

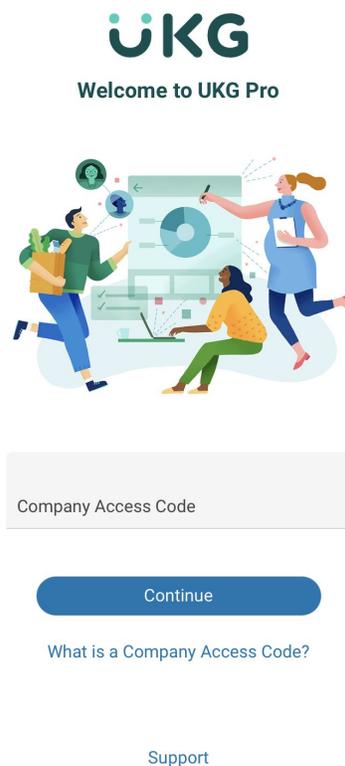
## UKG PRO MOBILE APP LOGIN GUIDE



[Apple Devices \(click here\)](#)

[Other Devices \(click here-Google Play\)](#)

Once downloaded to your device, open the **UKG Pro Mobile App**. You will be greeted with a page similar to the below screenshot.



Enter the **Company Access Code** for ALL MasTec Service Lines (lowercase, no spaces): **mastecinc** then click **Continue**.



Welcome to UKG Pro



Company Access Code  
mastecinc

Continue

[What is a Company Access Code?](#)

[Support](#)

You will then be directed to the **sign-in** page for UKG Pro Mobile App (screenshot page 3). Enter your Username and Password following the below guideline/example. Company Email Account Users (MasTec-AD) – please use the SSO sign-on.

**NOTE:** *Your unique username should have been provided to you by your Company Administrator. If it has not, please request it. Usernames in the system can have numbers attached and multiple surnames have custom designs as well.*

**Username:** First Three of First Name + Full Last Name(s)

**Password:** Zip Code + Birth Year



## Sign In

Use SSO (Corporate Credentials)

- or use your UltiPro account -

Username

Password

Sign In

[Forgot your password?](#)

Choose how you would like to receive a verification **Token** to complete the login.  
(Text to Mobile Device in use recommended)



## Choose a verification method

Choose one of the following methods to verify your account.

Text (\*\*\*)

Call (\*\*\*)

Text (\*\*\*)

Call (\*\*\*)

@.com

@.com

Enter the verification **Token** that you receive. *Recommended: Check the box 'Remember This Device'.* Click **Verify**.



We are contacting you with a token.

Enter it below to verify your information.  
[Resend the Token](#)

Token

Manage verification methods in the next step (optional)

Remember this device (optional)

Verify

**APPLE DEVICE USERS:** You can elect to utilize **Face ID** at this step, or later in the process.



**Sign In with Face ID**

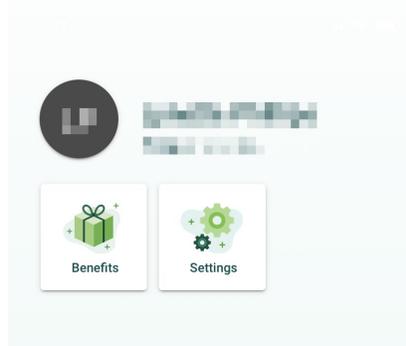
Face ID allows you to sign in without typing your password every time.

Yes

Not now

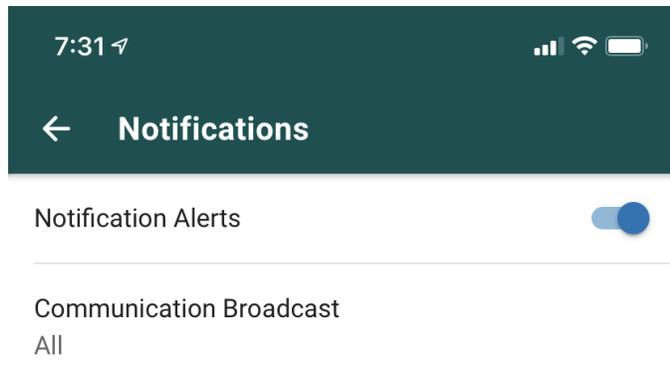
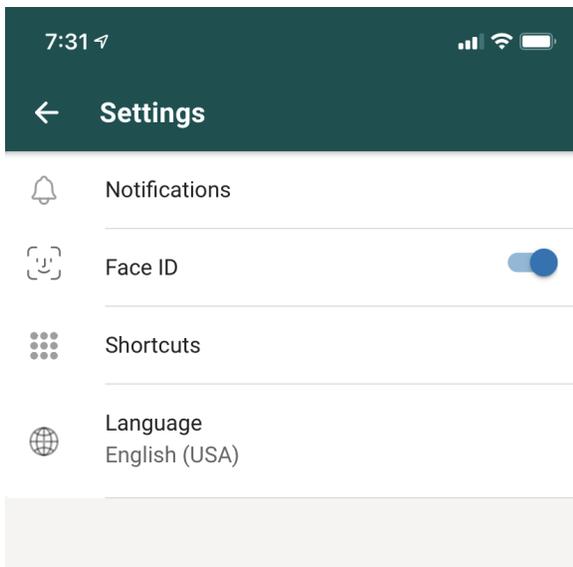
**Reminder** You can always set up Face ID later in the UKG Pro app settings.

You are now logged into the **UKG Pro Mobile App** and will be greeted with the home page below.



Please navigate to your **Settings** (click the tile) to review and ensure you have a few final pieces set up for your app.

- Language – this can be changed from a preselected list that UKG Pro offers.
- Shortcuts – this is the tiles that you will see on the homepage.
- Notifications – it is highly recommended to have any available to you (this varies by your role) set on, please ensure you at least have your **Communication Broadcast** notifications set to **All**.



**QUESTIONS/LOGIN ISSUES?  
PLEASE CONTACT THE MASTEC UKG PRO SUPPORT TEAM:**

**email:** [ukgsupport@mastec.com](mailto:ukgsupport@mastec.com)

**subject:** MOBILE APP LOGIN

**body:** *(include the following information)*

- *Service Line / Company*
- *First and Last Name*
- *Be as detailed as you can in your request, the more information you provide, the less Support has to ask for later.*
- *If you have ability to take screenshots and attach them, please do so.*