

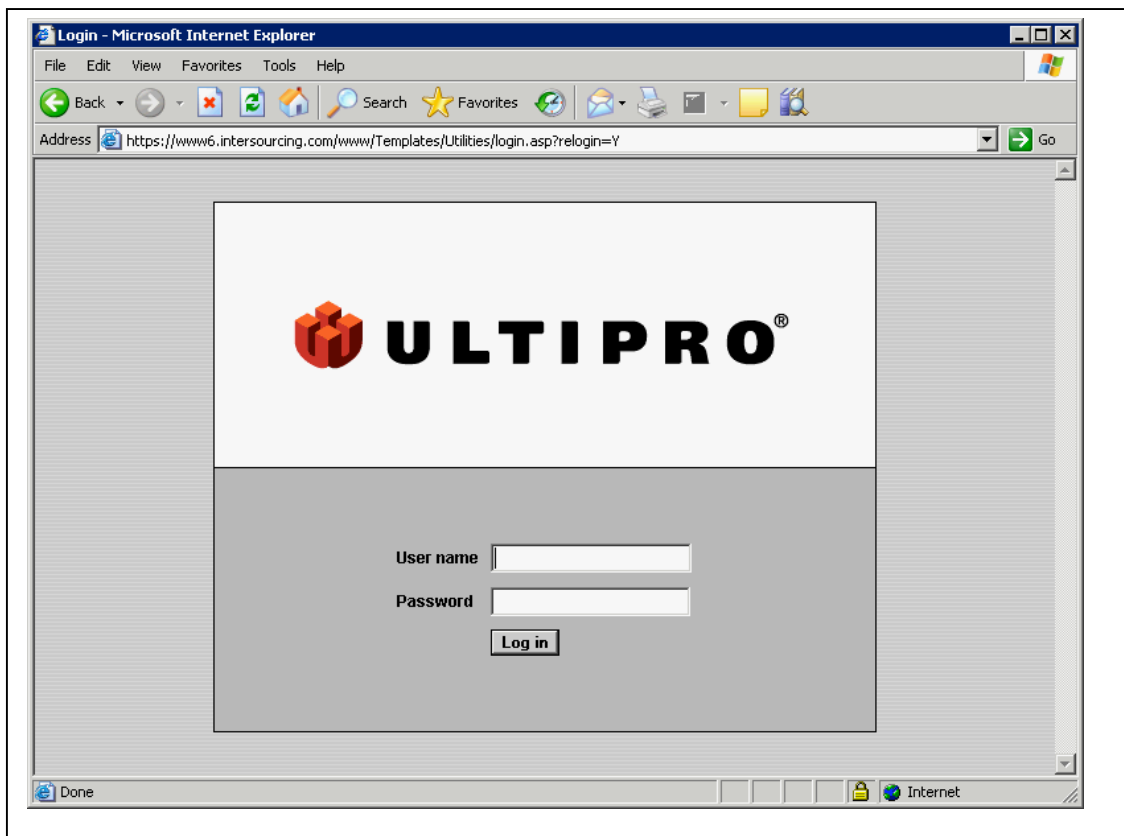
## **Logging into “Ultipro Associate Access”**

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. There are 4 ways to get to “Ultipro Associate Access”:

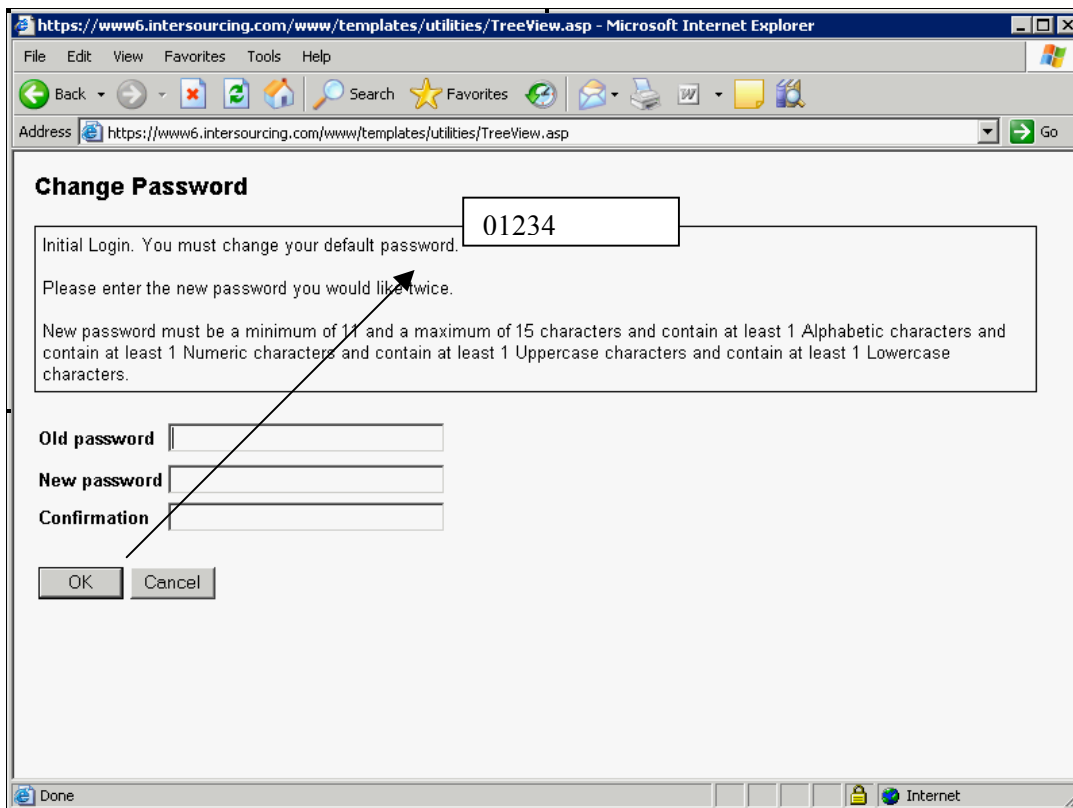
1. Type in this URL  
<https://www6.intersourcing.com>
2. Link on the Intranet under Associate Services (Ultipro Associate Access)
3. Link on the Thompson Health Corporate Website (Careers | Compensation and Benefits) ([www.thompsonhealth.com](http://www.thompsonhealth.com))
4. Link on the CARESCount website.

This is the login screen that will appear.



Your User name is your Employee Number with a 0 in front of it. Your employee number is the same as the user name for the CARESCount website. Therefore, if your employee number is 1234, your user name for Ultipro Associate Access is 01234. If you do not know your employee number, please contact your manager.

The first time you log in, your Password is your birth year (ex.: 1980) plus the last 4 digits of your Social Security Number. As soon as you log in your first time, you will see the following screen:

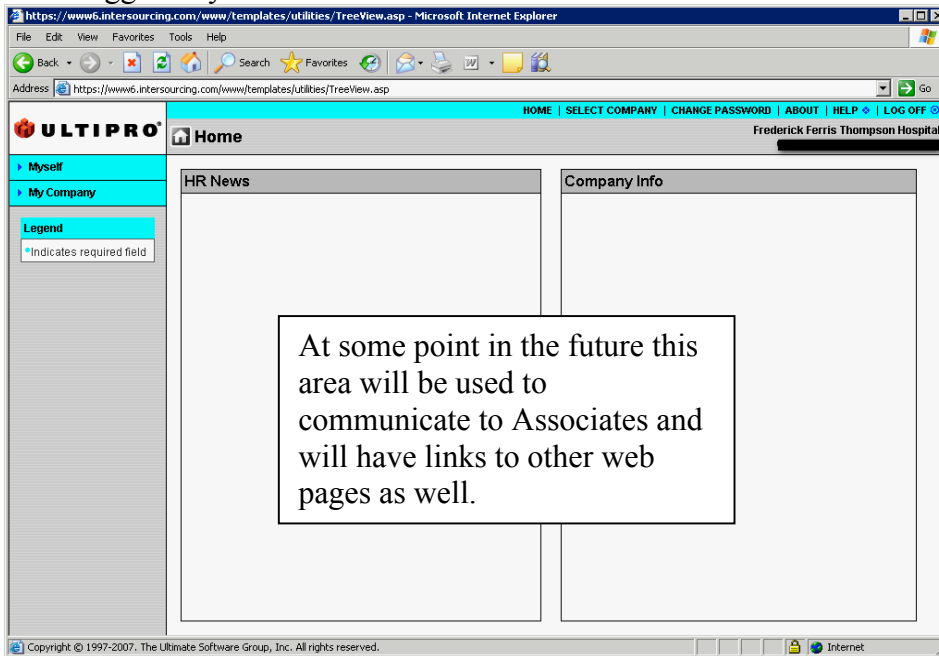


The screenshot shows a Microsoft Internet Explorer window with the address bar displaying <https://www6.intersourcing.com/www/templates/utilities/TreeView.asp>. The page title is "Change Password". The form contains the following elements:

- A text box containing the value "01234".
- Text: "Initial Login. You must change your default password."
- Text: "Please enter the new password you would like twice."
- Text: "New password must be a minimum of 11 and a maximum of 15 characters and contain at least 1 Alphabetic characters and contain at least 1 Numeric characters and contain at least 1 Uppercase characters and contain at least 1 Lowercase characters."
- Input fields for "Old password", "New password", and "Confirmation".
- Buttons for "OK" and "Cancel".

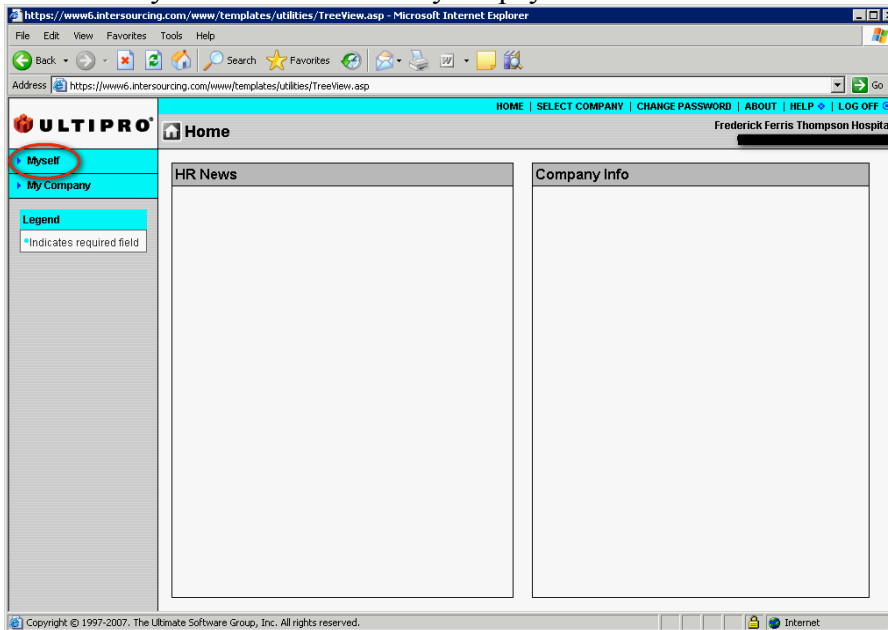
This screen is asking you to immediately change your password and supplies you with the requirements of the new password. The next time you log in, you will use the same User name but you will use this new password.

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

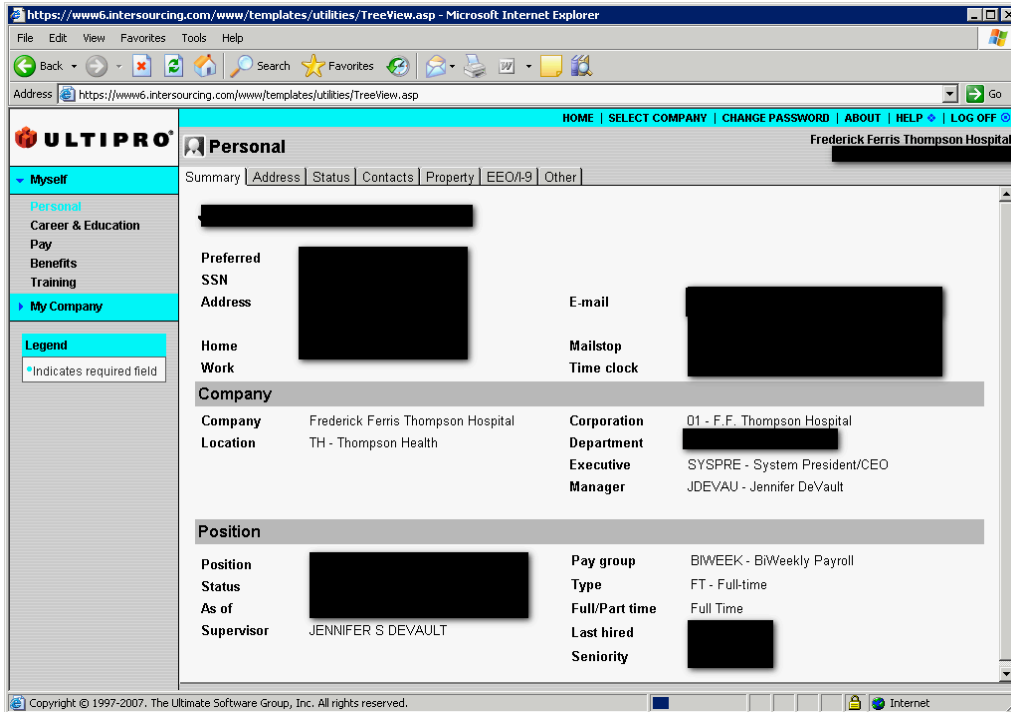


### Navigating through the various information screens/fields:

Click on Myself in order to view your payroll/human resource information

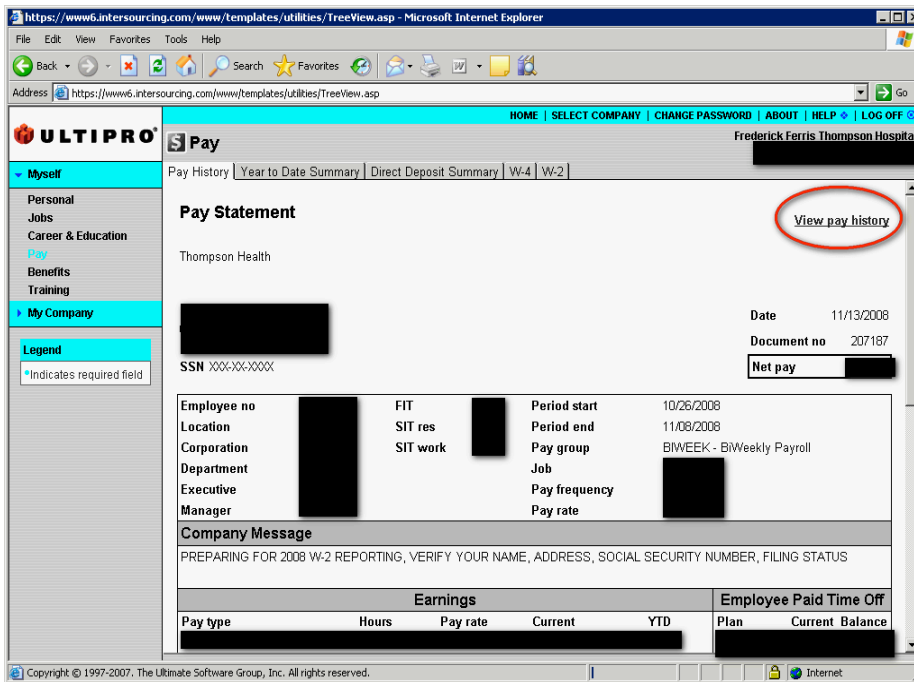


This screen will appear with several choices of links to navigate to along the left hand margin (Personal, Career & Education, Pay, Benefits and Training). From within each of these links there are also several tabs as well.

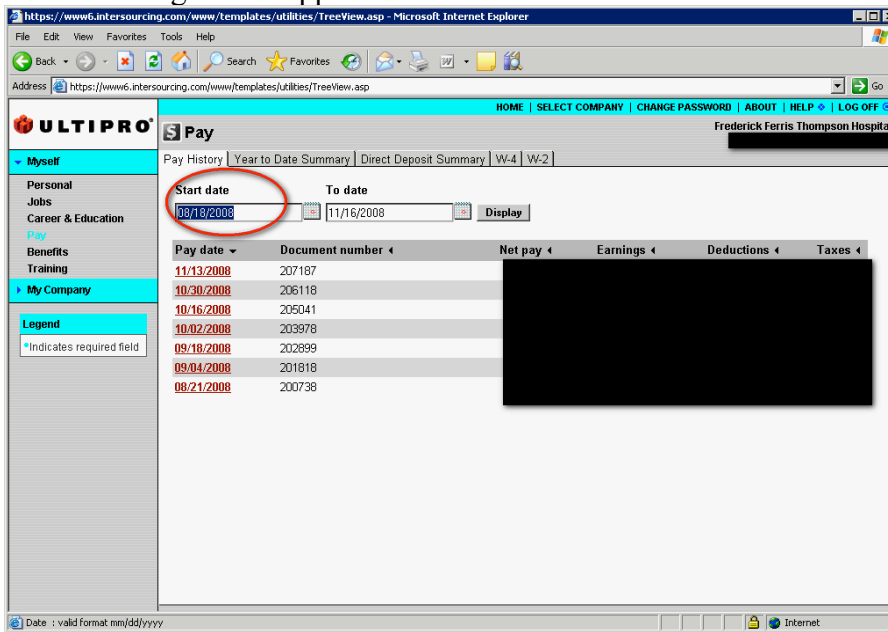


## **Printing Copies of Pay Stubs**

Below is a screen shot of the Pay link. In order to get to this point, you need to click on **Pay** located on the left had margin under **Myself**. On the first tab, Pay History, you will see the entire pay stub of your very last pay check. You would be able to print this document by clicking on the Printer Friendly icon you will find in the lower right hand corner of the page. **We do not encourage printing of the pay stub unless it is absolutely necessary.** If you wanted to view/print a prior pay stub, you would click on the View pay history link that is circled in red below.



The following screen appears:

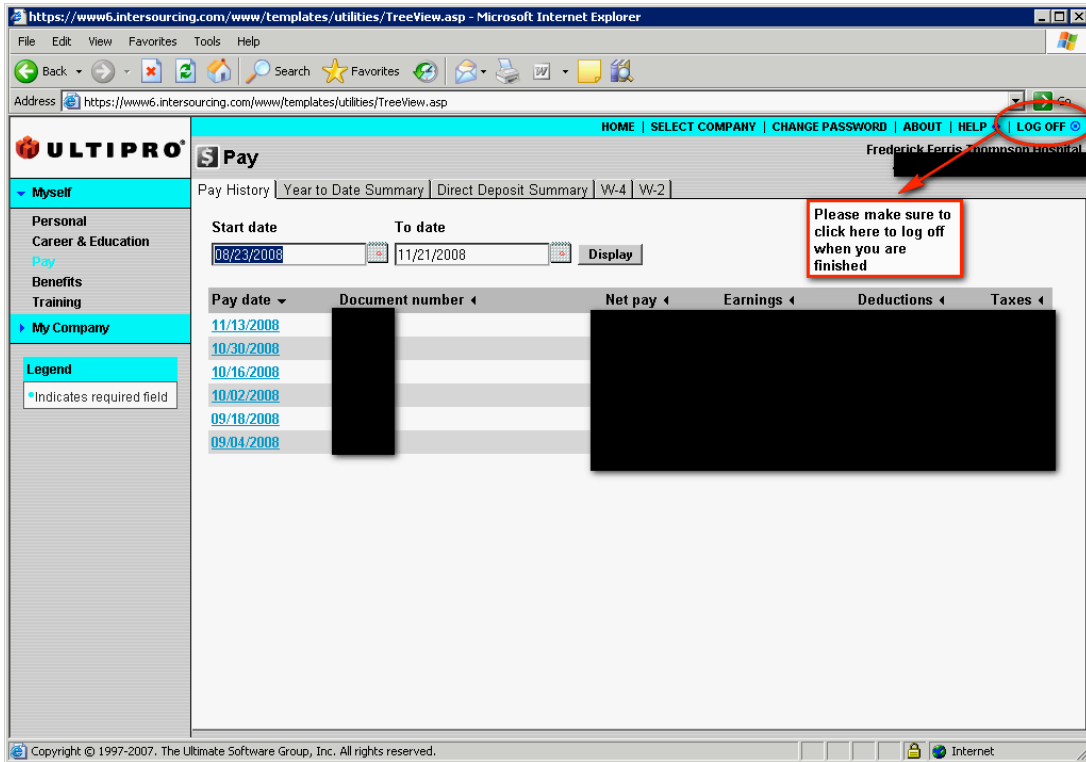


**Be careful when printing pay stubs while at work. Make sure to pick it up from the printer!**

From here, you can view/print pay stubs from as far back as 2001 by entering the appropriate date as the Start Date and then selecting the pay date desired by clicking on that date from the list that will populate below once you click on the Display button.

## Logging off of Ultipro Associate Access

Each time you log in, please be sure to **LOG OFF** (see screen shot below) and **do not** just click on the “X” in the upper right hand corner to close the box.



## Questions

If you have forgotten your password, please call or email Karen Van Order in Payroll at extension 6417 or Human Resources at extension 6680. Someone will be able to reset it for you and it will default back to your birth year (ex. 1980) and the last four digits of your social security number so you can log in. Because the resetting of the password will only be done during the hours of 8:30am-5:00pm, Monday-Friday, please make every effort to remember your password.

If you do not know your Associate number (your username), please contact your manager and he/she will be able to get that information for you.