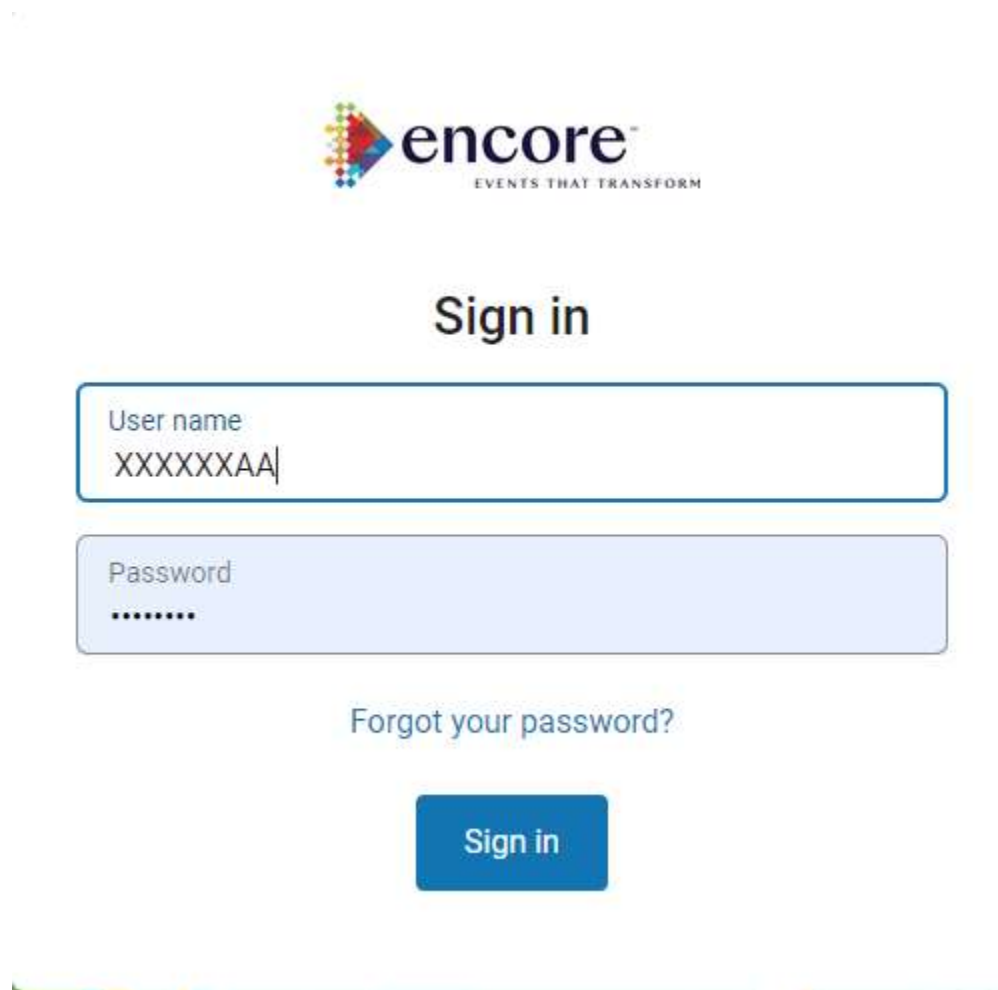



Please follow link and instructions below to log into your UltiPro account.

You can view and/or edit your employee profile in UltiPro at <https://n21.ultipro.com//>.

Sign into UltiPro with your user name that consists of six numbers (XXXXXX) and two initials of your name First, Last. Full user name = XXXXXXFL



 **encore**
EVENTS THAT TRANSFORM

Sign in

User name
XXXXXXAA|

Password
.....

[Forgot your password?](#)

[Sign in](#)

If you do not know your password or it expired, Click Link

[Forgot your password?](#)

Enter user name > Select GO button



Forgot Your Password?

No problem. We can help with that.

Let's get started.

Enter your User Name and we will help you reset your password.

or

Received an access code or reset link?

Enter the access code along with your User Name below. If you received a reset link by email, please follow the instructions in the email.

Don't know your User Name? Contact your System Administrator for help.

[Cancel](#)

[Go](#)

Enter answers to the 3 security questions that you set up.



Reset Your Password

Just one thing...

To ensure you're the right [REDACTED], please answer the security question(s) you originally gave us when you set up your account.

What is your father's middle name?

What was the name of your first pet?

What is your favorite food?

Cancel

Next

If you cannot log in to UltiPro send an email to: Ultipro@encoreglobal.com along with your user name. You will receive an email once your UltiPro account is RESET.

Here is the process for after you receive the email notification your username and password has been RESET. The initial login instructions are: User name: XXXXXXFL Default & Current Password: Your full date of birth (**MMDDYYYY**)



The image shows the PS&V UltiPro login interface. At the top is the PS&V UltiPro logo with the tagline "By ULTIMATE SOFTWARE". Below the logo is a "Log In" section. It contains two input fields: "User Name" and "Password". A red arrow points from the "User Name" field to the text "Username ex: 099999FM". Another red arrow points from the "Password" field to the text "DOB in mmddyyyy format". Below the password field is a link that says "Forgot your password?". At the bottom right of the login section is a "Log In" button.



The image shows the "Change Password" screen. At the top is the title "Change Password". Below it is a message: "Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:". Below this message is a table of requirements, which is highlighted with a red border:

Password length:	8-50
Letters:	2
Uppercase:	1
Lowercase:	1
Numbers:	1
Special characters:	1 (Examples: !@#\$%^&*()_ - += {[] /.;\`" <, >, ?/~

Below the table are three input fields: "Current Password", "New Password", and "Confirm Password". A red arrow points from the "Current Password" field to the text "DOB in mmddyyyy format". At the bottom left are "OK" and "Cancel" buttons.

You will be prompted to set up three security questions and responses after you sign in to establish your personal password. UltiPro passwords expire every 90 days for security reasons.

The selected security question responses will be required to reset the passwords.

Security question responses are case sensitive.

Once logged into UltiPro you can update your personal information, direct deposit bank and routing number, check pay and change to receive electronic W-2. Employee self-serve.

In UltiPro, under MENU> MYSELF> Select function to edit Example: Direct Deposit

Select Add Direct Deposit, where you will enter your account number and routing number. Please note that routing numbers are always nine digits whereas account numbers can be any number of digits. If you are splitting your deposit between several accounts please select “Includes Available Balance” for one of them. Once you have finished with your entry hit save and your direct deposit will be transmitted on the next payroll cycle.

