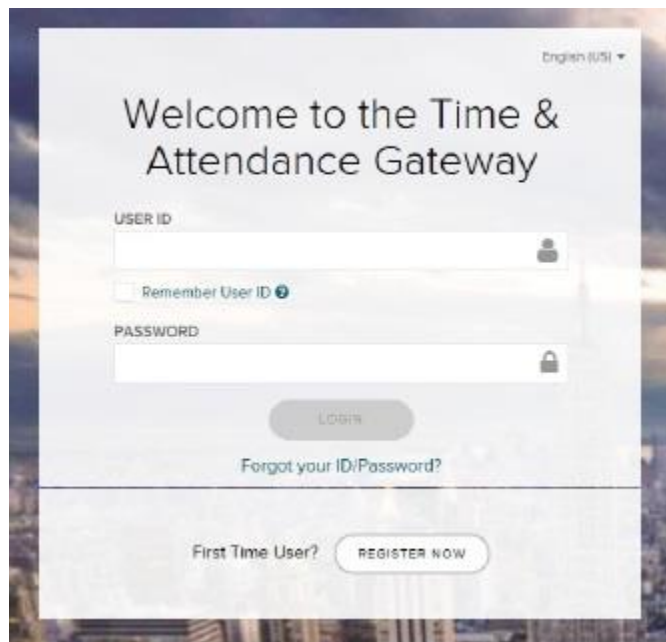


Welcome to Northside!

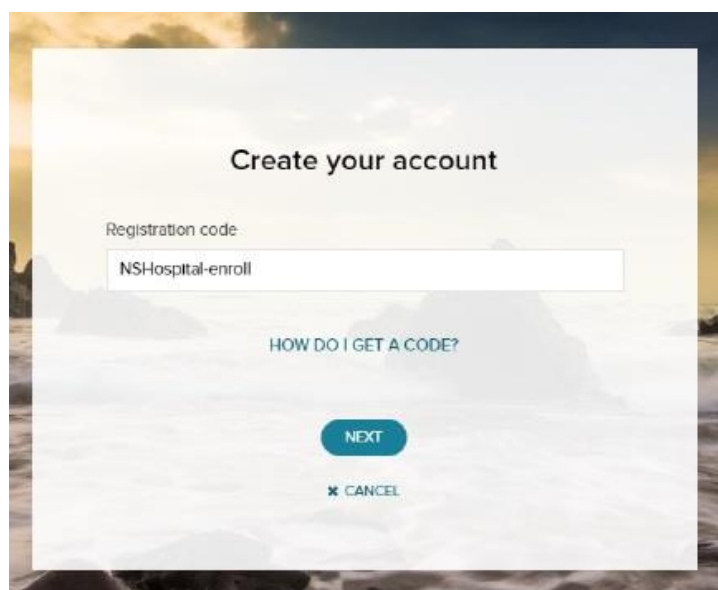
You are receiving this email because you have to register your eTime profile. Follow the instructions below to create your profile. Your supervisor will show you how to record your hours in eTime.

Please call Northside Helpdesk at 404.851.8883 if you need assistance.

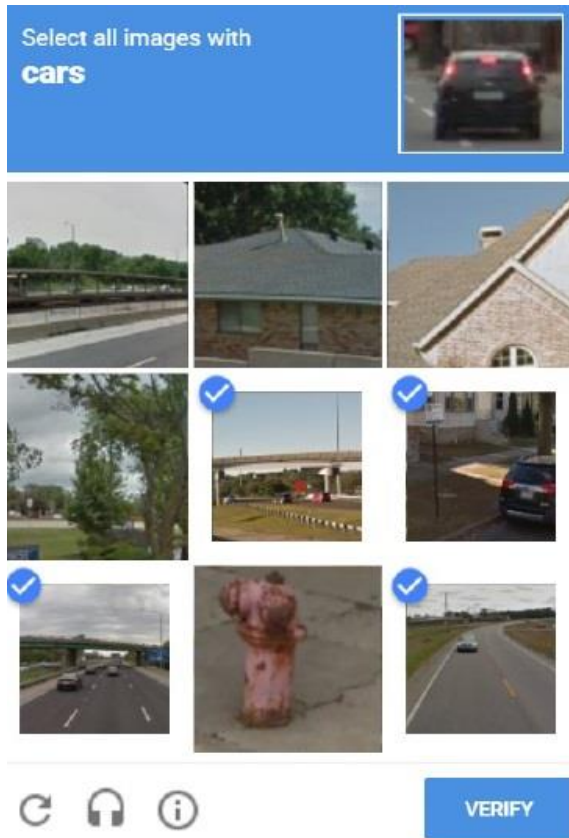
1. Go to <https://online.adp.com/eetd2/login>. This link is for registration only.
2. Click the button that says "Register Now."



3. Enter this registration code: **NSHospital-enroll**.



4. Enter your legal first name, last name, your six-digit employee number, and your birth month and day. Check "I'm not a robot" and identify the photos as directed. Then click "Continue."



5. Enter a frequently used email address and phone number.

A screenshot of a web form titled "Help us protect your account". The form is set against a background of a cloudy sky. The title is centered at the top. Below the title is a section titled "Primary Contact Information" with a sub-header "Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed." Below this sub-header are two input fields. The first is labeled "Email\*" and contains a dropdown menu with "Work" selected and an empty text input field. The second is labeled "Phone\*" and contains a dropdown menu with "Personal, Mobile" selected, a country code dropdown with "US" and "+1" selected, and an empty text input field. Below these fields is a link that says "ADD BACKUP CONTACT INFORMATION" with a plus icon. At the bottom of the form are two buttons: "CONTINUE" and "CANCEL".

6. You will be assigned a new username ending in "@NSHospital."

Enter and confirm your password and click "Create Your Account."

One more step, [REDACTED]

Create your account with Northside Hospital

User ID: DTEST@NSHospital

Password (case sensitive) \*

Confirm password (case sensitive) \*

CREATE YOUR ACCOUNT

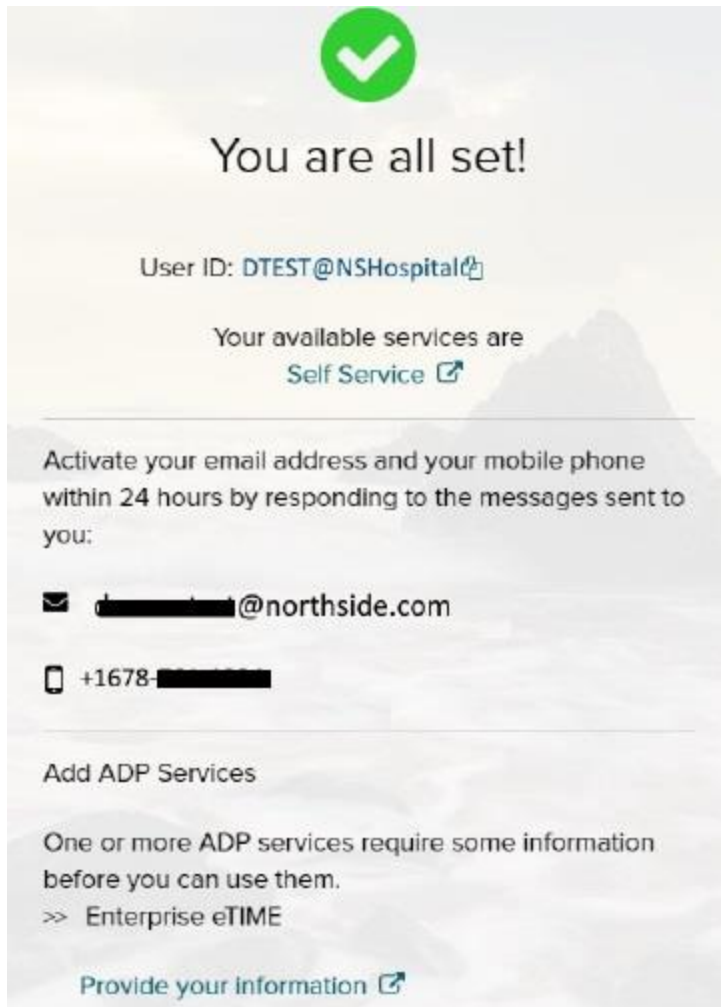
[✕ CANCEL](#)

7. Check the email address that you entered.

**You should receive TWO emails from SecurityServices\_NoReply@adp.com.**

One will confirm your new eTime username. The second email requires you to click a link to verify your account.

The link will take you to a screen confirming that your email has been verified.



8. You will receive a text or call to the phone number that you entered. Follow the instructions to verify the phone number.



If you entered an email address instead of a phone number, you will receive an email with a verification code.

