

Download the Mobile Application

The Mobile Application allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how to access and log into the mobile application.

Access the application

1. On your mobile device, open **Google Play** or the **Apple App Store**.
2. Search for **UKG Ready Mobile**.
3. Install the application.

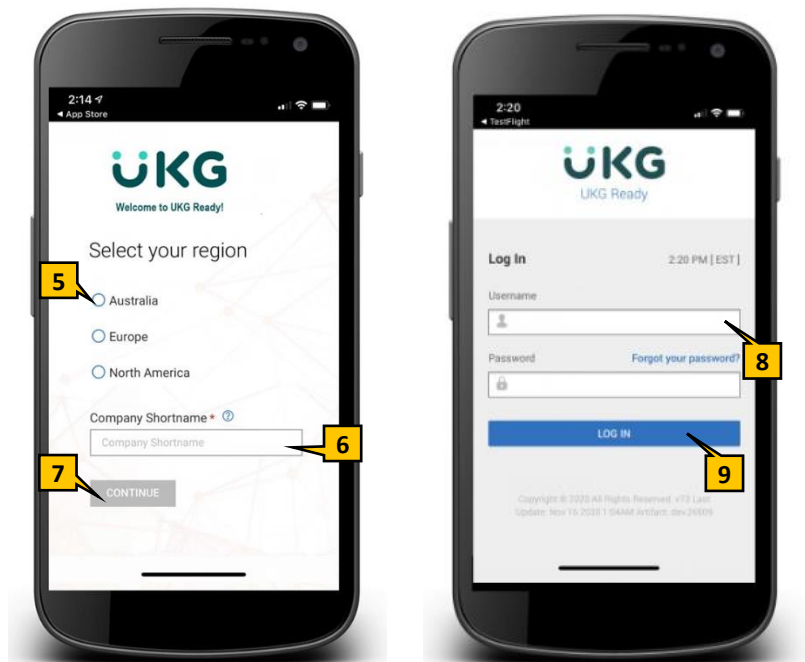
Application setup

4. Open the application on your device.
5. Select your region from the list.
6. Type your company's shortname.

Note:

The shortname can be found in the URL that you use to login to UKG Ready from the desktop. Example: <https://secure3.saashr.com/ta/1234567>. The last 7-digits reflect the shortname. See your company administrator if you have trouble locating this information.

7. Select **Continue**
8. Enter your username and password.
9. Select **Login**.



© 2020 UKG Inc. All rights reserved. For a full list of UKG trademarks, visit www.ukg.com/trademarks. All other trademarks, if any, are the property of their respective owners. No part of this document or its content may be reproduced in any form or by any means or stored in a database or retrieval system without the prior written authorization of UKG Inc. ("UKG"). Information in this document is subject to change without notice. The document and its content are confidential information of UKG and may not be disseminated to any third party. Nothing herein constitutes legal advice, tax advice, or any other advice. All legal or tax questions or concerns should be directed to your legal counsel or tax consultant.

Liability/Disclaimer

UKG makes no representation or warranties with respect to the accuracy or completeness of the document or its content and specifically disclaims any responsibility or representation for other vendors' software. The terms and conditions of your agreement with us regarding the software or services provided by us, which is the subject of the documentation contained herein, govern this document or content. All company, organization, person, and event references are fictional. Any resemblance to actual companies, organizations, persons, and events is entirely coincidental.