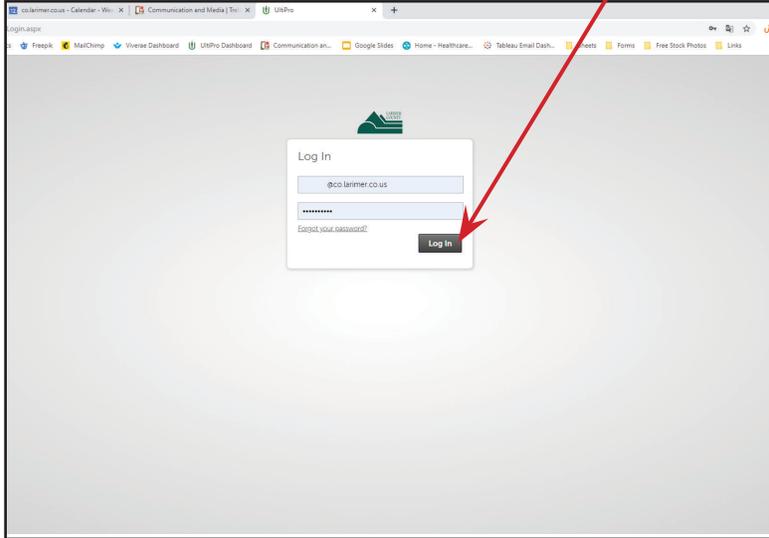


# TEXT MESSAGE ANNOUNCEMENTS & ALERTS

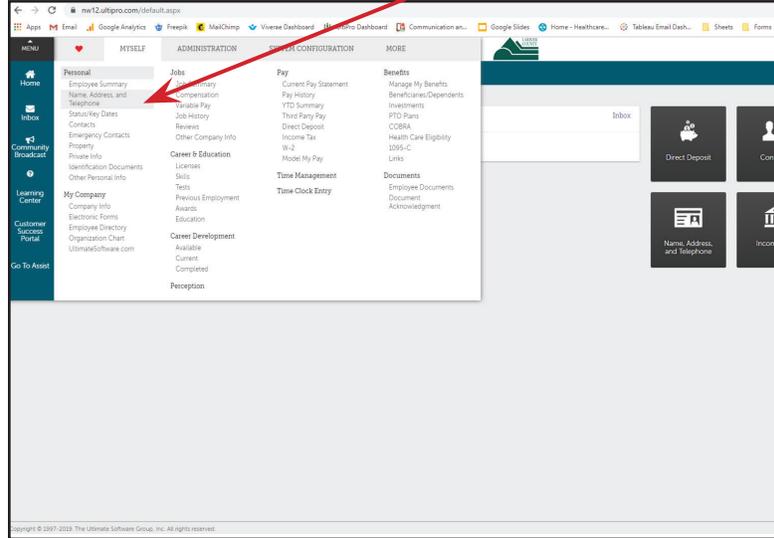
## ENROLLING IN TEXT MESSAGES

#1 Open UltiPro, using your usual method. (You cannot enroll in text services through the UltiPro mobile app.)

#2 Login to your UltiPro account; click on the Log-In button. If you logged in through Okta, you can skip this step.



#3 From the main menu, go to Myself > Personal > Name, Address, and Telephone.

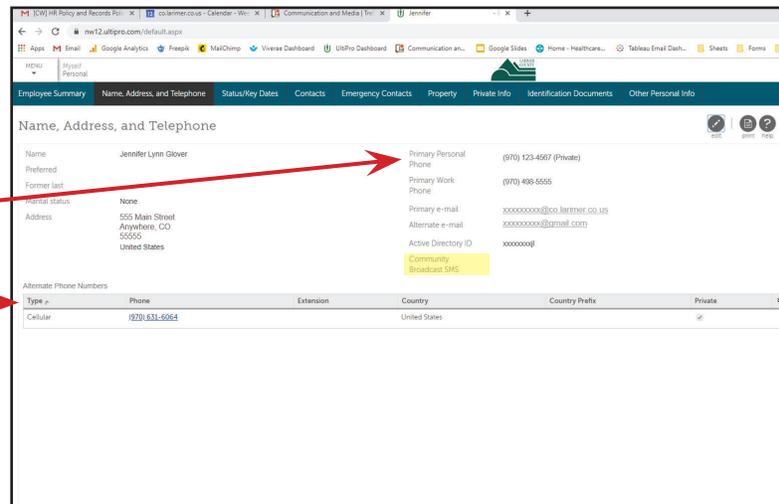


#4 View information on main screen. Verify two things:

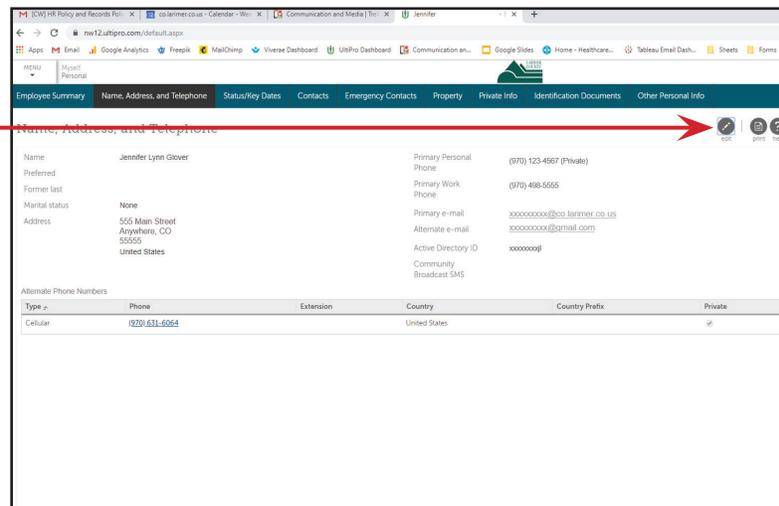
1. The Community Broadcast SMS field says none, or is blank. If there is a number listed and it is correct, you don't need to do anything else.
2. Is the phone number listed under Primary Personal Phone and/or Alternate Phone Numbers a cell phone or land-line number?

If the cell phone you want to receive text messages on is listed, continue to step #5.

If you need to enter a cell number or a different cell phone number, continue to step #8.



#5 If the phone number you want to receive text messages is listed, click on the Edit button.



#6 Under the Community Broadcast section, highlight the phone number you want to receive text messages.

Change Name, Address, or Telephone

Address

Quick Address Search

Country: United States

Address: 555 Main Street

City: Anywhere

State/Province: Colorado

Zip/Postal code: 55555

Telephone

Primary Personal Phone: (970) 123-4567 (Private: Yes)

Primary Work Phone: None

Community Broadcast: (970) 123-4567 (Cellular)

SMS: (970) 123-4567 (Cellular)

save cancel print help

#7 Click the green Save button.



You are now successfully enrolled to receive text message announcements and alerts. If you'd like to unsubscribe from text messages, please continue to page 4. **If you need to unsubscribe from test message alerts, you can find those instructions on the last page.**

#8 If you need to enter a new phone number, click on the Edit button.

Other Personal Info

Primary Personal Phone: (970) 123-4567 (Private)

Primary Work Phone: (970) 498-5555

Primary e-mail: xxxxxxxxxxx@co.larimer.co.us

Alternate e-mail: xxxxxxxxxxx@gmail.com

Active Directory ID: xxxxxxxxxj

Community Broadcast SMS

edit

#9 Under the Things To Do section, select the "Add Alternate Phone Number" option.

Change Name, Address, or Telephone

Add Alternate Phone Number

Add Contact

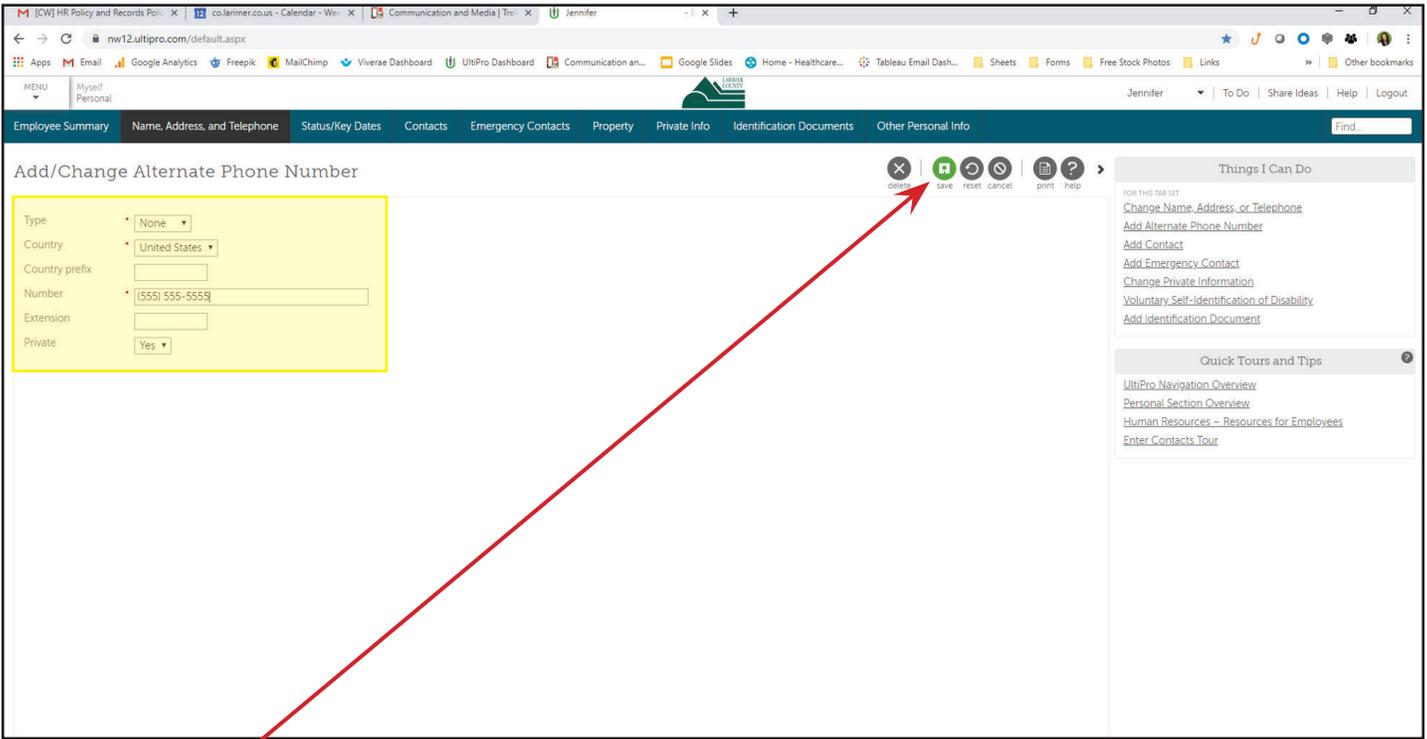
Add Emergency Contact

Change Private Information

Voluntary Self-Identification of Disability

Add Identification Document

#10 Select the Type, Country, and enter the phone number.

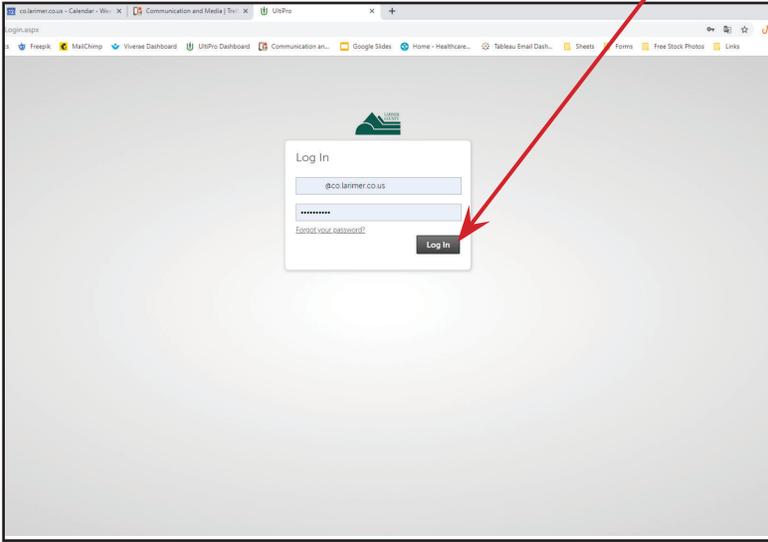


#11 Click the green Save button.

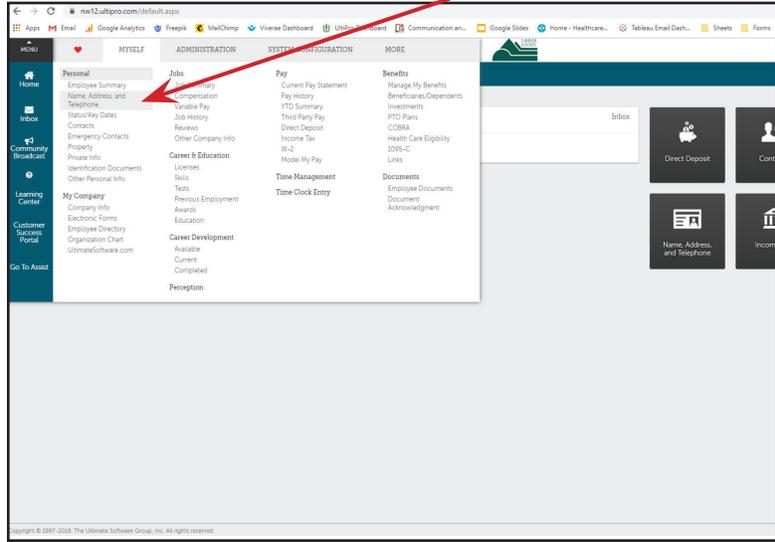
#12 Now that the correct phone number has been added, complete steps 5, 6, and 7 to add your number for text message announcements and alerts.

# UNSUBSCRIBING FROM TEXT MESSAGES

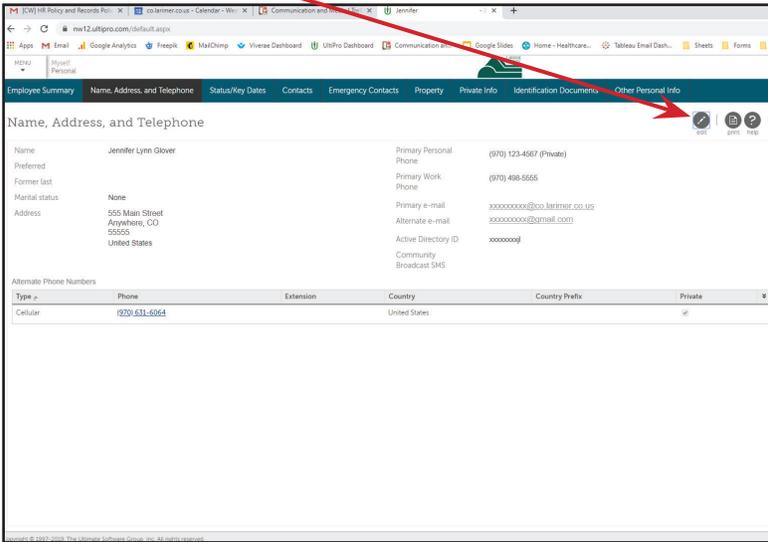
#1 Login to your UltiPro account; click on the Log-In button.



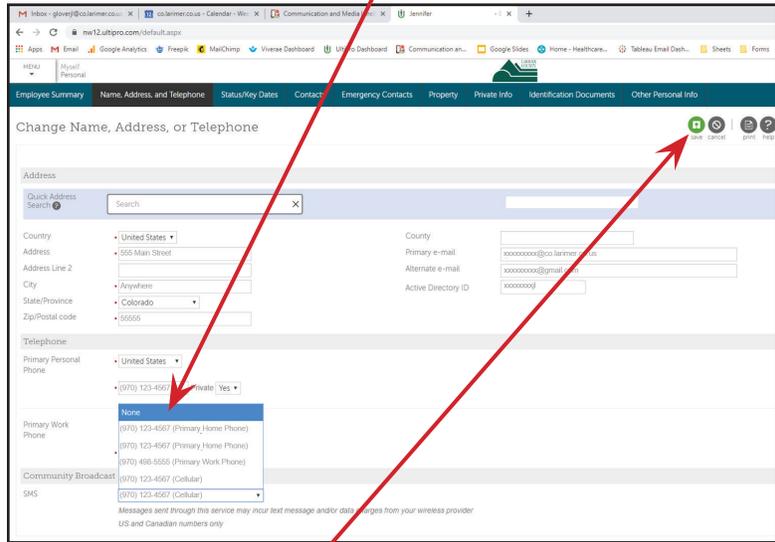
#2 From the main menu, go to Myself > Personal > Name, Address, and Telephone.



#3 Click on the Edit button.



#4 Under the Community Broadcast section, click on drop-down box, and select None.



#5 Click the green Save button.

