

Employee Self Service Login Instructions

Our Employee Self Service (ESS) system is accessible to you so you can update your direct deposit, change your address, view paycheck stubs, update emergency contact info, change your tax status, and sign up for paperless pay statements.

It is easy to use and accessible via the web as long as you have internet connectivity. The easiest way to connect to ESS is by navigating to <https://n22.ultipro.com/Login.aspx>. Internet Explorer is the recommended browser.

To register follow the instructions below:

1. Your username is your first initial last name (John Smith = Jsmith)

2. Based on your work location, use the following

@squaw, Squaw Employees

@alpine, Alpine Meadows Employees

@svsh, Departments starting with 900

Examples: 920 Accounting, 930 IT, 932 Business Solutions, 940 Human Resources, 950 Purchasing, 960 Risk Management, 970 Sales, 980 Marketing, 990 Administrative

@svre, Squaw Valley Real Estate dept. 992

3. Initial password when logging in is your date of birth mmddyyyy, no slashes, for example January 4, 1975 should be entered as 01041975.

4. The system will then require you to change your password and to establish three security questions and answers for later use.

Upon completion of these steps, you will be presented with options to make changes to your personal information.

If you have any questions, please feel free to contact your HR representative at 530.452.7112 or HR@squaw.com.