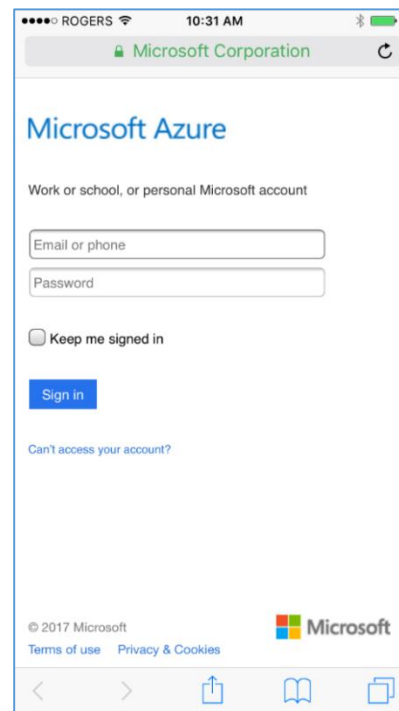


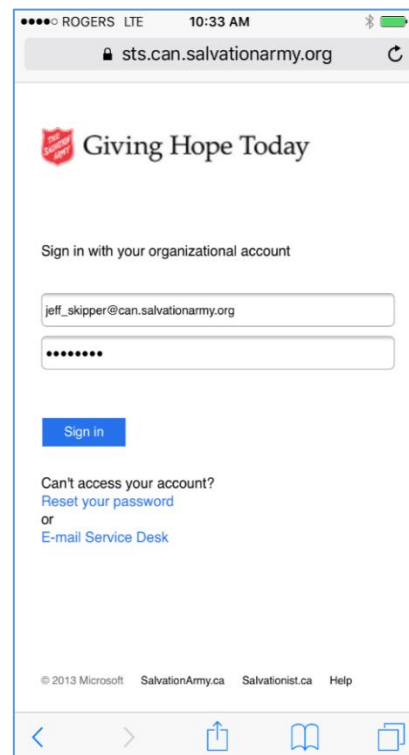
## Accessing UltiPro with a Mobile Device

On a mobile device, UltiPro looks a little different and is more limited in functions. There is no app. Use a browser (e.g., Safari) to go to the site.

1. Go to **MyArmy**: [myarmy.can.salvationarmy.org](http://myarmy.can.salvationarmy.org)
2. Enter your Salvation Army email address and password. Upon entering your email it may automatically go to the next screen.



3. On the **Salvation Army** login page, enter your password.



4. Tap **Sign In**. The MyArmy portal page will appear.
5. Press **UltiPro**. If you haven't logged into UltiPro before, you will need to complete the verification screen as shown below. Following that, check your email and click the verification link.

**New User Activation**

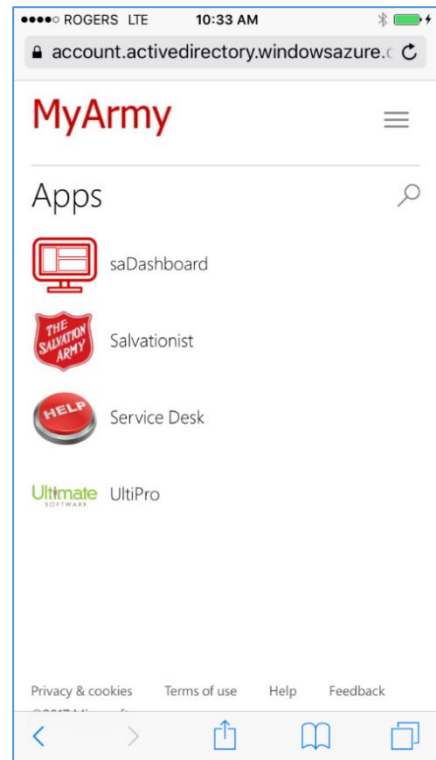
Welcome to the Single Sign On Ultipro account activation page.

**Employee Number:**  Example: [1234567](#)

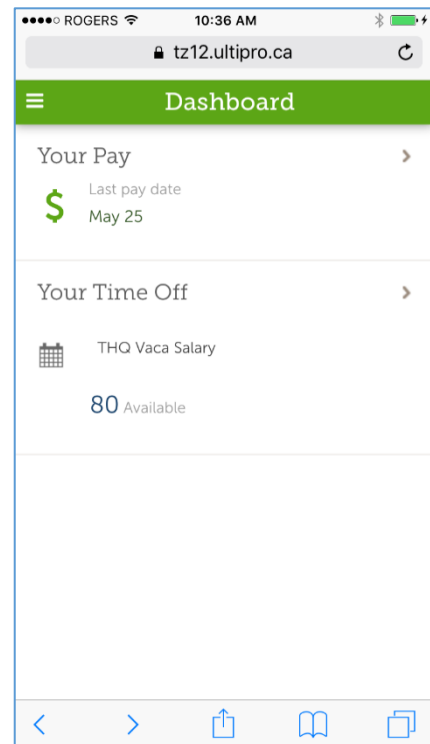
**Employee Email Address:**  Example: [joe\\_doe@can.salvationarmy.org](#)

**Enter Your First Name:**  Example: Joe (as per your old pay statement)

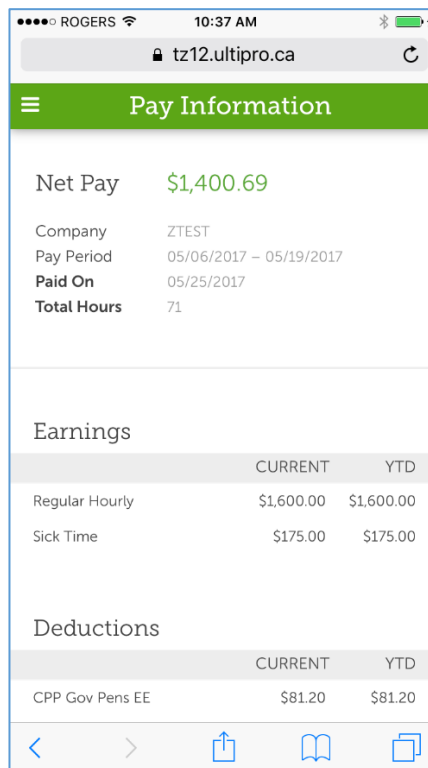
**Enter Your Last Name:**  Example: Doe (as per your old pay statement)



6. Once in UltiPro you will see a link to your pay statement as well as a summary of your vacation time available (in hours).



7. Tap **Your Pay** to view your pay statement.
8. Go back or tap the menu icon in the top right to access your time off details.



Pay Information		
Net Pay	\$1,400.69	
Company	ZTEST	
Pay Period	05/06/2017 - 05/19/2017	
<b>Paid On</b>	05/25/2017	
<b>Total Hours</b>	71	
Earnings		
	CURRENT	YTD
Regular Hourly	\$1,600.00	\$1,600.00
Sick Time	\$175.00	\$175.00
Deductions		
	CURRENT	YTD
CPP Gov Pens EE	\$81.20	\$81.20