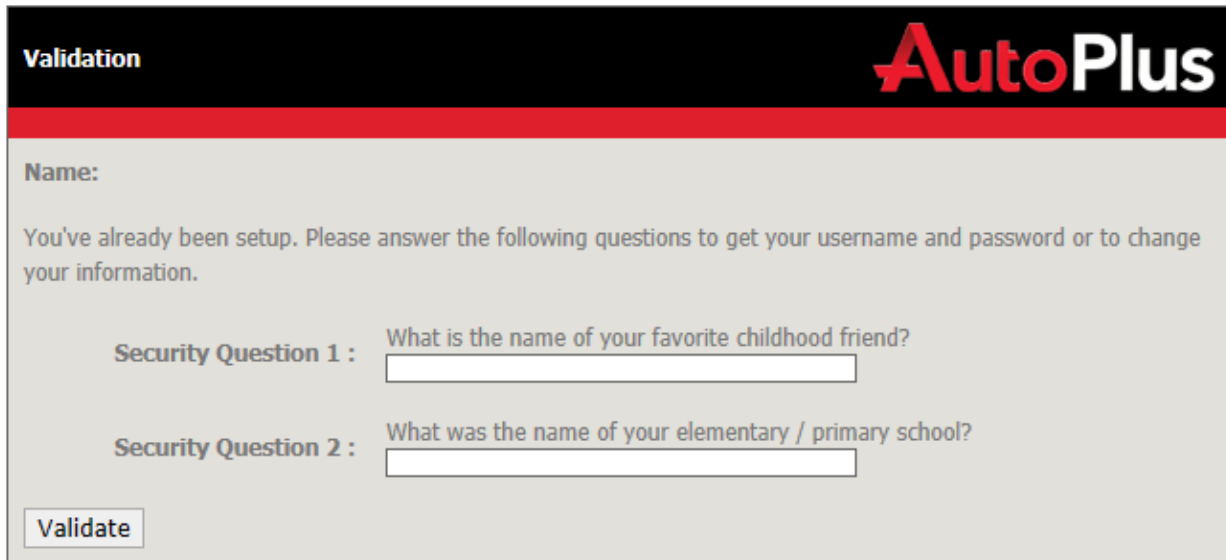
Possible reasons include:

- If you are a new employee, you must have received your first paycheck and been entered into the website's database. This can sometimes take 2 weeks, providing ALL of your paperwork has been turned into HR. If it has been more than 2 weeks and all your paperwork has been turned in, please contact Cindy at the information below.
- If your name includes an apostrophe, be sure to use it (example: O'Brien, D'Andrea).
- Your Employee File Number maybe not be entered correctly.
  - USA Employee file numbers are 6 digits. If your employee number has leading zeros, please include them when you enter your employee number. (example: 001234)
- If you are still having problems logging in, please contact Cindy Curtis via [email](#) or call 800-346-9340 ext 3008

Do you want to retry?

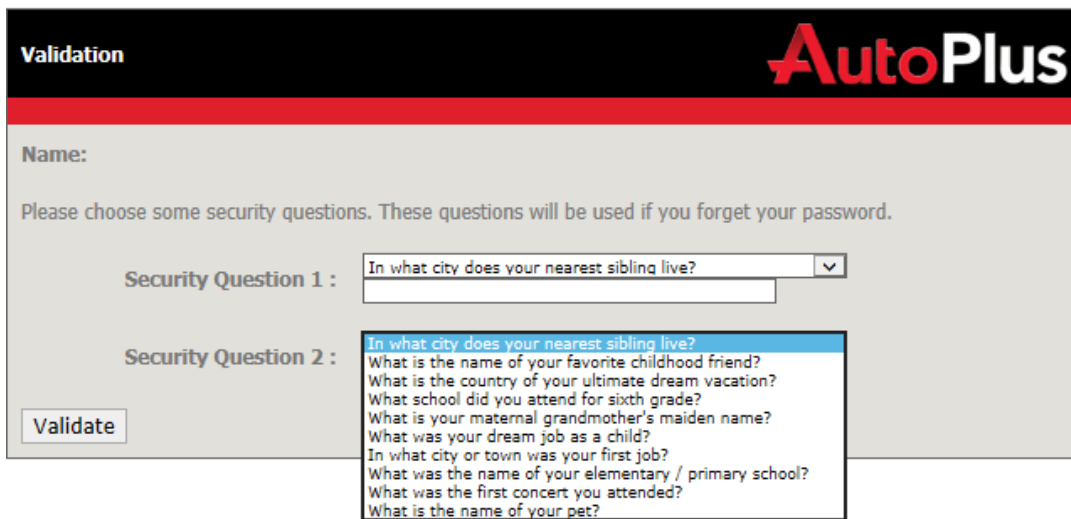
Once you provide the correct information and your information is in the database, you will be taken to the next screen.

You will be asked to provide your previously chosen answers to the two security questions.



The screenshot shows the 'Validation' screen for AutoPlus. At the top left, the word 'Validation' is written in white on a black background. At the top right, the 'AutoPlus' logo is displayed in red and white. Below the header, the text 'Name:' is followed by a greyed-out input field. A message reads: 'You've already been setup. Please answer the following questions to get your username and password or to change your information.' Below this, 'Security Question 1' is 'What is the name of your favorite childhood friend?' with an empty text input field. 'Security Question 2' is 'What was the name of your elementary / primary school?' with another empty text input field. A 'Validate' button is located at the bottom left.

If you have never been on this site, this process will also register you. If you haven't answered the security questions before, you can answer any two questions of your choosing.



This screenshot shows the 'Validation' screen for AutoPlus, similar to the previous one. The 'Name:' field is greyed out. The instruction says: 'Please choose some security questions. These questions will be used if you forget your password.' 'Security Question 1' is a dropdown menu with 'In what city does your nearest sibling live?' selected. 'Security Question 2' is a dropdown menu with a list of options: 'In what city does your nearest sibling live?', 'What is the name of your favorite childhood friend?', 'What is the country of your ultimate dream vacation?', 'What school did you attend for sixth grade?', 'What is your maternal grandmother's maiden name?', 'What was your dream job as a child?', 'In what city or town was your first job?', 'What was the name of your elementary / primary school?', 'What was the first concert you attended?', and 'What is the name of your pet?'. A 'Validate' button is at the bottom left.

Once you are validated, you will be taken to the next screen where you can enter or update your contact information.

Edit or add your contact information:

**Update User Information** **AutoPlus**

Employee Number: 012345

Title: Parts Specialist

Prefix: None

First Name:\* Jimmy ← You may enter your nickname here.

Middle Name:

Last Name:\* Lynch

Suffix: Select

Address 1\*: 20 Hazelwood Dr, Suite 100 ← Enter the address of your primary office.

Address 2:

PO Box:

City:\* Amherst

State/Province:\* New York

Country:\* United States

Zip/Postal:\* 14228

Zip +4:

Language: Select

Email:\* jsmith@uniselect.com

Username:\* jimbo42 OK } Choose your username and password.

Password:\* ..... } (There are no requirements other than that it cannot already be in use.)

Retype Password:\*

Business Phone: (540) 622-6274 ext. 123 (Phone) \*  
(540) 622-5225 ext.  (Fax)  
() - ext.  (Cell)

**Please note:**

If you see black dots in the password box, that means you already have a password.

If you do not remember your password at this time, **erase the black dots** and retype what you want your password to be.

This side of the site is the "Forum".

Click this link to go to the Employee Intranet.

**Tip:** Whichever side of the website you are viewing when you close your web browser or log out, that will be the site you come back to when you next log on.

Employee Intranet Home Page

Click this link to go back to the Forum.

Click here to submit questions or give feedback!

Contact information: Cindy Curtis [ccurtis@autoplusap.com](mailto:ccurtis@autoplusap.com) or call 800-346-9340 ext 3008