

## UltiPro Multi-factor Authentication Login Information

Multi-factor Authentication (MFA) means that any user who accesses UltiPro will be required to request a five-digit security access code. Users can select from up to three delivery methods to receive the security access code – text message, voice message, or e-mail. Once the security access code is delivered, the user enters the value to gain secure entry to the portal.

### Why the change?

Multi-factor Authentication helps prevent unauthorized access to your personal information (employee access) and the personal information of your staff (manager access).

**How to Prepare?** Before July 1, all Infinity staff must log onto UltiPro to verify the email address and phone number listed on your personal record is accurate. This is needed to receive your extra security code once MFA is activated.

Log onto UltiPro and go to **Myself>Personal>Name, Address, Telephone Number**

Click the **Edit** button (upper right in window)

Update your **Primary e-mail** and **Primary Phone number** (to receive a security code by text, be sure to enter a cell number). Note: you can add additional phone numbers.

The screenshot shows the 'Change Name, Address, or Telephone' form in the UltiPro system. The form is titled 'Change Name, Address, or Telephone' and is part of the 'Personal' section. It contains several fields for user information:

- Country:** United States (dropdown menu)
- Address:** 1230 street
- Address Line 2:** (empty)
- City:** Salem
- State/Province:** Oregon (dropdown menu)
- Zip/Postal code:** 97202
- Telephone:** United Kingdom of Great Britain and Nort (dropdown menu)
- Primary Home Phone:** 503-222-3333 (text input), Private (checkbox), Loc (dropdown menu)

Red circles highlight the 'Primary e-mail' field (containing 'tommy2@gmail.com') and the 'Primary Home Phone' field (containing '503-222-3333').