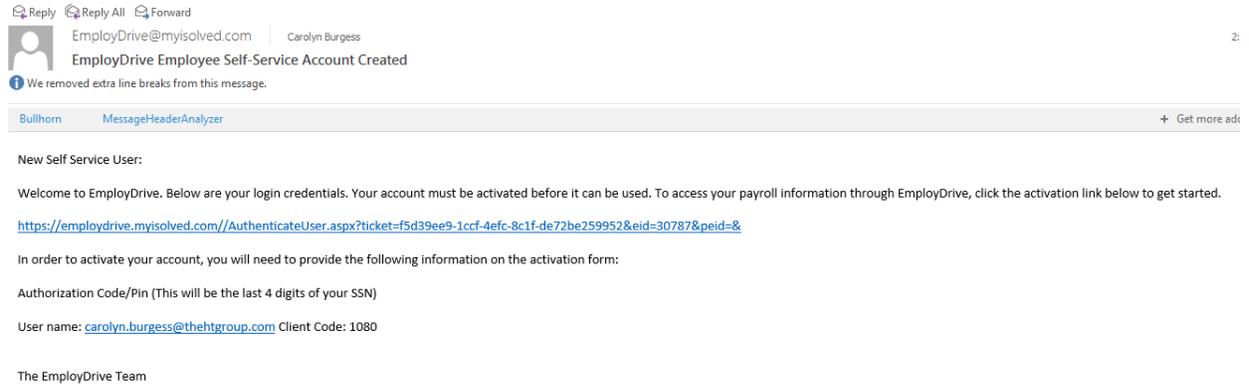


Set Up Access to EmployDrive

They will receive this email:



Click on the link, this is the next screen you will see:

The User Name is your email address that we have on file. Your name is the Employee Name. The Client code will always be 1080, that is the code assigned to The HT Group in EmployDrive. The Authorization Code/PIN is the last four digits of your Social Security Number. Where it says Setup Account Password, you need to complete that, following the rules listed below. A Challenge Question is required. ***I would also suggest that you add a mobile phone number.*** This will allow you to reset your password if you have any troubles, as it will text a code to your phone that you can then use to reset the account. If you don't add the mobile number, you will have to come to us to reset your access.

New User Account Setup

To activate your new account please enter the following information into the fields below and click the Continue button.

Account Information

User Name:

Client Code:

Company Name:

Employee Name:

Identity Confirmation

* Authorization Code/Pin:

This information is located in the activation email sent to you.

Setup Account Password

* New Password:

Choose a password for your new account. Please ensure that passwords are a minimum of 8 alphanumeric (at least one each of alpha [a-z] and numeric [0-9]) characters in length and contain at least 1 special characters [!@#%&'()].

* Confirm New Password:

Re-enter your password to ensure it is correct.

* Challenge Question:

Choose a question only you would know the answer to. You will be prompted to answer this question if you need to reset your password.

* Challenge Answer:

Specify the answer to the challenge question you created above.

* Confirm Answer:

Re-enter the answer from above to ensure it is correct.

Contact Information

Mobile Phone:

Registering a cell phone number will give you the option to have login Authorization Codes texted to you.