



Employee Registration with SubFinder

1. Using a touch tone phone, call SubFinder at 1-866-326-6995.
2. SubFinder will identify itself and ask you to enter your PIN (Personal Identification Number) followed by the # key. Typically, your PIN will be 108 + the last 4 numbers of your Social Security Number.
3. Once you have entered your PIN 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 done 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 your Main Menu. Please choose option 4 – To Review Personal Information. If any of the information is incorrect, contact the Payroll Office at 503-630-6871, ext 2903.
5. Congratulations, you are now registered!

Please Note:

You must use a touch-tone phone to access the SubFinder system by phone.

The SubFinder system is also available via the Internet. User Guides are available on the district website, www.esd108.org. Click on SubFinder in the left side menu.

To login to SubFinder via internet go to <https://Estacada.subfinderonline.com/>