

PC AND MAC INSTRUCTIONS FOR BOOKMARKING THE LOGIN SCREEN FOR ULTIPTRO AND WORKFORCE

The HMC Provider Login site needs to verify that access to the Ultipro and Workforce is from an HMC authorized site. Consequently, there are a few extra steps that need to be taken when bookmarking the Identity Provider Login screen.

PC INSTRUCTIONS

FIREFOX

1. In your web browser, enter the URL – hmc.ultipro.com (do not enter “www” before hmc).
2. Click on “Bookmarks” on the menu bar.
3. Click on “Bookmark This Page.”
4. When the bookmark screen appears, change the name of the Bookmark from Identify Provider Login to one that represents the site (e.g. HMC Payroll or Ultipro-Workforce) and click on “Done.”
5. Click on “Bookmarks” again on your menu bar.
6. Click on “Show All Bookmarks,” then select “Bookmarks Menu” or “Unsorted Bookmarks” to find the bookmark you named and select it.
7. Click on the new Bookmark and at the bottom of the screen change the location to: <http://hmc.ultipro.com>

INTERNET EXPLORER

1. In your web browser, enter the URL – hmc.ultipro.com (do not enter “www” before hmc).
2. Click on “Favorites” on the menu bar.
3. Click on “Add to Favorites,” change the name of the added site (e.g. HMC Payroll or Ultipro-Workforce) and then click on the “Add” button.
4. Click on “Favorites” on the menu bar and **right** click on the name of the new favorite, and click on “Properties.”
5. Change the URL to <http://hmc.ultipro.com> and click “OK.”

CHROME

1. In your web browser, enter the URL – hmc.ultipro.com (do not enter “www” before hmc).
2. Click on the star on the right side of the address bar then click edit.
3. When the edit screen appears, change the name of the Bookmark from Identify Provider Login to one that represents the site (e.g. HMC Payroll or Ultipro-Workforce) and change the URL to <http://hmc.ultipro.com> and click “OK.”
4. Then click “Save.”

MAC INSTRUCTIONS

FIREFOX

1. In your web browser, enter the URL – hmc.ultipro.com (do not enter “www” before hmc).
2. Click on “Bookmarks” on the menu bar.
3. Click on “Bookmark This Page.”
4. When the bookmark screen appears, change the name of the Bookmark from Identify Provider Login to one that represents the site (e.g. HMC Payroll or Ultipro-Workforce) and click on “Done.”
5. Click on “Bookmarks” again on your menu bar.
6. Click on “Show All Bookmarks,” then select “Bookmarks Menu” or “Unsorted Bookmarks” to find the bookmark you named and select it.
7. Click on the new Bookmark and at the bottom of the screen change the location to: <http://hmc.ultipro.com>

CHROME

1. In your web browser, enter the URL – hmc.ultipro.com (do not enter “www” before hmc).
2. Click on the star on the right side of the address bar then click edit.
3. When the edit screen appears, change the name of the Bookmark from Identify Provider Login to one that represents the site (e.g. HMC Payroll or Ultipro-Workforce) and change the URL to <http://hmc.ultipro.com> and click “OK.”
4. Then click “Save.”

SAFARI

1. In your web browser, enter the URL – hmc.ultipro.com (do not enter “www” before hmc).
2. Click on “Bookmarks” on the menu bar.
3. Click on “Add Bookmark.”
4. When the bookmark screen appears, change the name of the Bookmark from Identify Provider Login to one that represents the site (e.g. HMC Payroll or Ultipro-Workforce) and click on “Add.”
5. Click on “Bookmarks” again on your menu bar.
6. Click on “Show All Bookmarks,” then select “Bookmarks Menu” or “Unsorted Bookmarks” to find the bookmark you named and select it.
7. Once the bookmark is selected click once on the address and change the location to: <http://hmc.ultipro.com>