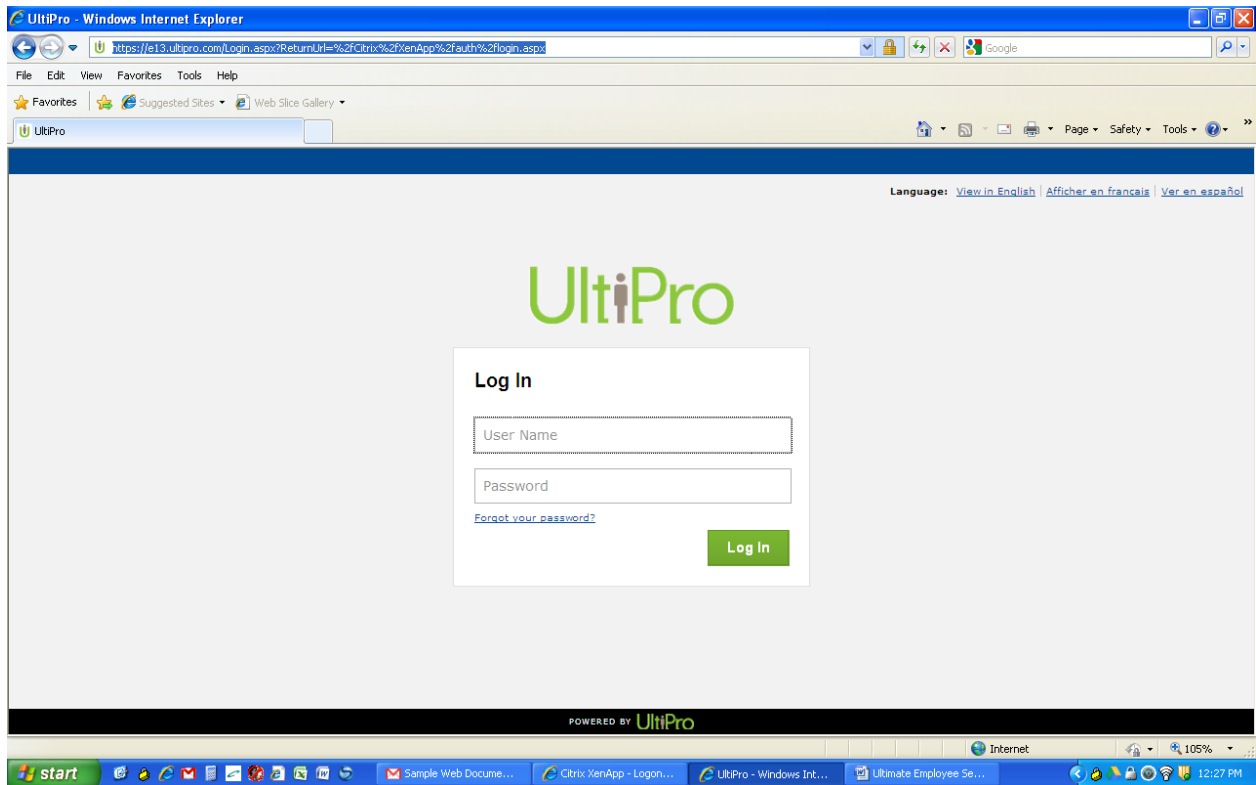


Ultipro Employee Self Service Instructions

The Employee and Manager Self Service tool provides employees with access to valuable Hunter Douglas human resource and payroll information online.

To access the self service tool, you can either type or cut and paste the link below into a web browser: <https://e13.ultipro.com/Login.aspx>. Please note you must use Internet Explorer. Other browsers will not work.

The following screen appears.



When you connect to self service, the system prompts for your user name and password

User name: First Initial of First Name, First Initial of Last Name, The 7 digit employee ID

(ie... John Doe = jd1234567)

Password: Date of Birth = mmddyyyy (no dashes or special characters; example: 01011950)

The first time you successfully log into self service, you are required to change your password. Your password must be at least 6 characters and no more than

Last Updated: October 2019

15 characters. The password must contain at least one alphabetic character, one numeric character and one special character. It can be any combination of alphabetic, numeric and special characters.

Note: No spaces or apostrophes are allowed. Your password is **case sensitive**.

You will also be asked to select and answer (3) challenge questions from a list. These questions will be used to verify your identity when you request to reset your password.

After you log into self service, you will see your company home page. Click on the “Myself” link in the navigation bar on the top of the screen to view a summary of your personal information including address.

You can review your pay information. Select the Pay link and click any pay date to see and print the pay statement. Select a particular date or date range by changing the Start date and To date.

You can access and view your Year to Date Summary, Direct Deposit Summary and W-4 information.

If you have any questions concerning Employee Self Service, please contact *[Payroll Administrator or Human Resources Manager Name and number]*

UltiPro Mobile App Instructions

The app is compatible with Apple iOS 10 or later and Android 5 or later.

Once the app has been downloaded, you will need our Company Access Code (hdouglas) and your UltiPro username and password. The access code is not case sensitive and should only need to be entered upon initial login.

Once logged in, you will have access to the following features on your smartphones:

- 1) View current and year to date pay snapshots
- 2) View pay statements and W-2s
- 3) View Time Off Balances
- 4) Submit Time Off Requests
- 5) Submit address/telephone changes, direct deposit changes and tax withholding changes (the same Self Service features available to employees in the web version of UltiPro)
- 6) View personal information as well as current employment status (Job Title, Company, Location, Organization Levels, and Salary)

For issues downloading the app, you should contact your smartphone service provider.

For issues accessing the app, please ensure you are using the correct Company Access Code (hdouglas), UltiPro user name, UltiPro password and have the correct operating system on your smartphone.



Last Updated: October 2019