



ULTIPRO INSTRUCTIONS

Accessing the web portal and Downloading App

NOTICE: W2's and Team Member Payroll Self Service

Paradigm Investment Group has a team member Self-Service portal through UltiPro, our HRIS provider. Team members can access W-2's, 1095-C's, check stubs, update direct deposit, tax and contact information through this portal. You do not lose access to your portal if you leave the company. The team member should set up their own login, a manager should never set up a portal login for you. Click below to be directed to instructions on how to access UltiPro Self Service Portal.

ALL W-2'S WILL BE AVAILABLE *ELECTRONICALLY* VIA THE TEAM MEMBER SELF PORTAL NO LATER THAN JANUARY 31ST OF EACH YEAR.

ACCESSING ULTI PRO ON DESKTOP COMPUTER

1. Go to <https://infosync.ultipro.com>
2. Login with your unique username and password

Username: Last Name + 1st initial of 1st name + Last 4 of SSN

Example: John Smith 123-45-6789 is smithj6789

Password: 8-digit birthdate – MMDDYYYY

**You will change your password the first you log in*

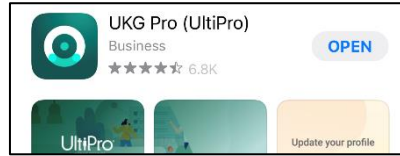
LOG-IN ISSUES?: PLEASE CONTACT Ulti.Support@issvc.com or call (855) 285-1198

3. Select the Delivery Method Preferred.
4. Enter the access code you receive.
5. You're in! Go to 'Menu' -> 'Myself' to access your information.

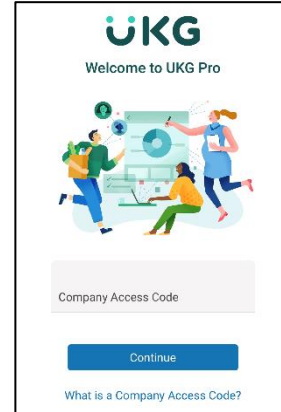


ACCESSING ULTI PRO ON ULTI PRO (UKG) APP

1. Download the UKG Pro (UltiPro) app



2. Open the app and enter the Company Access Code: **PARAIG**



3. Login with your unique username and password

Username: Last Name + 1st initial of 1st name + Last 4 of SSN

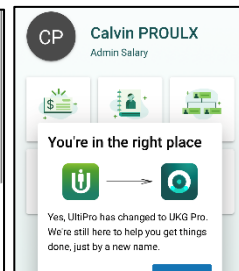
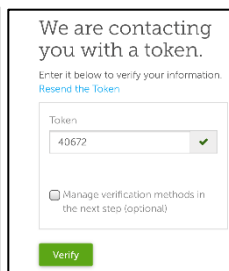
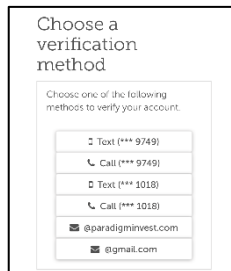
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LOG-IN ISSUES?: PLEASE CONTACT Ulti.Support@issvc.com or call (855) 285-1198

4. Choose a verification method.
5. Enter the token you receive
6. You're in!



If you need assistance on setting up or accessing your account because your information is incorrect, you have forgotten your password, or you are locked out, the following information will need to be emailed to the Payroll department to facilitate your accessing your account:

- Team Member's first and last name (legal)
- Team Members last five digits of your Social Security Number (X-XXXX)
- Team Members phone number
- Current Address (street, city, state and zip code)
- Current Email Address

Email Payroll (HR@ParadigmInvest.com)

