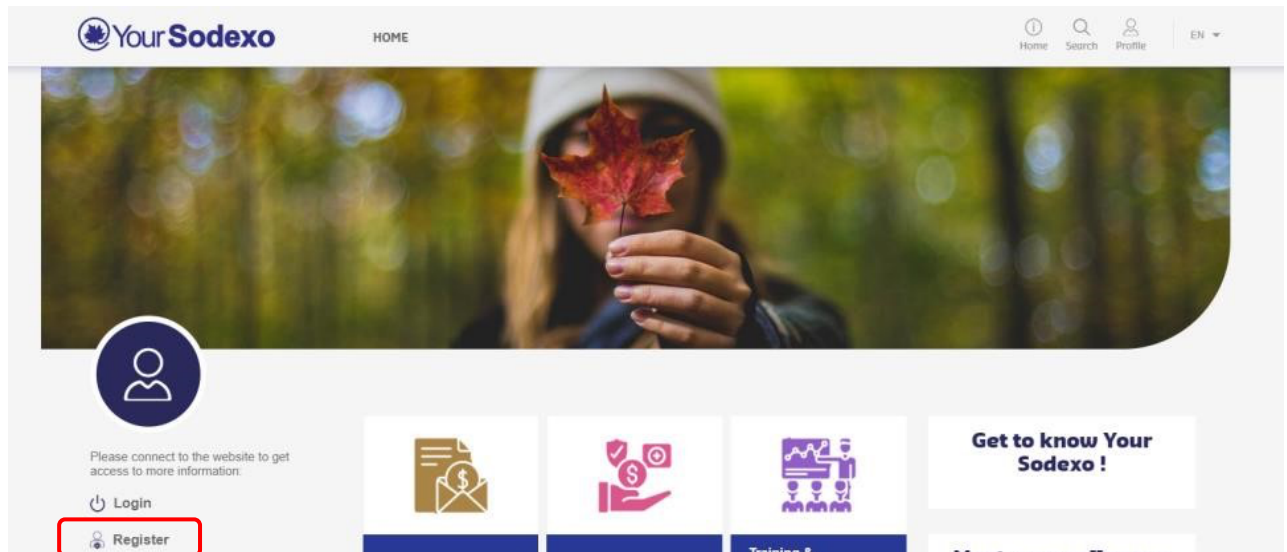
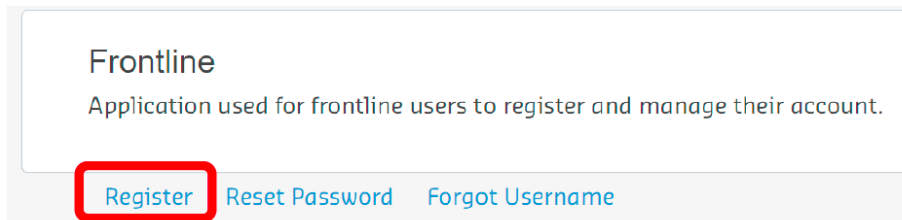


# YourSodexo registration



1. Logging in to YourSodexo for the first time? You'll need to register first.
2. To register, make sure you have your employee ID Number, the one you use to punch in and out at clock or if you have not used clock before it can be found on your pay statement.
3. Go to [www.yoursodexo.ca/home.html](http://www.yoursodexo.ca/home.html)
4. Click on the register link.

**This menu appears and you select the Register option:**



**Step 1 - Complete the required info fields:**

## STEP 1

PLEASE IDENTIFY YOURSELF BELOW TO REGISTER ON YOUR SODEXO

COUNTRY

CANADA (EN)

Reminder: Your employee number can normally be found on your payslip.

EMPLOYEE ID

? Where do I find this?

DATE OF BIRTH

TERMS AND CONDITIONS

I agree to the terms and conditions of use for this web site, which are described below:

To be aware of: Google translation is used to facilitate the access to the information in any language. Sodexo does not guarantee the translation that is automatically generated. The original language used is English. The restricted areas of the Your Sodexo Canada website are limited to authorised users. These parts of the website contain confidential and proprietary information and are to be accessed and used exclusively by Sodexo employees and its authorised agents and contractors. Unauthorised access is strictly prohibited and violators are subject to prosecution to the full extent of the law. All users of the Your Sodexo Canada website must comply with Sodexo policies for such use. Sodexo reserves the right to monitor, access, retrieve, read, and disclose communications at any time, and to engage in automated



ENTER THE CODE DISPLAYED BELOW



Are you a returning user?

Click below to log in

Your Sodexo Canada >

1. COUNTRY- The country is predefined according to your browser language.  
If the predefined country is **NOT** Canada, change your browser language by:
  - On your computer, open Chrome.
  - At the top right, click More  > **Settings**.
  - On the left, click **Languages**.
  - Under "Preferred languages," next to the language you'd like to use, click More  .
    - If the language isn't listed, add it by clicking **Add languages**.
      - Either English (Canada) or French (Canada)
  - Click **Display Google Chrome in this language**.
    - This option is only available on Windows computers.
  - Restart Chrome to apply the changes.
2. Enter your employee ID number.
3. Enter your date of birth.
  - Type the date as YY-MM-DD and click on that date in the popup calendar
4. Accept terms of agreement
5. Enter the code.
6. Click on the register login button.

## Step 2 - Set a password

- The System will provide Your Username.
- You will be prompted to set a password (follow the password rules indicated).
- Once password created and re-entered, select Continue.

**STEP 2**  
**SET A PASSWORD**

**NOTE:** Be sure to record your User Name and Password. You will need it to login to Sodexo.

Great! We found you in our system.  
Your User Name is

CREATE A PASSWORD

RE-ENTER PASSWORD

Continue

**PASSWORD RULES**

- ✘ Must be 8-32 characters
- ✘ Must contain one uppercase letter
- ✘ Must contain one lowercase letter
- ✘ Must contain one number
- ✘ Must contain one non-alphabetic character(e.g. @#\$)
- ✘ Must not contain all or part of your user name
- ✘ Confirmation must match password

## You will receive confirmation account has been successfully setup (with reminder of you username)

Congratulations! Your account has been successfully setup. Click the button below to login to Your Sodexo Canada .

As a reminder, your User Name is:

Login to Your Sodexo Canada

Reminder: to ensure your personal information stays secure, Please remember that:

- Your User Name and Password for your use only. Do not share your user name and password with anyone
- If you need to store your user name and password, please ensure that it is kept in a fully secure and private place
- If you are using a shared computer use the web browser's privacy mode and close the browser after your session. Never choose to store passwords in the browser
- If you suspect your user name/password has been compromised contact a management team member immediately

**We advise you to wait a few minutes for your account activation before logging into yoursodexo.ca.**