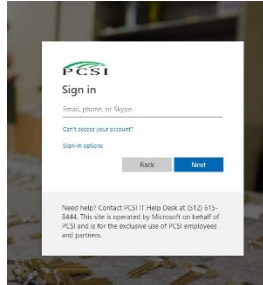# UltiPro HCM Portal Access for PCSI Employees with a PCSI Email Address

To access PCSI's new UltiPro HR/Payroll portal with Single Sign On:

1. Complete the UltiPro HCM First Time Sign On instructions.
2. Open a new browser and go to: https://pcsi.ultipro.com

3. Enter your PCSI email address. Example: jdoe@pcsi.org
4. Enter your PCSI password. The same password used to access your computer.
5. Approve access with Multi Factor Authentication.
6. To Activate Single Sign on in UltiPro; enter your Date of Birth (Format: mm/dd/yyyy), Social Security Number (Format: 123456789 no dashes) and Employee Number (Format: 12345). Click OK.
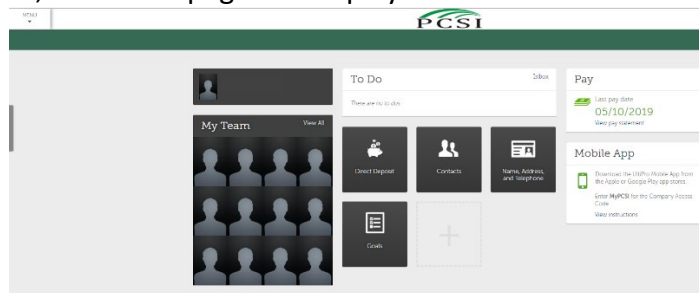

7. Check your email box for a verification email from UltiPro.
   From: noreply@ultipro.com <noreply@ultipro.com>

   Please select the link below to complete your account activation.
   Click here to complete your account activation

8. Once logged on, the Home page will display.

9. Continue to access UltiPro with: https://pcsi.ultipro.com/