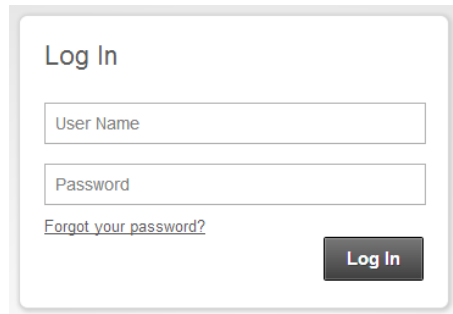


# Access your pay information online!

## Accessing the Website

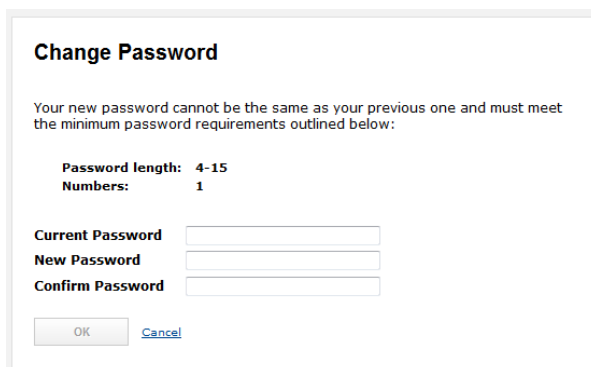
To access the website, go to: [www.proservice.com](http://www.proservice.com) and click on the **UltiPro Login** link at the top right of the page or go to <https://proservice.ultipro.com>

Each login is standardized and will consist of a user name that is equal to your **last name, first initial and last 4 digits of their Social Security number** (ex. smithb1234) and a password that is **date of birth in a MMDDYYYY format** (ex. 01311985.)

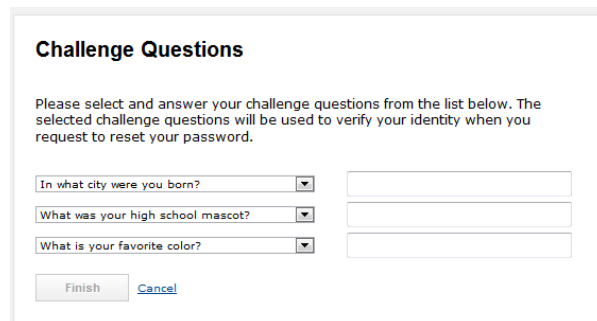


The screenshot shows a 'Log In' form with two input fields: 'User Name' and 'Password'. Below the 'Password' field is a link for 'Forgot your password?'. A 'Log In' button is located at the bottom right of the form.

After the first login, a new password and up to 4 security challenge questions will be required.



The screenshot shows a 'Change Password' form. It includes instructions: 'Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:'. The requirements are: 'Password length: 4-15' and 'Numbers: 1'. There are three input fields for 'Current Password', 'New Password', and 'Confirm Password'. At the bottom, there are 'OK' and 'Cancel' buttons.



The screenshot shows a 'Challenge Questions' form. It includes instructions: 'Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.' There are three dropdown menus for questions: 'In what city were you born?', 'What was your high school mascot?', and 'What is your favorite color?'. Each dropdown menu is followed by an input field for the answer. At the bottom, there are 'Finish' and 'Cancel' buttons.

## Home Page

The first screen of the website is the homepage. This contains announcements, links, and documents posted by your employer and ProService. There is a menu bar at the top of the screen that will allow you to navigate to other sections of the website. Hover over the menu items to access the sub menus.

Myself	My Company		
<b>Personal</b> Employee Summary Name, Address, and Telephone Status/Key Dates Contacts Property Private Info	<b>Career &amp; Education</b> Licenses Skills Tests Previous Employment Awards Education	<b>Benefits</b> Current Benefits Beneficiaries/Dependents Investments Vacation & Sick	<b>Documents</b> Employee Documents
<b>Jobs</b> Job Summary Compensation Job History Reviews	<b>Pay</b> Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax W-2		

## Key Features

Description	Location
<b>View and Print Current Pay Stub</b>	<b>Myself &gt; Pay &gt; Current Pay Statement</b>
<b>Access All Pay Stubs</b>	<b>Myself &gt; Pay &gt; Pay History</b>
<b>View Direct Deposit</b>	<b>Myself &gt; Pay &gt; Direct Deposit</b>
<b>View and Print W-2</b>	<b>Myself &gt; Pay &gt; W-2</b>
<b>Review Address Information</b>	<b>Myself &gt; Personal &gt; Name, Address, and Telephone</b>
<b>View current and historical compensation information</b>	<b>Myself &gt; Jobs &gt; Compensation</b>
<b>Review Benefits elections and deductions</b>	<b>Myself &gt; Benefits &gt; Current Benefits</b>