



**How To Register on UKG (if you have not already done so):**

1. Go to <http://e44.ultipro.com>
2. Enter Your User Name - This is your full legal first name and the first initial of your last name followed by the two digit month and two digit day of your birthday.  
**Example: John Jones' date of birth is May 1, 1970. His UserID is JohnJ0501**
3. Enter your Initial/Default Password – This is your 8 digit date of birth.  
**Example: John Jones' initial password is 05011970**
4. You will then be asked to create a new password. Your password must be between 15-64 characters and must contain 1 upper case, 1 lower case, 1 number and 1 symbol (maximum of 4 repeating characters). *Be sure to write this password down and save it in a safe place for future use.*
5. You will be asked to create security questions which can be used in cases when you have forgotten your password.

**Multifactor Authentication (MFA)**

When you log into UKG, you will need to select a Multifactor Authentication (MFA) Delivery Method on the next screen. This can be a text message to your phone, a call to your phone, or an e-mail. The security access code that you receive is then entered into UKG.

**Navigating to Benefits for Open Enrollment**

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Pay ∨

Workforce Management

Benefits ∧

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Workforce Continuity

1. Once logged into UKG, find and click on BENEFITS in the listing on the left side of your screen.
2. Click on MANAGE MY BENEITS
3. On the Welcome Page, click on the UPDATE MY BENEFITS Button to begin the Open Enrollment Process