

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.

Employee Summary
Name, Address, and Telephone
Status/Key Dates
Contacts
Property
Private Info
Other Personal Info

Change Name, Address, or Telephone

Country: ▼

Address: ▼

Address Line 2:

City: ▼

State/Province: ▼

Zip/Postal code:

Telephone

Primary Home Phone: ▼

Phone: ▼ Private

County: ▼

Primary e-mail ▼

Alternate e-mail:

Save
 Cancel
 Print
 Help