Step 1: Download the Mobile App
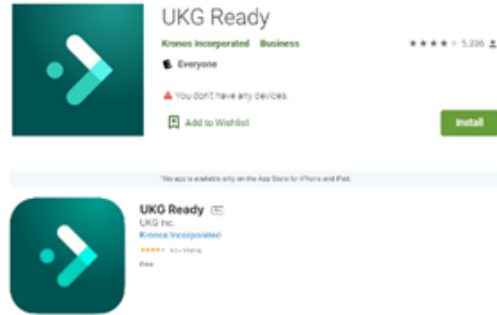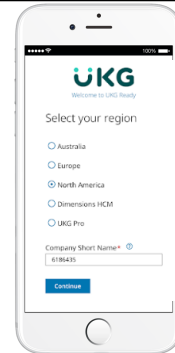- Go to your device's app store and search for **UKG Ready**
- There are several UKG apps, so make sure to download the correct one

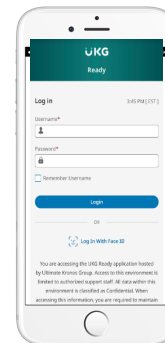**Step 2:** Setting up the Mobile App:
- Select the region: **North America**
- Enter our company shortname: **6186435**

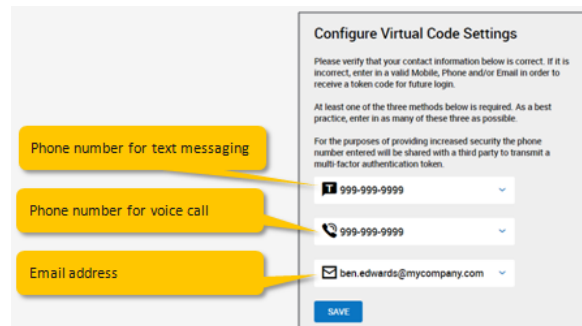If the app asks if you want to allow it to track your location, select **NO**.

Step 3: Logging in to the Mobile App:
- Enter your username provided in the username spreadsheet and the password **(Password is Imagine1!)**
- Tap login

Step 4: Setting up 2 factor verification (AKA: Virtual Code Authentication, a method for verifying your identity. This method of verification uses a six-digit code sent to your phone or email. The code is used in addition to your username and password and helps to protect your sensitive personal data.)
- Enter your phone numbers and email

Step 5: Getting Your Virtual Code Authentication Code
- Select a method to receive your code
- Click the **Send…** button
- Enter your code
- Click the checkbox to save the code to your browser
- Click the **Continue** button