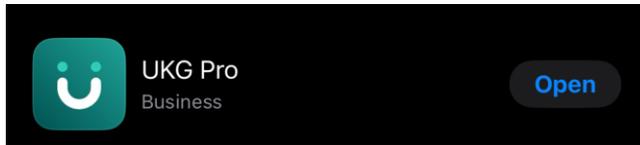




Mobile Application Setup Instructions

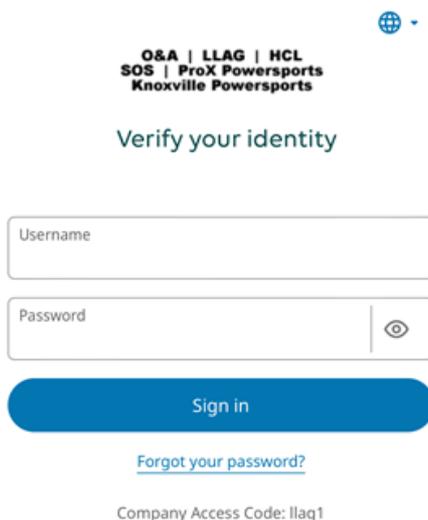
- 1) Download the **UKG Pro** mobile app to your device by visiting either the Apple App Store (iPhone) or the Google Play Store (Android)



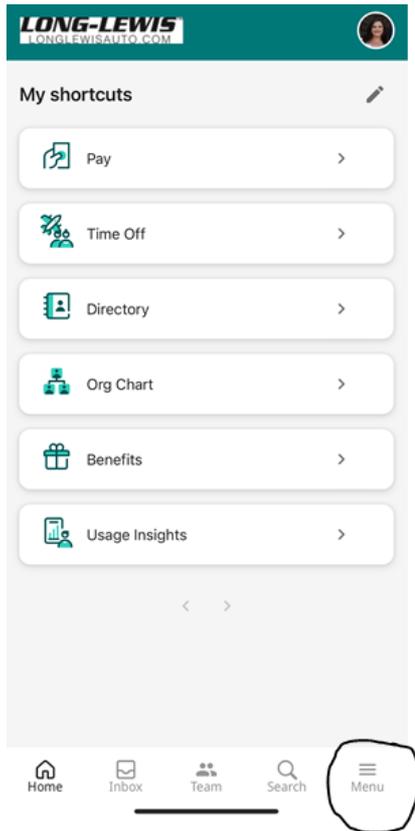
- 2) Enter your Company Access Code: **LLAG1**



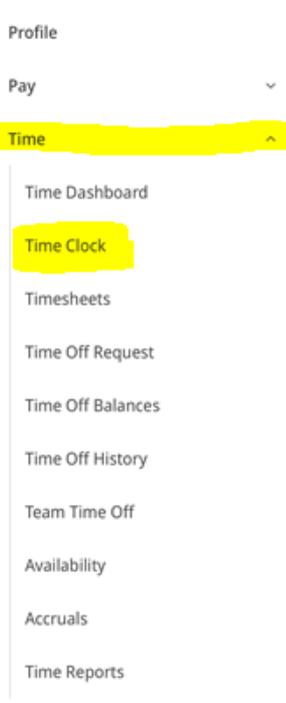
- 3) Enter your UKG login credentials (See password sheet for login information)



4) Select Menu



5) Select Time > Time Clock

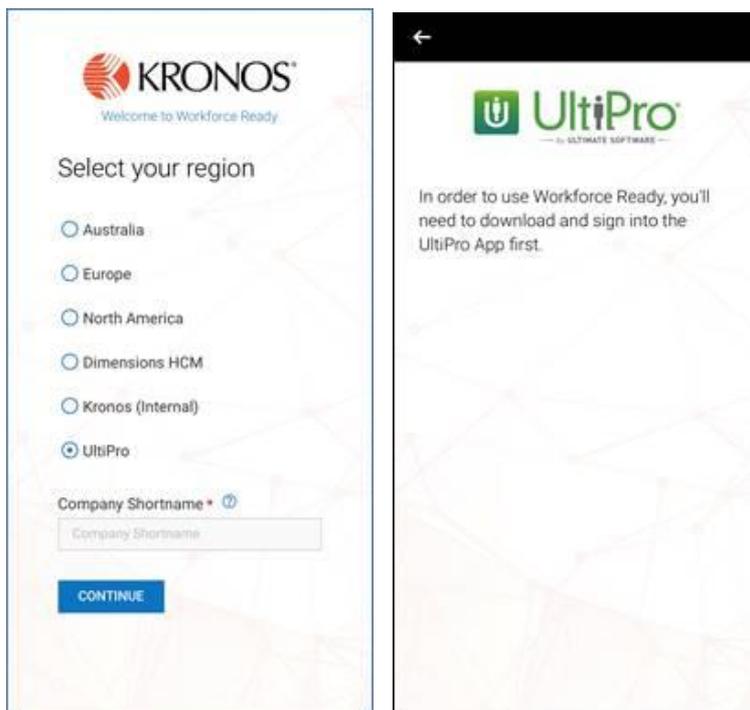


- 6) Download **UKG Ready** to your device by visiting either the Apple App Store or Google Play Store



UKG Ready

- 7) Select the **UltiPro** region and click **continue**.



- 8) Then go back to UKG Pro app and login again

When you login in the first time you will be prompted to login twice. This is called authentication. After the first login you should not need to go directly to the Ready App directly again.

****After you login to UKG Pro for the first time, you can add Time Clock to your Shortcuts.**