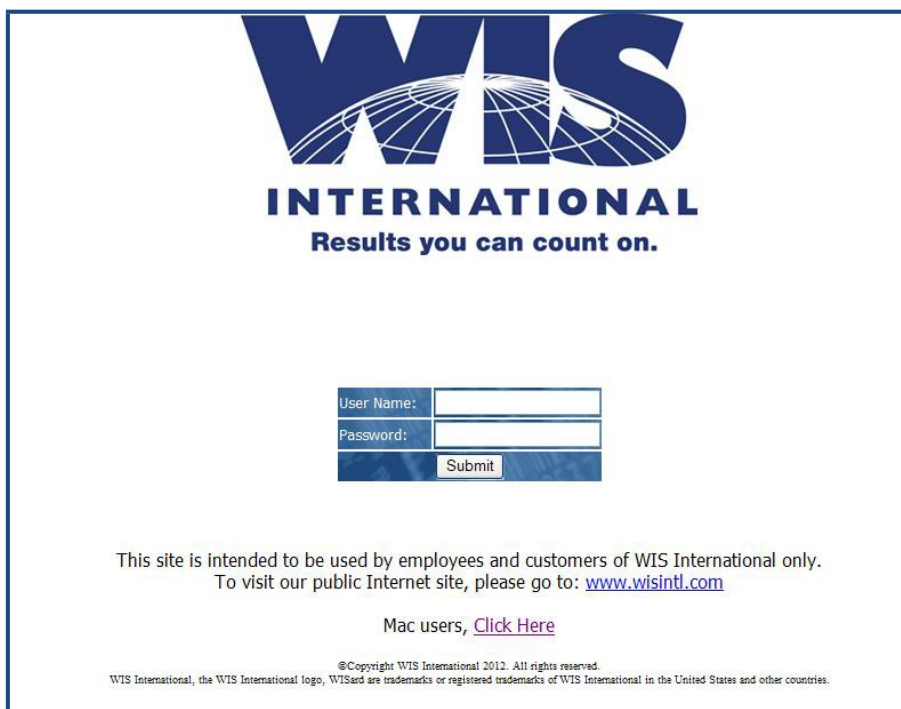


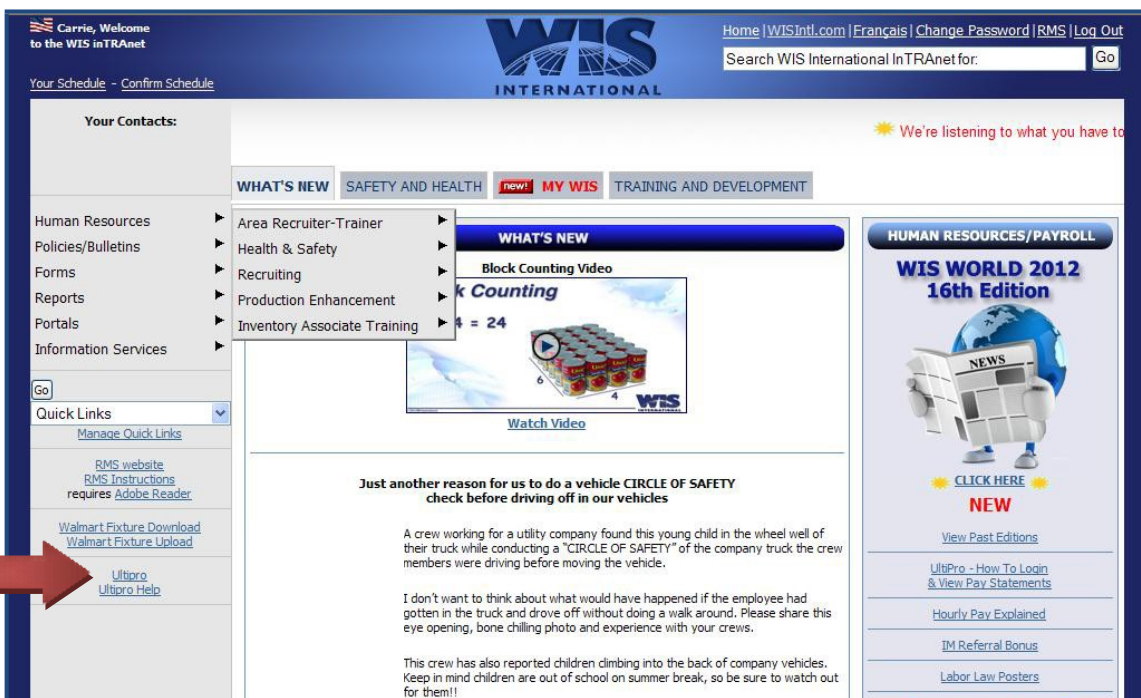
HOW TO LOG IN TO ULTIPRO, VIEW YOUR PAY STATEMENTS & W-2'S

Option # 1 – Log in through WIS Intranet

- 1) Go to www.wisintl.com and enter your User Name and Password.



- 2) From the main WIS Intranet page, select the UltiPro link (located on left side of page).

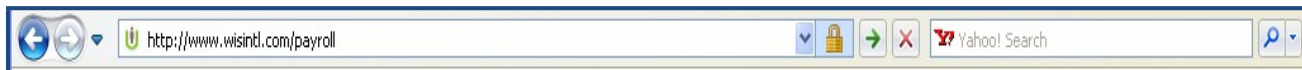


Note: UltiPro is compatible with Internet Explorer 8.0-9.0 and Mozilla Firefox 3.6 and 11.0
 Email UltiProHelp@wisintl.com for any UltiPro questions and/or password resets.

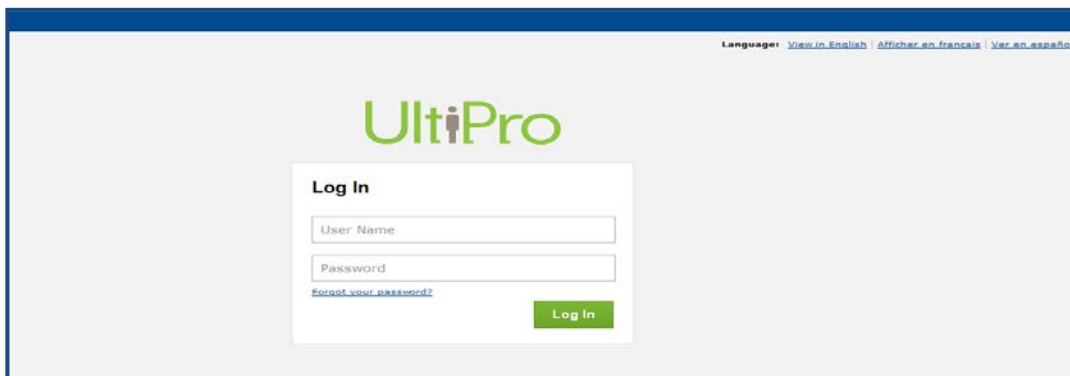
HOW TO LOG IN TO ULTIPro, VIEW YOUR PAY STATEMENTS & W-2'S

Option #2: Log in through your Internet Browser

- 1) Go to the UltiPro website via www.wisintl.com/payroll in your browser address bar (not the search bar to the right) – you may either use Internet Explorer 8.0-9.0 or Mozilla Firefox 3.6 or 11 on Microsoft or Mac.



- 2) Enter your **User Name** and **Password** (see below).



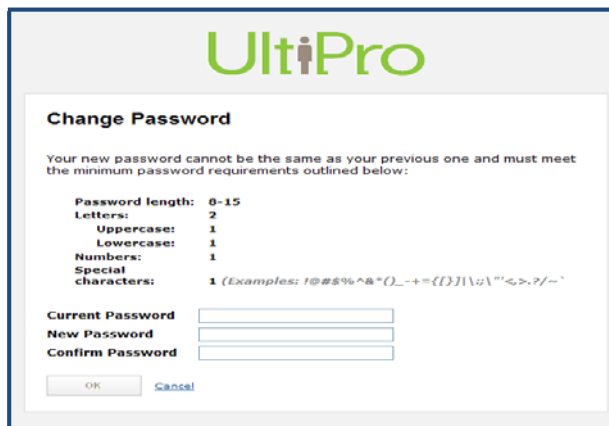
User Name =

- If you were hired **before October 10, 2016**, your user name is first name (first letter capitalized) and the last 4 digits of your Social Security Number. (Example: **John1234**).
- If your hire date was **October 10, 2016 or after**, your user name is your last name (first letter capitalized) followed by the first four digits (MMDD) of your 8 digit date of birth. (Example: If your date of birth is January 2, 1980 and your last name is Smith, then your user name is **Smith0102**).

Password = The password you have chosen after your first log in. If this is your first log in or if you have requested a password reset, your **default/current password** is your birth date in the following format: MMDDYYYY (Example: if your birth date is January 1st 1990, your default password is 01011990)

SETTING YOUR PASSWORD:

If you requested a password reset or your password has expired (every 90 days), UltiPro will ask you to change your password.



Note: UltiPro is compatible with Internet Explorer 8.0-9.0 and Mozilla Firefox 3.6 and 11.0
 Email UltiProHelp@wisintl.com for any UltiPro questions and/or password resets.

HOW TO LOG IN TO ULTIPro, VIEW YOUR PAY STATEMENTS & W-2'S

Current Password = enter your current password (if your password has been reset or if this is your first time logging in to UltiPro, your current password will be your birth date formatted *mmdyyy*)

New Password and **Confirm Password** = enter a new password that meets all requirements listed

PASSWORD REQUIREMENTS:

- Password length must be at least 8 characters but no more than 15 characters
- Password must contain at least 1 UPPERCASE letter: A-Z
- Password must contain at least 1 lowercase letter: a-z
- Password must contain at least 1 number: 1-9
- Password must contain at least 1 special character: ! @ # \$ % ^ & * (_) + { = } | : " < , > ? ~ ` [] \ ; ' ,
- Password cannot be either of the two passwords you have used in UltiPro

***Notes:** To protect highly sensitive information, passwords expire every 90 days. You will be prompted to reset your password whether or not you have logged in at any point in the past 90 days.

Requirements will dim (turn grey) as you enter specific characters – you have successfully created an acceptable password when all password requirements are dimmed.

Example – The password entered below has an uppercase letter, a lowercase letter and a special character. It does NOT have a number and is NOT at least 8 characters in length. You would need to include a number and add more characters to satisfy the password requirements.

Change Password

Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:

Password length:	8-15
Letters:	2
Uppercase:	1
Lowercase:	1
Numbers:	1
special characters:	1 (Examples: !@#%&^*()_+={[]\ ;\'<>./~`)

Current Password:

New Password:

Confirm Password:

Note: UltiPro is compatible with Internet Explorer 8.0-9.0 and Mozilla Firefox 3.6 and 11.0
Email UltiProHelp@wisintl.com for any UltiPro questions and/or password resets.

HOW TO LOG IN TO ULTIPro, VIEW YOUR PAY STATEMENTS & W-2'S

SETTING SECURITY QUESTIONS:

Once you have created a new password, UltiPro will prompt you to choose 3 Security Questions and enter answers for each.

- Be sure to select questions and answers you will easily remember.
- The answers you enter are space-sensitive so remember the spelling and spacing of your answers.

The screenshot shows the 'Challenge Questions' setup screen. At the top is the UltiPro logo. Below it, the title 'Challenge Questions' is displayed. A paragraph of instructions reads: '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 rows of questions, each with a dropdown menu and a text input field. The first row is 'In what city were you born?' with a dropdown arrow and the answer 'Cityville' in the text field. The second row is 'What was the name of your first pet?' with a dropdown arrow and the answer 'Fido' in the text field. The third row is 'What is your favorite color?' with a dropdown arrow and the answer 'Blue' in the text field. At the bottom left are two buttons: 'Finish' and 'Cancel'.

PASSWORD RESET REQUEST:

After three failed attempts to log in to UltiPro, your account will be locked and the "Forgot Your Password?" feature will not be available to you. If your account has been locked, email a password reset request to UltiProHelp@wisintl.com.

- 1) If you forget your password, click "Forgot Your Password?" on the UltiPro log in web page.

The screenshot shows the 'Log In' page. At the top is the UltiPro logo. Below it, the title 'Log In' is displayed. There are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a blue link that says 'Forgot your password?'. At the bottom right is a green button that says 'Log In'. A large red arrow points from the left towards the 'Forgot your password?' link.

Note: UltiPro is compatible with Internet Explorer 8.0-9.0 and Mozilla Firefox 3.6 and 11.0
Email UltiProHelp@wisintl.com for any UltiPro questions and/or password resets.

HOW TO LOG IN TO ULTI PRO, VIEW YOUR PAY STATEMENTS & W-2'S

- 2) Enter your User Name (first name and last 4 digits of your Social Security Number) and click Submit.

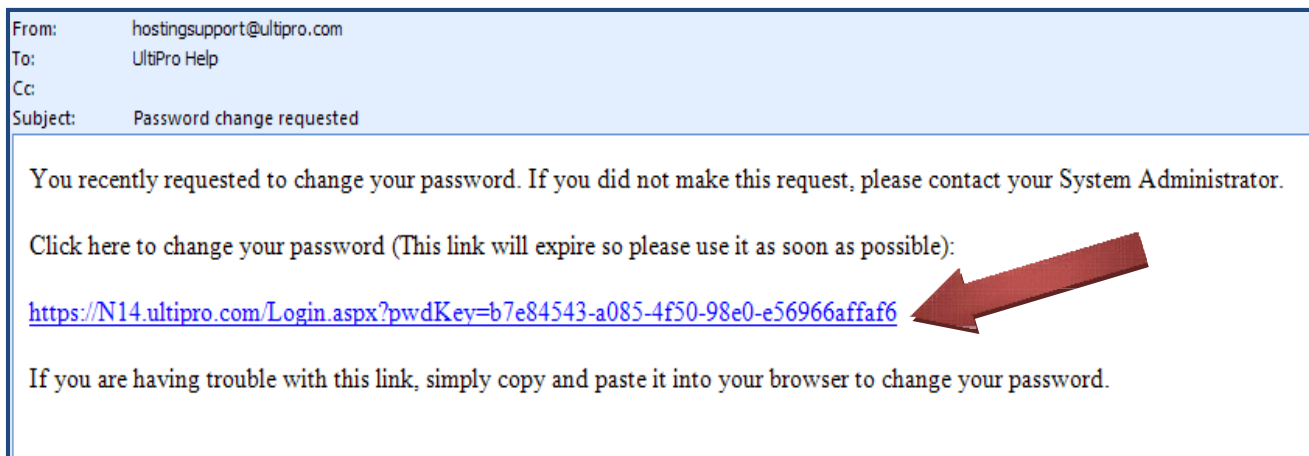
Reset Password

Enter your user name

User Name

[Cancel](#)

- 3) You will receive an email containing a link to reset your password. For security purposes, this link expires two hours after it has been sent and your account will automatically be Inactive. If this occurs or you do not receive the reset email, contact ultiprohelp@wisintl.com for assistance.



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HOW TO LOG IN TO ULTIPro, VIEW YOUR PAY STATEMENTS & W-2'S

- 4) Click the link to access the UltiPro login page and reset your password

- 5) Answer all 3 security questions you selected during your first log in or last password reset and click Finish.

***Remember** – You must spell and space your answers exactly as you created them.

UltiPro will then prompt you to select a new password – **refer to page 2 of these instructions for password selection requirements.**

Note: UltiPro is compatible with Internet Explorer 8.0-9.0 and Mozilla Firefox 3.6 and 11.0
Email UltiProHelp@wisintl.com for any UltiPro questions and/or password resets.

HOW TO LOG IN TO ULTIPro, VIEW YOUR PAY STATEMENTS & W-2'S

VIEWING YOUR PAYROLL CHECK STUBS:

- 1) When you are logged in to UltiPro, you will see the Home Page with current announcements – hover your mouse over the **Myself** link on the blue menu Bar, click on the **Pay History** submenu.

The screenshot shows the UltiPro home page. The 'Myself' menu is open, and the 'Pay History' option is highlighted with a blue bar. A red arrow points to this option. Other menu items include 'Personal', 'Jobs', 'Pay', 'Benefits', and 'Payroll'. The main content area shows a 'New Hire Process' announcement and a 'CONTACTS' section with a red warning: 'Do you have an emergency contact set up?'.

- 2) The Pay History screen will list all your pay dates starting with the most recent pay date. Click on the Pay Date to view and/or print your pay statement.

Note: Pay statements for all pay dates prior to 12/10/09 will be in the ADP iPay system for 3 years from the date posted. Contact ultiprohelp@wisintl.com for assistance accessing any pay statements prior to 2009. All pay statements from 12/10/09 to the current pay date will be in the UltiPro payroll system.

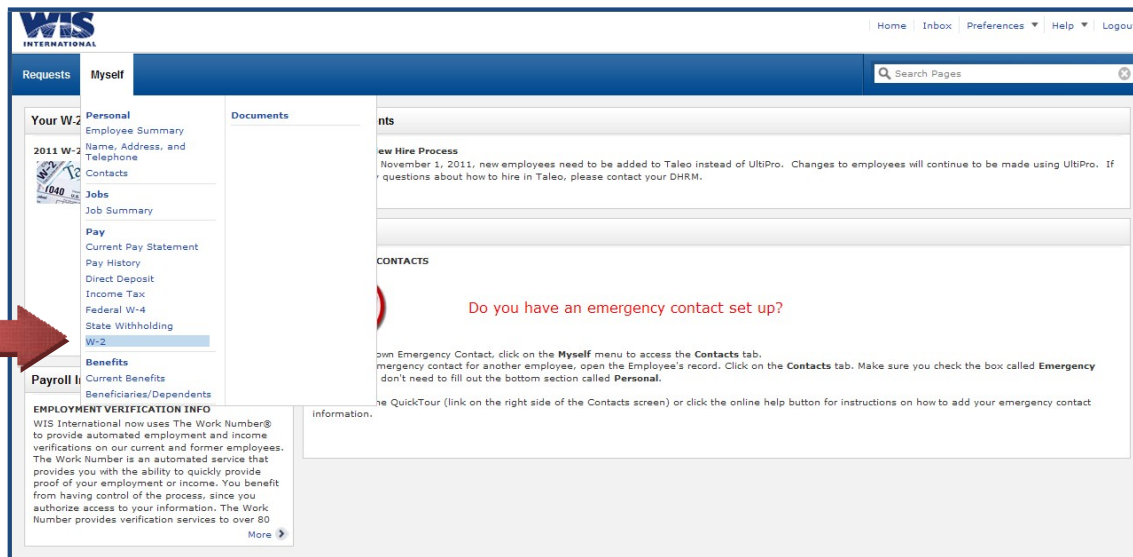
The screenshot shows the 'Pay History' screen. At the top, there are 'print' and 'help' icons. Below is a search bar with 'Find by' set to 'Date range', 'From' and 'To' fields, and a 'Search' button. The main part of the screen is a table with the following columns: Pay Date, Document Number, Check Mode, Type, Voided, Voiding, Reconciled, Net Pay, Earnings, and Deductions. The first row in the table has the date '05/19/2011' in the 'Pay Date' column, which is highlighted with a blue bar and a red arrow pointing to it.

Note: UltiPro is compatible with Internet Explorer 8.0-9.0 and Mozilla Firefox 3.6 and 11.0
 Email UltiProHelp@wisintl.com for any UltiPro questions and/or password resets.

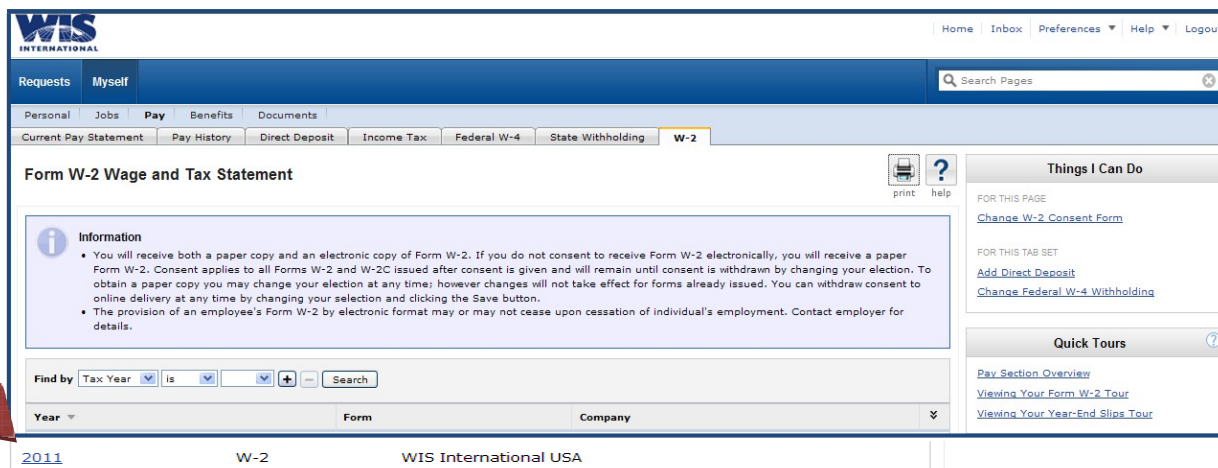
HOW TO LOG IN TO ULTIPRO, VIEW YOUR PAY STATEMENTS & W-2'S

VIEWING YOUR W-2 WAGE AND TAX STATEMENT:

- 1) When you are logged in to UltiPro, you will see the Home Page with current announcements – hover your mouse over the **Myself** link on the blue menu bar and click on the **W-2** submenu.



- 2) When available, you will be able to view and print your W-2 by clicking on the Year link for the W-2 you would like to review.



FOR ADDITIONAL HELP:

When you are logged in to UltiPro, hover your mouse over the **Help** menu along the top toolbar on the Home Page and select the **Help For This Page** submenu.



Note: UltiPro is compatible with Internet Explorer 8.0-9.0 and Mozilla Firefox 3.6 and 11.0
 Email UltiProHelp@wisintl.com for any UltiPro questions and/or password resets.