

Logging into “Ultipro Associate Access”

Keep in mind, in order to access this website from within Thompson Health, you will need to know your network log in as well. Each Associate has been assigned a network log in. If you do not have this information, you will need to open an IT services request by calling IT Services Customer Support at x6675. The only exception to this will be at the kiosk PC in the Human Resource lobby area in trailer #1. You will be able to access this website without a network log in on that PC only from within Thompson Health.



First, open the internet explorer browser by clicking on this icon on your computer.

There are 3 ways to get to “Ultipro Associate Access”:

1. Link on the **Intranet** under **External**, “Ultipro” or under **Departments**, Associate Services, “Ultipro Associate Access”.
2. Link on the Thompson Health Corporate Website (www.thompsonhealth.com)
Follow this path **Careers \Compensation and Benefits** (link to this from work or home)
3. Type in this URL
<https://www6.intersourcing.com> (link to this from work or home)

This is the login screen that will appear.

The screenshot shows the Ultipro login interface. At the top left is the Ultipro logo, which consists of three red cubes forming a larger cube shape next to the word 'ULTIPRO' in bold black letters. Below the logo are two input fields: 'User name' and 'Password'. A 'Log in' button is positioned below the password field. A link for 'Forgot your password?' is located below the 'Log in' button. At the bottom of the login area, it says 'POWERED BY ULTIPTRO Version 10.4.3.9729'.

- Language
- [View in English](#)
 - [Afficher en français](#)
 - [Ver en español](#)

Logging In:

Your **User Name** is your **Employee Number with a 0 in front of it**. Therefore, if your employee number is 1234, your user name for Ultipro Associate Access is 01234.

Places you can find your employee number if you do not know it:

- First paycheck stub (This will have two zeros before your number)
- Your Manager
- Payroll
- Associate Services

The first time you log in, your **Password** is your birth year (ex.: 1980) plus the last 4 digits of your Social Security Number. This will be an eight digit temporary password.

The **first time you log** in you will see the following screen:

Your current password is the eight digit temporary password (birth year, last 4 digits of your Social Security Number)

This screen is asking you to immediately change your password; please note the Password Requirements on the screen.

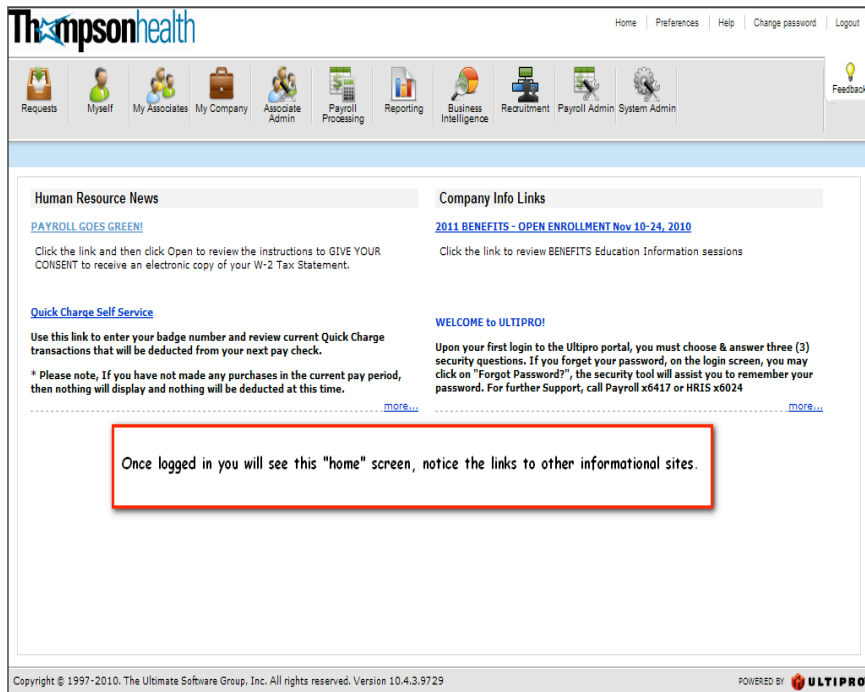


Password Requirements	
Length	8-25
Character types	
Alpha	2
Uppercase	1
Lowercase	1
Numeric	1
Special	0
Examples	!@#\$%^&*() -+={ }[]\;:\'<>./~`

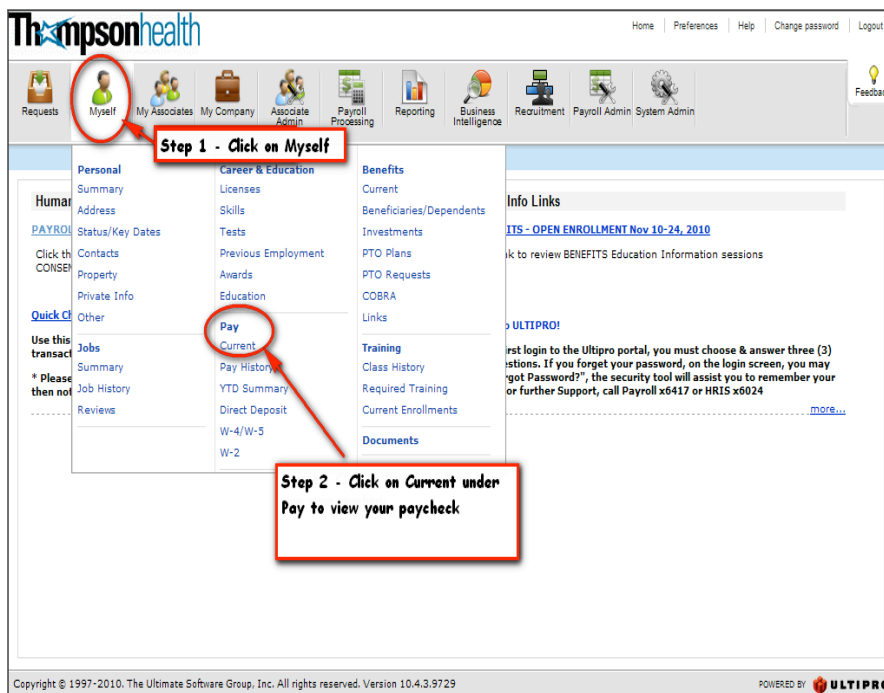
The next time you log in, you will use the same User name and the new password that you created.

Security Enhancement

Upon initial login, associates will be required to choose and provide answers to three (3) security questions. This is so associates may help themselves remember if/when they forget their passwords.

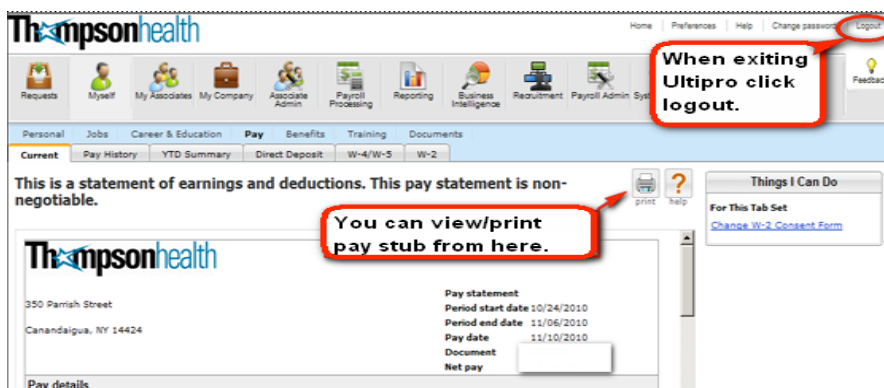


Once logged in you will see this “home” screen.



Finding your paycheck:

- Click on **Myself** to view your options.
- Click on **Current** under **Pay**.



Printing pay stub:

- Click on the printer friendly icon to print, but be careful while at work. **Make sure to pick it up from the printer!**

Logging out of Ultipro:

- Click on Logout on the top right hand corner.