

SUBFINDER **REGISTRATION PROCEDURE**

1. Using a touch-tone phone, call SubFinder at 312-0076.
2. SubFinder will identify itself and ask you to enter your PIN/Password (whole SS #) followed by the # key. Enter your PIN/Password using the touch pad of your telephone.
3. Once you have entered your PIN/Password and pressed the # key, SubFinder will acknowledge that this is the first time you have called and ask you to voice your name. Please say your name clearly, as you want it to be heard by other people using the system. When you are finished speaking, press the # key. After pressing the # key, SubFinder will play your recorded name back to you for verification. If it is correct, press 1. If you want to re-record your name, press 2 and repeat this step again.
4. Once you have recorded your name and accepted it, SubFinder will play the Main Menu. Please choose the option To Review Personal Information. Pay particular attention to options # 1 – To Review Your Phone Number and # 3 – To Review the Days of the Week You are Available to Work. You may change your telephone number, available days, or place a DND or unavailable. You cannot change your address or profile information.
5. Congratulations, you are now registered!
6. You may now use the SubFinder system by phone or through the WebConnect.