

Verifying Spouse Info in Ultipro

1. Log into Ultipro ew31.ultipro.com
2. Click "Menu">"Myself"

The screenshot shows the Ultipro dashboard interface. At the top, there is a navigation bar with 'MENU', a heart icon, 'MYSELF', and 'ADMINISTRATION'. The 'MENU' and 'MYSELF' items are circled in red. Below the navigation bar is a vertical sidebar on the left with 'Home' and 'Inbox' icons. The main content area is divided into several columns: 'Personal' (Employee Summary, Name, Address, and Telephone, Status/Key Dates, Contacts, Property, Private Info, Other Personal Info), 'My Company' (Company Info, Employee Directory, Organization Chart, View Opportunities), 'Jobs' (Job Summary, Compensation, Reviews, Other Company Info), 'Career & Education' (Goals, Goal Planning, Personal Development, Talent Profile, Licenses, Skills, Previous Employment, Awards, Education, Relocation Preferences), 'Career Development' (Available, Current, Completed), 'Pay' (Current Pay Statement, Pay History, YTD Summary, Direct Deposit, Income Tax, W-2), 'Time Management' (Time Management, Time Clock Entry), 'Benefits' (Benefits Summary, Beneficiaries/Dependents, Investments, PTO Plans, COBRA, Health Care Eligibility, 1095-C, Links), 'Open Enrollment', 'Life Events' (Life Events), 'Documents' (Employee Document), and 'Document Acknowledgment'. At the bottom right, there are links for 'Company Access Code' and 'View instructions'.

3. Click "Contacts"

This screenshot shows the same Ultipro dashboard as above, but with the 'Contacts' link under the 'Personal' section circled in red. The 'MENU' and 'MYSELF' items are also visible at the top.

4. Click on name of spouse.

This screenshot shows a list of contacts. The first entry is 'Test, Spouse', which is circled in red. To the right of the name, there are checkboxes for 'Emergency contact', 'Beneficiary', 'Dependent', and 'Emergency contact'. The 'Dependent' and 'Emergency contact' checkboxes are checked.

5. Verify Last Name, SSN, and DOB.

Test, Spouse

The screenshot shows the 'Personal' information for the selected contact, 'Test, Spouse'. The information is displayed in a table format:

Personal	
SSN	123-45-6789
Date of birth	01/01/1980
Gender	Male
Date of marriage	01/01/2010
Date of divorce	05/01/2013
Employer	
Occupation	

See next page.

6. If Name, DOB, or SSN is incorrect click “Edit” in right top corner.



7. Edit information as applicable.

Personal			
First	<input type="text" value="Spouse"/>	SSN	<input type="text" value="123-45-6789"/>
Middle	<input type="text"/>	Date of birth	<input type="text" value="01/01/1980"/>
Last	<input type="text" value="Test"/>	Gender	<input type="text" value="Male"/>
Former last	<input type="text"/>	Date of marriage	<input type="text" value="01/01/2010"/>
Suffix	<input type="text"/>	Date of divorce	<input type="text" value="05/01/2013"/>
		Deceased	<input type="checkbox"/>
		Employer	<input type="text"/>
		Occupation	<input type="text"/>

8. Click “Save.”



9. If Name, SSN, or DOB are incorrect please contact apresnell@appriss.com. I will need to edit their SimplyWell Account to match changes within Ultipro.