

How to Login to Encore's Employee Portal - UltiPro/UKG

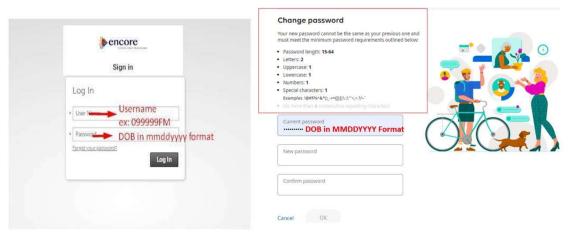
UltiPro is Encore's main employee portal. You can change your address, view your pay statements, and sign up for direct deposit.

UltiPro can be accessed by going directly to the following link: https://n21.ultipro.com//

Company Code for App is: PSAV1

Initial Login:

- The username for all Encore employees is the six-digit Employee ID followed by First and Last Initial (ex:012345AB)
- Default password is date of birth in the mmddyyyy format (ex: 01011980)
- After initial login you will be required to reset your password to a new password that contains Upper, lower, numeric, and special characters
- Additionally at initial login, three security questions and answers will need to setup providing you the ability to reset your own password.
- Keep in mind your responses to these questions are case-sensitive. For security UltiPro/UKG passwords expire every 90 days.



- *If you need a password reset, please contact ultipro@encoreglobal.com.
- **If you are having trouble navigating within the site please contact the HR Representative for Northern California, Eric Larson eric.larson@encoreglobal.com.