How do I Log on?

- ## First time logging in
  - ## User Name: **Your** - 1st Initial, Last Name, Last 4 SSN
  - ## Password Default: **Your** Complete SSN – no dashes

> **_Example_**   **Name is Jane Doe; Social is 123-45-6789**
> **User Name would be:**   **jdoe6789**
> **Password Default would be:**   **123456789**

The first time you successfully log into self service, you are required to change your password. Your new personalized password must meet the following requirements:

- Must be at least 8 characters long, but no more than 24 characters in length.
- Must contain at least two upper-case alphabetic character, two lower-case alphabetic character, two numeric character and two special characters
- Your personalized password can be any combination of numeric and alpha characters that meets the above requirements.
- Note: No spaces or apostrophes are allowed. Your password is case sensitive.
- Remember your password!

Sorry, these are UltiPro system requirements designed to protect your data and pay information security and, therefore, there are no exceptions to these rules.

Wendy's

Log In

User Name

Password

Forgot your password?

Log In

This is not the actual Website

> **If you have forgotten your password please attempt to use the "forgot password" link first.**
>
> **If you are still unable to log in please email:**
> **payroll@classicburgers.com**

Navigating through the system

- Click on the item you want.

- On the right side of each screen it will give you options of what you are able to do.

  - Any information you have been given permission to change will display an "Edit" button at the top right.