



PEOPLE SYSTEM
Easy. Convenient. Secure.

ACTIVATION
INSTRUCTIONS
for Associates

Get started now: Activate to use our enhanced PEOPLE SYSTEM

We've made getting to your pay, benefits and employment information even easier. Our updated People System is now supported by ADP and puts everything you need right at your fingertips. To get started, follow the simple directions below to activate your record.

1. Go to <https://adpvantag.adp.com>
2. Click **Register Here**.
3. Enter the registration code **mysafelite-43235** and click **Go**.
4. Click **Yes** to validate you are setting up an account with Safelite.
5. Enter your name, employee ID and date of birth or the last four digits of your Social Security number and your date of birth. You will then need to check the box "I'm not a robot" and answer the question that comes up. Once done, click **Confirm**.
6. Your name should appear indicating your record was found. Click **Register Now**.
 - If you do not see your name, contact People Direct at 800.631.6966 or PeopleDirect@Safelite.com
7. On the "Register for Services" page, enter your email address.
 - You may also enter your phone number (optional)
8. Create a User ID and password.
 - At this point, you will be asked to create a special User ID and password to be used on work or personal mobile device. Make note of these should you want to access via the ADP app as it will not link with your work single sign-on.
9. Select and answer three security questions.
10. Read the terms and conditions, and click **I Agree** at the bottom of the page.
11. Click **Register Now**.

Congratulations. You're all set. Log in any time to view your information. *Please note: Once you are activated, you only need to use this log in from your mobile device or when using the adpvantag url. If you log in via a work computer or hr.safelite.com, you will use your single sign-on credentials.*