

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.

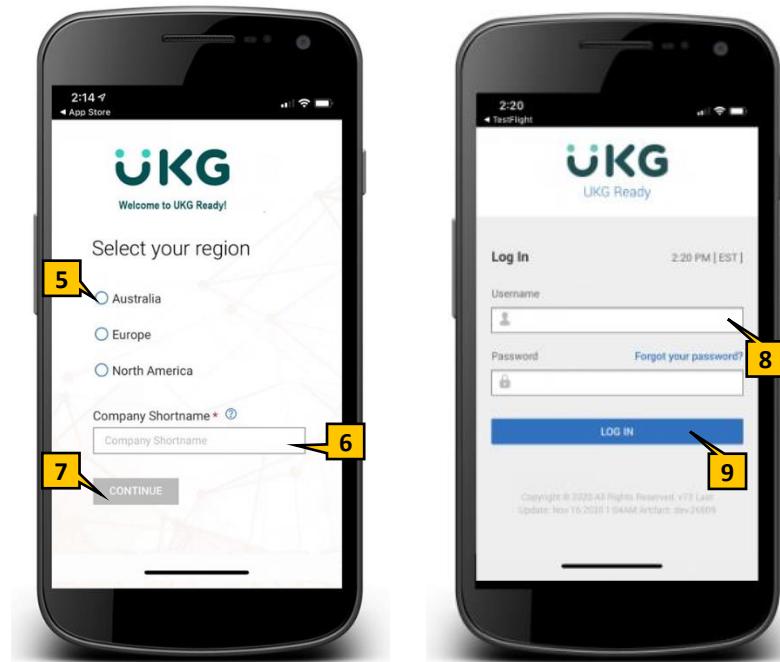
Application setup

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**.



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