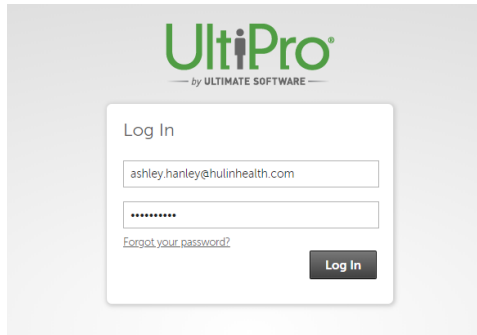


HOW TO LOGIN TO ULTIPro

1. Click to log into UltiPro: <https://nw15.ultipro.com/Login.aspx?ReturnUrl=%2f>

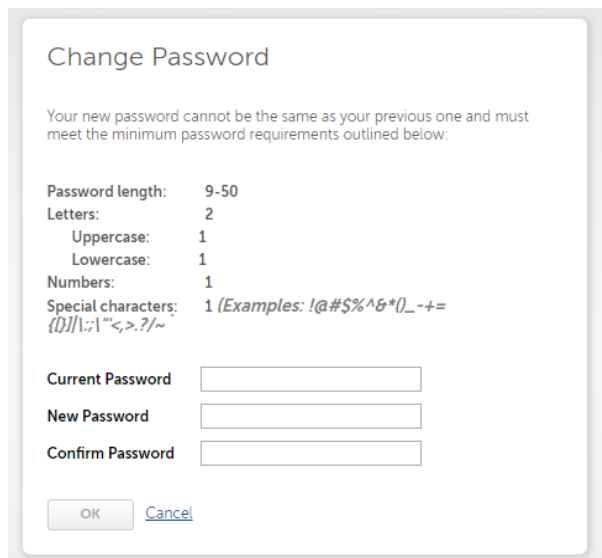


The image shows the UltiPro login page. At the top is the UltiPro logo with the tagline "by ULTIMATE SOFTWARE". Below the logo is a "Log In" section. It contains a text input field for the username, which is pre-filled with "ashley.hanley@hulinhealth.com". Below that is a password input field with masked characters "*****". To the left of the password field is a link that says "Forgot your password?". To the right of the password field is a "Log In" button.

Username: your HH email address

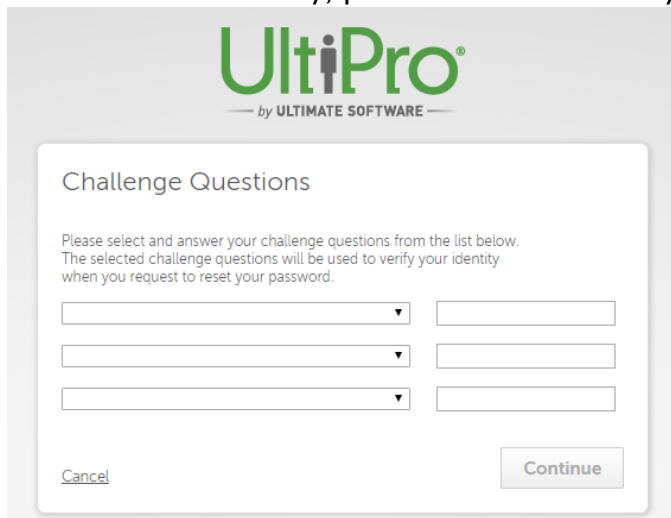
Password: your birthdate (monthdayyear; ex: 1/1/2000 is 01012000)

2. You will need to change your password:



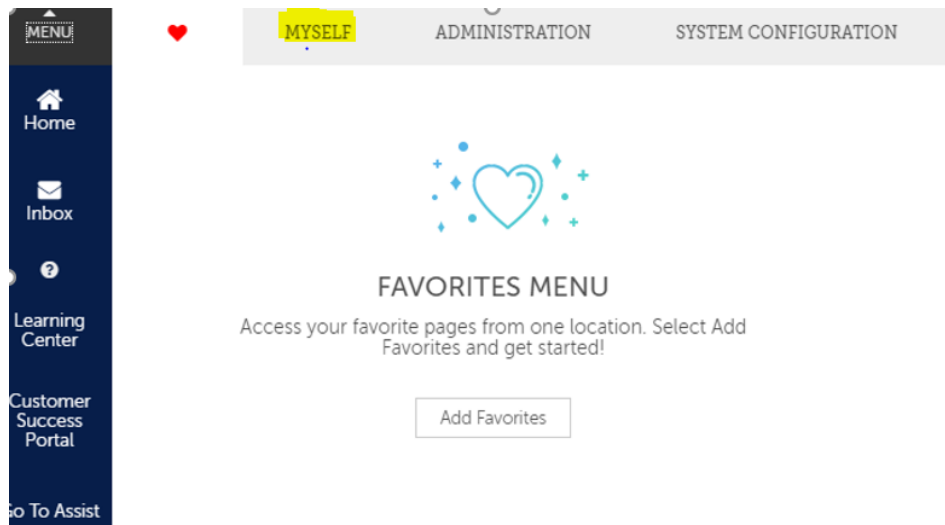
The image shows the "Change Password" form. At the top is the title "Change Password". Below it is a message: "Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:". Below this message are the password requirements: "Password length: 9-50", "Letters: 2", "Uppercase: 1", "Lowercase: 1", "Numbers: 1", and "Special characters: 1 (Examples: !@#\$%^&*()_ - += { } | \ ; : ' \" < , > . ? / ~)". Below the requirements are three input fields: "Current Password", "New Password", and "Confirm Password". At the bottom left are "OK" and "Cancel" buttons.

3. For additional security, please create 3 security questions that you will remember



The image shows the "Challenge Questions" form. At the top is the UltiPro logo with the tagline "by ULTIMATE SOFTWARE". Below the logo is the title "Challenge Questions". Below the title is a message: "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." Below this message are three rows of input fields. Each row consists of a dropdown menu and a text input field. At the bottom left is a "Cancel" link, and at the bottom right is a "Continue" button.

4. Once you've logged in, you can navigate to the "Myself" tab highlighted below to view your information



5. After selecting the "Myself" tab, you can then view your information and take action if needed. The links in the section "Things I Can Do" allows you to submit changes to your personal information. You can also view different videos and resources in the "Quick Tours and Tips" section if you would like to better understand how to navigate the system.

