

Download and Set Up the UKG Ready Mobile App

iPhone / Android Walkthrough

This guide walks you through downloading the UKG Ready app on your phone and getting signed in. It takes about 5 minutes. Once you're set up, you can enter your hours and submit expenses from anywhere.

Prefer to watch instead?

A companion video is attached to the same email as this guide. Save it to your device and tap to play — no login or website needed. You can watch the video, read this guide, or use both.

Download UKG Ready — not UKG Pro

Two similarly named apps exist in the app store. You want the one called UKG Ready with the teal icon. UKG Pro is a different product and won't work with your account.

What you'll do

- Download the UKG Ready app from your app store
- Enter the company short name: 622-1256
- Sign in with your email and onboarding password
- Verify your identity with a code
- Turn on notifications and set up Face ID

Before you start

Have your onboarding email handy — it has the password you'll need. Make sure your phone can receive text messages, since that's the quickest way to get your verification code.

01 Download the UKG Ready App

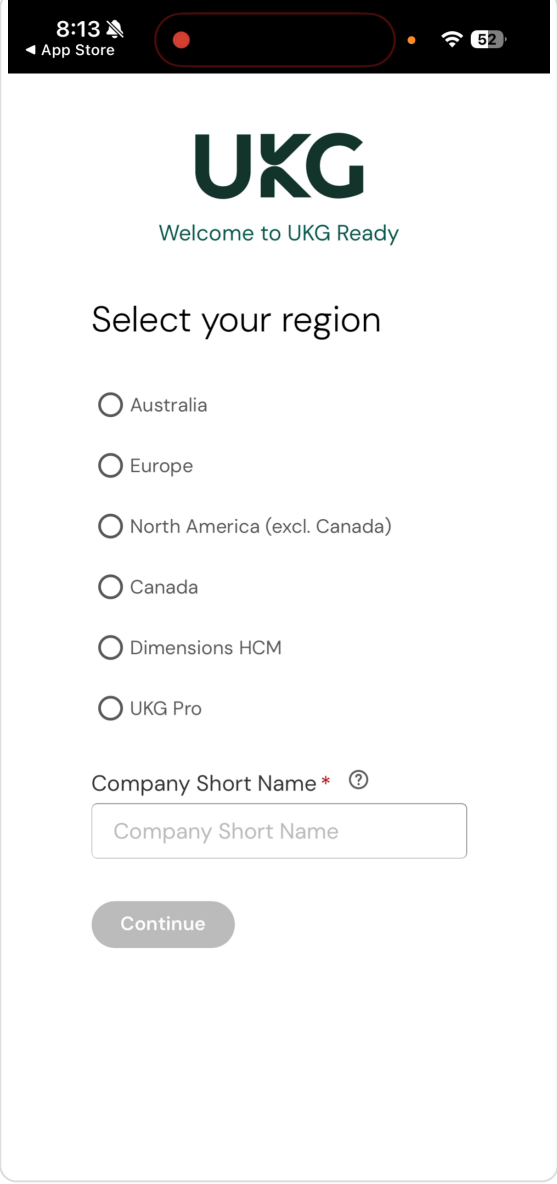
Open the App Store or Google Play on your phone and search for UKG Ready. Look for the teal UKG icon. Make sure you pick UKG Ready — not UKG Pro. They're two different apps. Download it, then open it.



02

Set Up Your Company Account

Select your region: North America (excl. Canada). In the Company Short Name field, enter 622-1256. If you're asked for the full company name, enter Reliant Life Sciences LLC exactly as written — that's how the account is registered in UKG. Tap Continue.



8:13 App Store

UKG

Welcome to UKG Ready

Select your region

☐ Australia

☐ Europe

☐ North America (excl. Canada)

☐ Canada

☐ Dimensions HCM

☐ UKG Pro

Company Short Name * ⓘ

Company Short Name

Continue

03 Enter Your Login Credentials

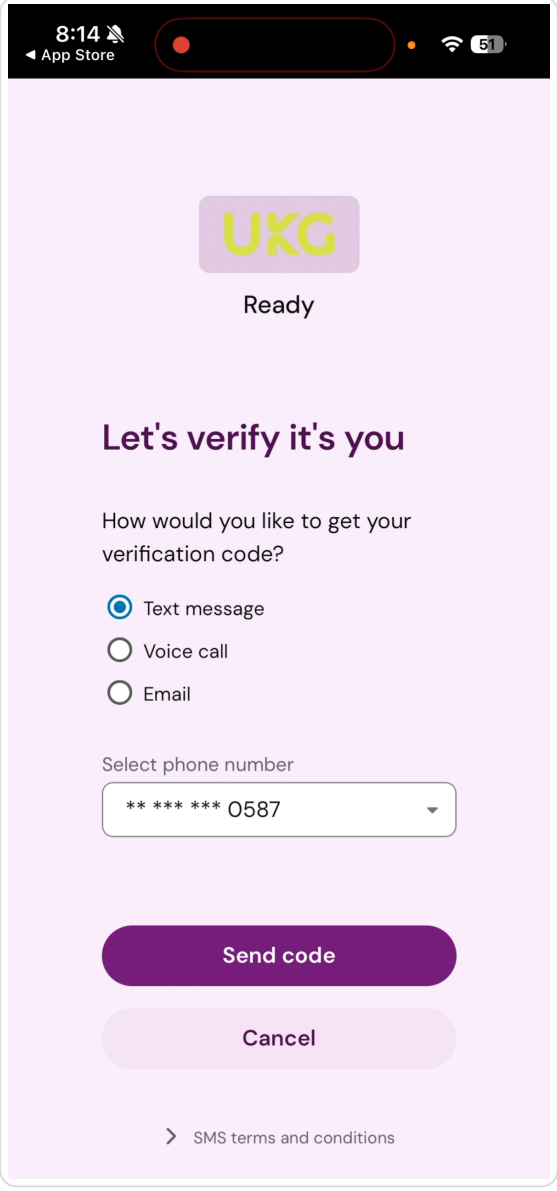
Your username is your personal email address. Your password is in the original onboarding email from UKGsupport@hirereliant.com. Enter both, then tap Sign in.

The screenshot displays the login interface of the UKG Ready mobile app. At the top, the status bar shows the time as 8:13, signal strength, and a battery level of 51%. The app's header includes the text 'Ready' and 'Welcome back'. Below this, a timestamp indicates '8:13 PM (EDT)'. The login form consists of two input fields: 'Username' and 'Password'. The 'Password' field has a toggle icon for visibility. A purple 'Sign in' button is positioned below the password field. A password suggestion bar is visible, showing 'password for saashr.com' and 'sara@themfogroup.com'. A standard QWERTY keyboard is shown at the bottom of the screen.

04

Choose Your Verification Method

Pick how you want to receive your verification code — text message, voice call, or email. Text message is usually fastest. Tap Send code, then enter the code you receive.

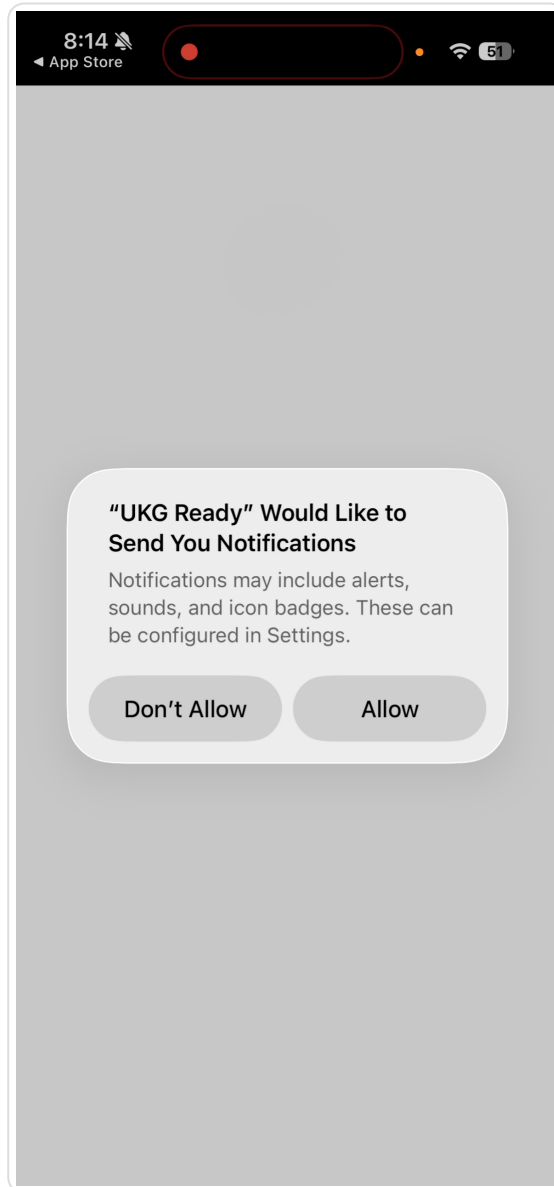


The screenshot shows the UKG Ready mobile app interface for verification. At the top, the status bar displays the time 8:14, a signal strength indicator, a red circle, a Wi-Fi icon, and a battery level of 51%. Below the status bar is a purple header with the UKG logo and the word "Ready". The main content area has a light purple background. It features the heading "Let's verify it's you" in bold purple text. Below this, the text "How would you like to get your verification code?" is followed by three radio button options: "Text message" (selected), "Voice call", and "Email". A dropdown menu labeled "Select phone number" shows the value "** ** * 0587". Below the dropdown are two buttons: a purple "Send code" button and a light purple "Cancel" button. At the bottom, there is a link that says "> SMS terms and conditions".

05

Enable Notifications and Face ID

When the app asks about notifications, tap Allow. We send reminders through the app, so this keeps you from missing a deadline. You can also choose whether to use Face ID for faster sign-in — that part is up to you.



That's it — you're signed in.

The UKG Ready app is set up and ready to use. You can now enter your hours, submit expense reports, and check your pay information right from your phone.

Quick recap

- Downloaded UKG Ready (teal icon, not UKG Pro)
- Selected North America (excl. Canada) as your region
- Entered company short name 622-1256
- Signed in with your email and onboarding password
- Verified your identity with a code
- Turned on notifications so you don't miss deadlines

Need help?

If a screen doesn't look like this guide, a field won't save, or something won't submit, email UKGsupport@hirereliant.com and we'll walk you through it. Include your name and a screenshot if you can — it helps us sort things out faster.