

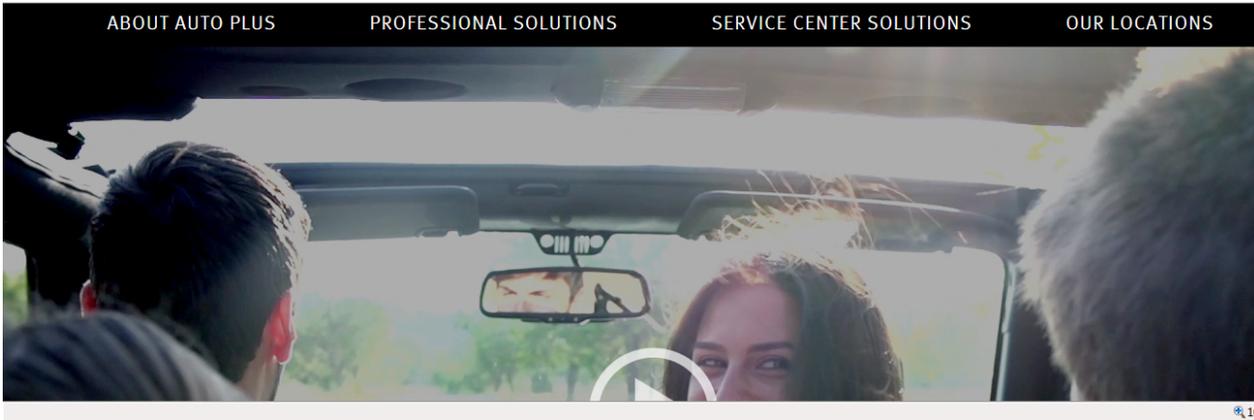
Instructions for logging into autoplusap.com and Employee Intranet

Go to www.autoplusap.com



Contact Us | **Employee Log In** | Customer Log In

Click the Employee Log In link



Auto Plus Employee Login

Type in your Username and Password if you know them

Employee Login Help

Forgot your login information? Click [here](#) 1

If you are a new employee or have never been on this website, Click [here](#) 2

For other autoplusap.com questions, please contact Cindy Curtis via [email](#) or call 800-346-9340 ext 3008.

If you do not know your username and password, you have 2 options:

- 1 Forgot your login information? – If you are in doubt, cannot get onto the site, or if you cannot remember your username and password, use this.
- 2 New Employee Registration – If you are a new employee or have never been on this website, use this.

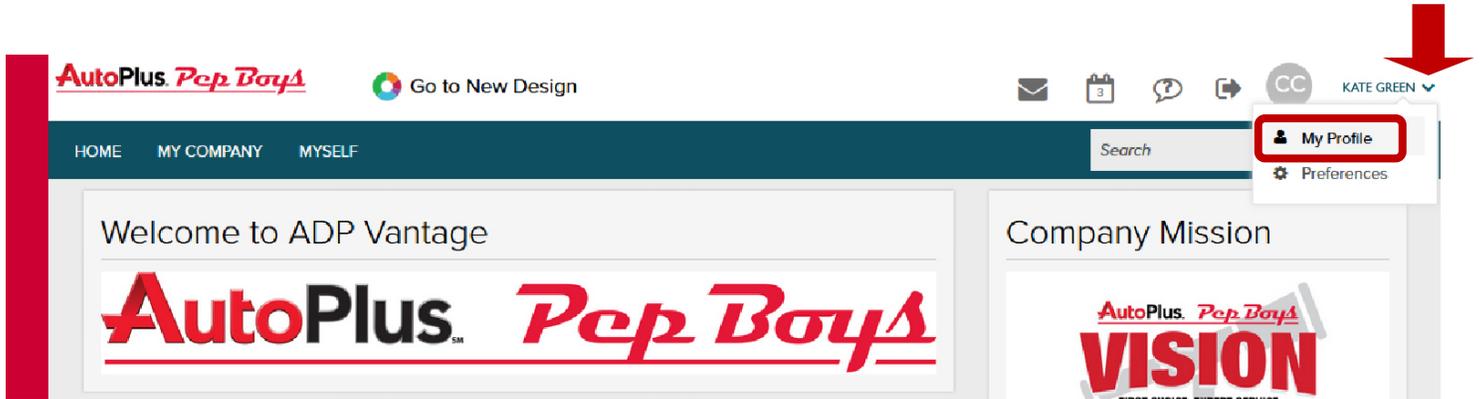
If you choose either option, you will see this screen:

For your **Birthday**, only the month and day are required.
Example: For November 6th, simply enter 11-06 or you can click the calendar to choose only the month and day. No need to choose a year.

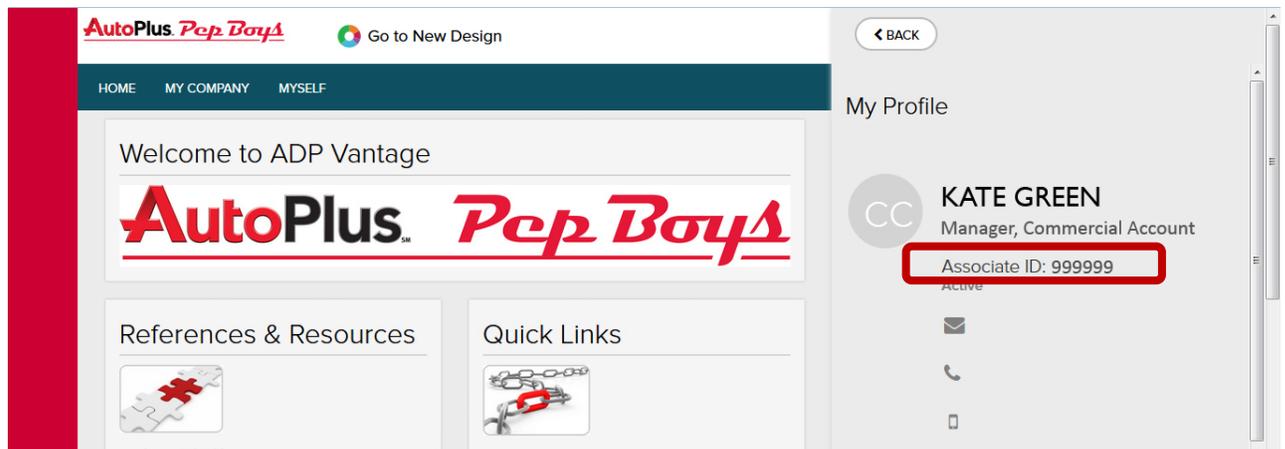
Some of you will already know your Employee ID number. If not, there are several ways to find it. You can ask your local payroll supervisor, your Area Director or RCD, or contact the HR Department.

Or, you can retrieve it yourself by logging onto the new ADP Vantage website. You will need to work with HR to help you with access to this website, but you will find all you need there.

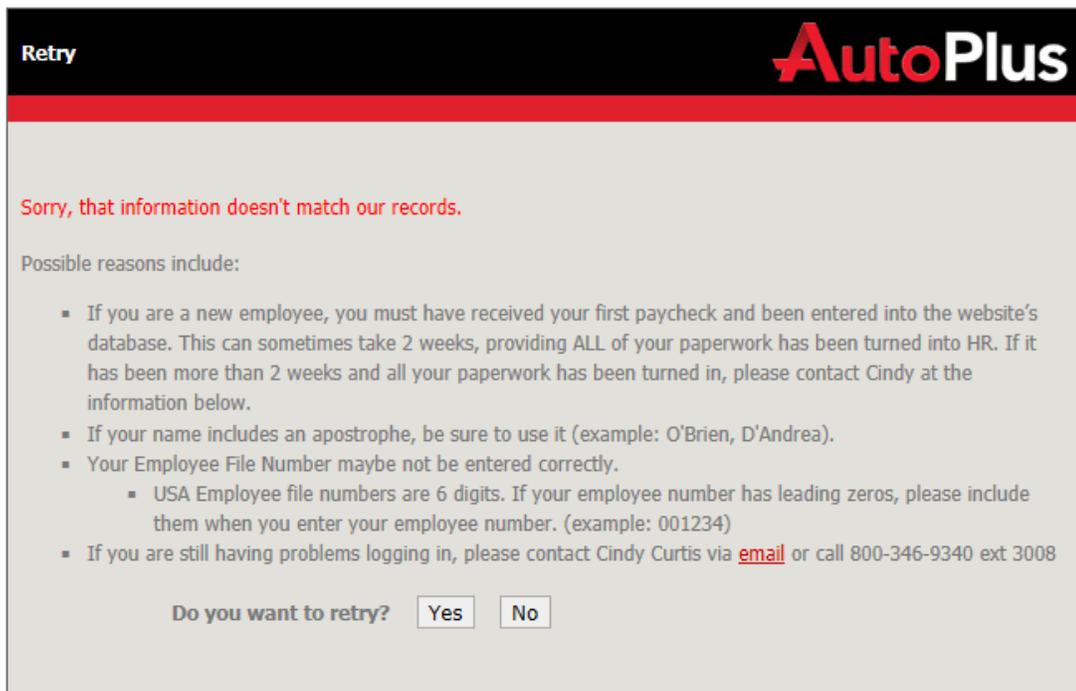
Once you are on the ADP Vantage site, click the drop-down beside your name. Go to My Profile.



Your Employee ID number in this website is called Associate ID.



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



Once you provide the correct information and your information is in the database, you will be taken to the next screen so you can continue the registration process.

Option 1

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

The screenshot shows the 'Validation' screen for the 'Forgot your login' option. 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, there is a red horizontal bar. Underneath, the text 'Name:' is followed by a yellow rectangular input field. Below this, a message reads: 'You've already been setup. Please answer the following questions to get your username and password or to change your information.' There are two security questions: 'Security Question 1 : What is the name of your favorite childhood friend?' and 'Security Question 2 : What was the name of your elementary / primary school?'. Each question has a white rectangular input field. At the bottom left, there is a 'Validate' button.

Option 2

New Employee Registration – You will be asked to answer two security questions of your choosing

The screenshot shows the 'Validation' screen for the 'New Employee Registration' option. 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, there is a red horizontal bar. Underneath, the text 'Name:' is followed by a yellow rectangular input field. Below this, a message reads: 'Please choose some security questions. These questions will be used if you forget your password.' There are two security questions: 'Security Question 1 : In what city does your nearest sibling live?' and 'Security Question 2 : In what city does your nearest sibling live?'. The first question has a dropdown menu with a downward arrow and a white rectangular input field. The second question has a list of options, with the first option 'In what city does your nearest sibling live?' highlighted in blue. At the bottom left, there is a 'Validate' button.

Once you are validated, you will be taken to this screen so you may enter or update 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:* jlynch@autoplasap.com
Username:* jimbo42 OK } Choose your username and password
Password:*
Retype Password:*
(540) 622-6274 ext. 123 (Phone) *
Business Phone: (540) 622-5225 ext. (Fax)
() ext. (Cell)

Tip:
If you have been on the site previously, your current username is already filled in. You can erase it and type in anything you wish, as long as your new choice is not already taken.

Once you have registered, click the link to take you back to the website, so you can log in using your new credentials. After logging in, the website will appear as shown below.

Employee Intranet Home Page

Click this link to go back to the Forum



- Mission & Values
- My Information
- Check my Email
- Employee Store
- Phone Directory
- Organizational Charts
- Careers
- Questions/Feedback**

- Corporate Safety Manual
- DC Structured Interview Guide
- Leave of Absence
- Leave Donation
- Structured Interview Guide - Store Driver
- Employee Reporting Hotline
- Job Requisition Process
- Hourly Field New Hires
- Structured Interview Guide - Dispatcher
- Workers' Compensation
- Salaried Field New Hires



- ▶ Navistar sells Pure Power Technologies to investment team
Pure Power Technologies (PPT) announced Feb. 2 that it has been acquired from Navistar by an ...
- ▶ AP Exhaust launches new mobile app powered by ShowMeTheParts
ShowMeTheParts (a division of Vertical Development) recently launched a collaboration with AP Exhaust ...
- ▶ ASA testifies on PARTS Act legislation
The U.S. House Subcommittee on Courts, Intellectual Property, and the Internet, under the Judiciary ...
- ▶ AMSOIL reformulates European synthetic motor oil
AMSOIL European Car Formula 5W-30 Synthetic Motor Oil has been reformulated to further meet the

Click here to submit questions or give feedback!

Auto Plus Dispatch | Human Resources | SOPs, Forms, & Job Aids

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 website browser or log out, that will be the side of the site you come back to when next you log on.

Contact information:

Service Desk 800-678-5841 or submit a ticket on Footprints: <https://servicedesk.autoplusap.com/MRcgi/MRlogin.pl?PROJECTID=2>