

# ULTIPRO

## First-Time Login (Web)



The first time you log into UltiPro, you will activate your user account. This involves a few simple steps to login successfully to UltiPro.

1. Go to **E44.ultipro.com** – type only those letters into the address bar of your browser.
2. On the Sign In page, enter your **User name** (Personal Email Address) and your **Password** (Birthdate in **MMDDYYYY** format), and then **Sign In**.

3. On this screen you will be required to change your default password to one of your choosing. Please note these restrictions:

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: !@#\$\$%^&\*()\_+={}|~:;'"<,>.?!/~`**

- a. Enter in your **Current Password** (Birthdate in **MMDDYYYY** Format)
- b. Enter Your **New Password** using the minimum password requirements listed above
- c. Enter in your new password again in **Confirm Password**
- d. **Click OK**
- e. **Please take note of your new password. You will need it to log in going forward.**

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**ALWAYS COMPASSIONATE**

### 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: !@#%&\*()\_+={[}]^<.>./~`

Current password

New password

Confirm password

Cancel

4. On this screen, 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. Press **Continue** when completed.

**ALWAYS COMPASSIONATE**

### 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.

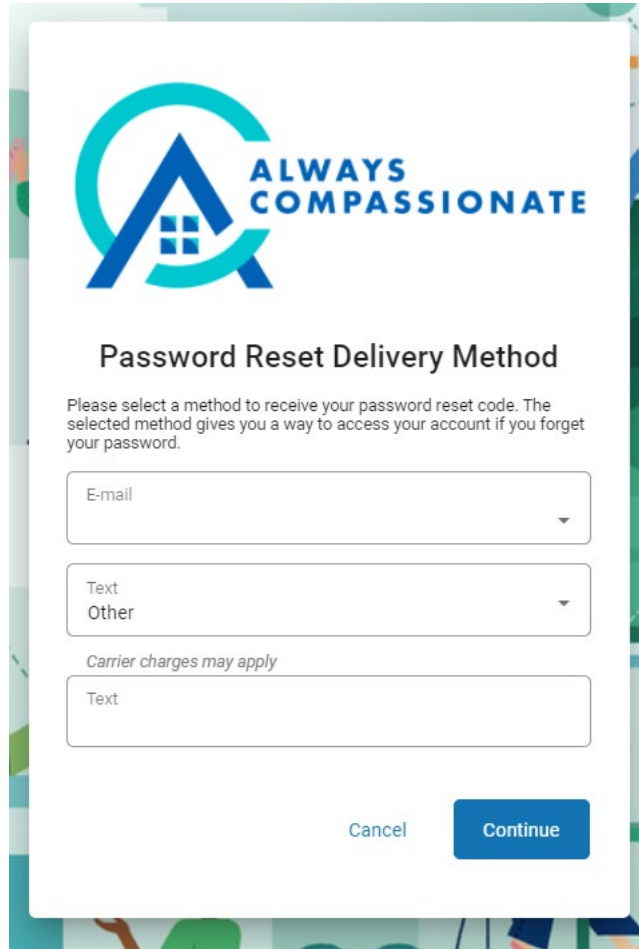
Question 1  Answer 1

Question 2  Answer 2

Question 3  Answer 3

Cancel

5. On this screen, please select a method to receive your password reset code. The selected method gives you a way to access your account if you forget your password. You can select **E-Mail** or a **Text** message can be sent to a phone number you can enter in. Press **Continue** when completed.

A screenshot of a web form titled 'Password Reset Delivery Method'. At the top is the 'ALWAYS COMPASSIONATE' logo. Below the title is a paragraph: 'Please select a method to receive your password reset code. The selected method gives you a way to access your account if you forget your password.' There are two dropdown menus: the first is set to 'E-mail' and the second is set to 'Text' with 'Other' visible below it. Below the second dropdown is the text 'Carrier charges may apply' and a text input field containing 'Text'. At the bottom right are two buttons: 'Cancel' and 'Continue'.

6. You will be logged into your UltiPro Account. You will then see the **UltiPro Home Page** and you can begin navigating on the site.
7. To Log In at a later date, please return to **E44.ultipro.com** and use your personal email address and the **New Password** you created.

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**Notes:**