

## Access your pay information online!

### Accessing the Website

To access the website, go to: [www.proservice.com](http://www.proservice.com) and click on the UltiPro Login at the top right of the page or go to <https://proservice.ultipro.com>

Each login is standard and will consist of a user name that is equal to your last name, first initial and last 4 digits of your Social Security number (ex. mcdonaldr1234) and a password that is date of birth in a MMDDYYYY format (ex. 01311985).

After the first login, a new password and up to 4 security questions will be required.

### Change Password

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

Password length: 8-50  
Letters: 2  
  Uppercase: 1  
  Lowercase: 1  
Numbers: 1  
Special characters: 1 (Examples: !@#\$%^&\*()\_-=  
{|}||:;~<.>?/~

New Password

Confirm Password

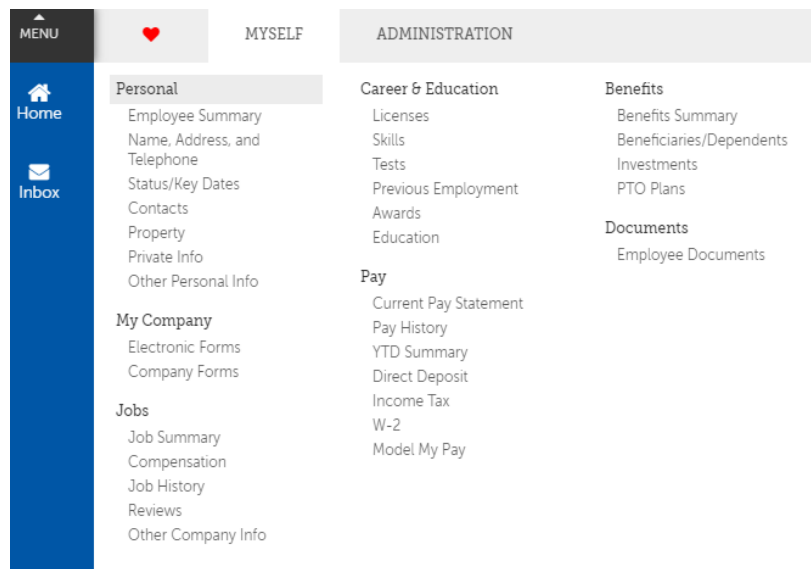
[Cancel](#)

### Challenge Questions

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.

## Home Page

The first screen of the website is the homepage. This contains announcements, links, and documents posted by your employer and ProService. There is a menu bar at the top of the screen that will allow you to navigate to other sections of the website. Hover over the menu items to access the sub menus.



## Key Features

Description	Location
View and Print Current Pay Stub	Myself > Pay > Current Pay Statement
Access All Pay Stubs	Myself > Pay > Pay History
View Direct Deposit	Myself > Pay > Direct Deposit
View and Print W-2	Myself > Pay > W-2
Review Address Information	Myself > Personal > Name, Address, and Telephone
View current and historical compensation information	Myself > Jobs > Compensation
Review Benefits elections and deductions	Myself > Benefits > Benefits Summary