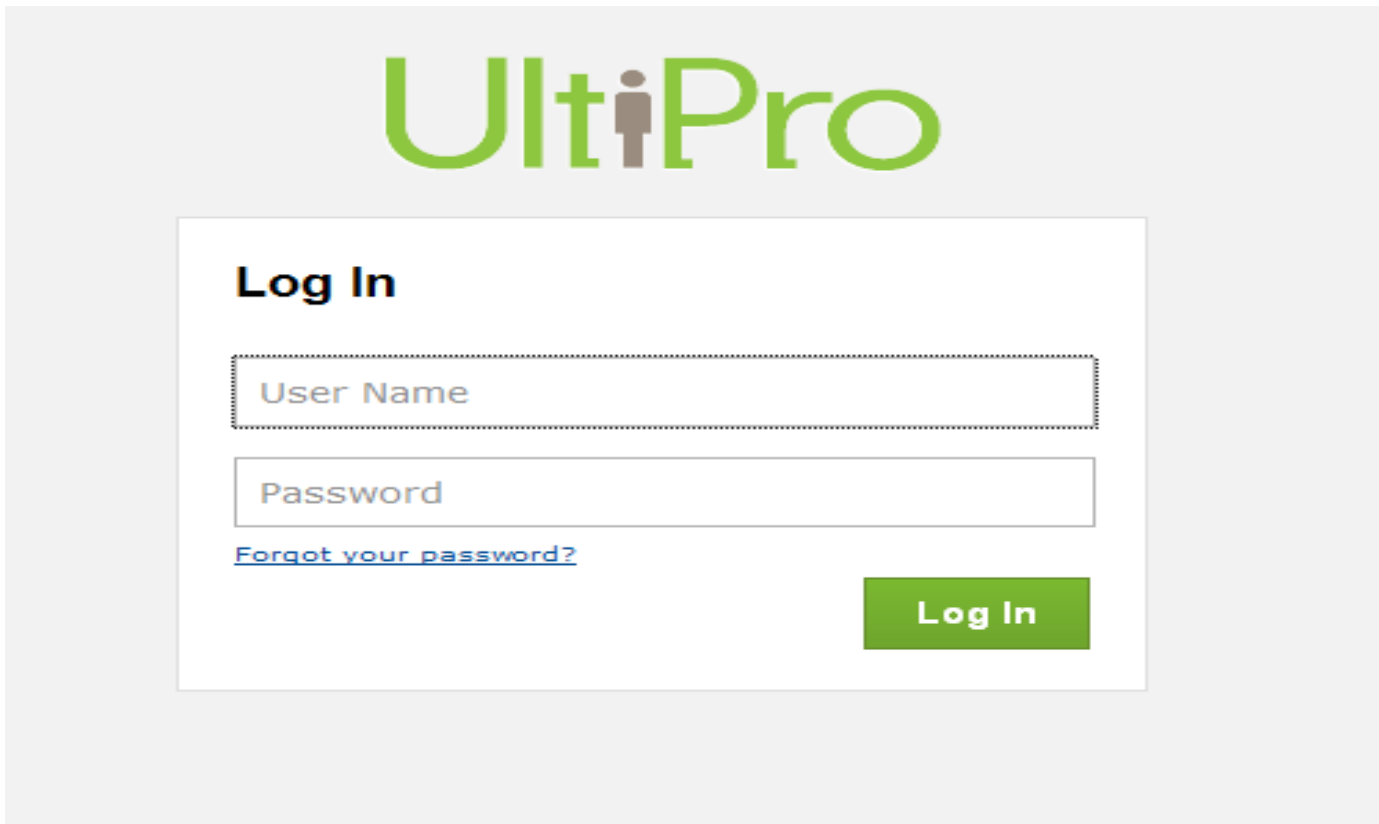


UltiPro – YOUR ACCESS TO YOUR PAYSTATEMENTS AND TAX INFORMATION

To access **UltiPro**, please use this URL: <https://www2.ultiproworkplace.com/Login>

This program works best on laptops, desktop computers, and tablets. Some android phones can access this program, such as; Samsung Note, etc. If using the latter, you may be directed to the ‘desktop’ version on your phone.

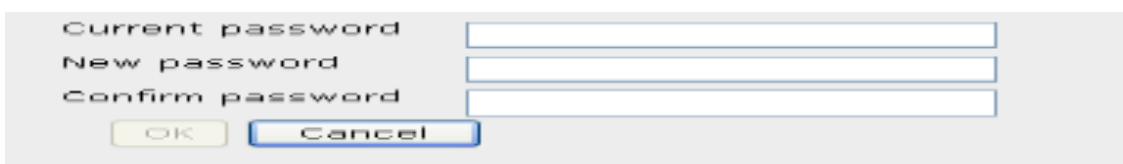
Once you successfully enter this site, you will see this page:



The screenshot shows the UltiPro login interface. At the top is the 'UltiPro' logo in green. Below it is a white box containing the 'Log In' section. This section includes a 'User Name' input field, a 'Password' input field, a blue link for 'Forgot your password?', and a green 'Log In' button.

User Name: What is that? Your user name is the email address you provided to your Employer. Keep in mind that the system is case sensitive, so if you presented an email address to Emerald Health Services with either upper or lower case letters, you will have to type it in the exact way your Employer has it on file.

Password: What is my password? For all new users and users that have been **Reset**, you will use a default password which is your numerical birth date. The format to be used: MMDDYYYY [month, day, and year]; Example: 02/07/1957. After you **Log In**, you will be prompted to change your password:



The screenshot shows a password change form. It has three input fields: 'Current password', 'New password', and 'Confirm password'. Below the fields are two buttons: 'OK' and 'Cancel'.

EMERALD

HEALTH SERVICES

Your new password must be a minimum of 8 characters and a maximum of 11 characters in length and cannot resemble your email address or *previous passwords* [for clients that had a **Reset**]. In addition to lower case letters, you **MUST** include the following three characters: one upper case letter, one single digit number, and one special character [! @\$%&]. When complete, click **OK**. If the program rejects your new password, please try again. If you do encounter difficulty or get locked out of the program, please call the Emerald Health Services Concierge or someone from the Payroll Department for an over the phone tutorial to get you logged on successfully!

After you have successfully changed your password, you will be prompted to select three security questions. The answers to the security questions are case sensitive, as well.

In what city were you born?	la
What street did you grow up on?	main
What was the name of your first pet?	fedo
<input type="button" value="Finish"/> <input type="button" value="Cancel"/>	

When complete, click **Finish** to secure your password. Once you click **Finish**, you will be directed to this page:

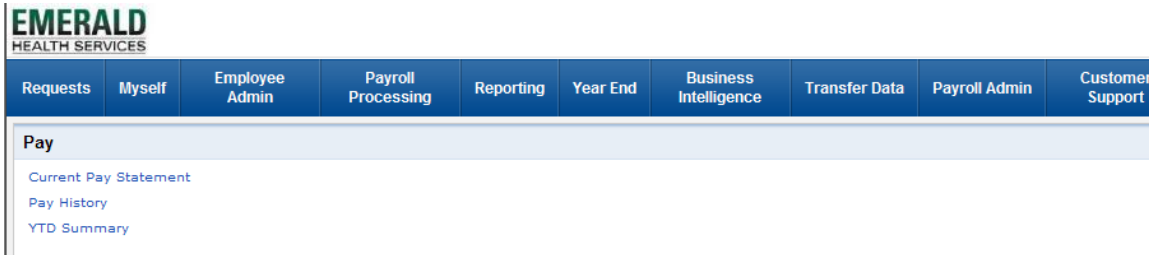


Find by	Code	starts with		<input type="button" value="Search"/>
Code ^	Component Company			
EHS	Emerald Health Services LLC			
TEMP	Tempus LLC			

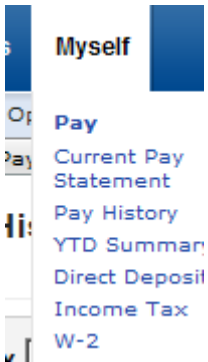
EMERALD

HEALTH SERVICES

A screen will appear with two component companies': **Emerald Health Services LLC** is for all Per Diem Registry payroll information; **Tempus LLC** is for Travel Payroll Information. Once you click onto the desired component, you will see this page:



The drop down menu from the **Myself** tab [see below] offers a variety of options that are self explanatory. Once you have made your selection from the **Myself** tab, click onto the desired option for your viewing pleasure.



If you need further assistance, please contact your Emerald Health Services Concierge or Payroll Department at: 800-917-5055,. Thank you for Traveling with Emerald Health Services!