



# Accessing the People Portal (powered by UKG Pro)

Boise Cascade's People Portal (powered by UKG Pro) gives you anytime, anywhere access to your pay, benefits, personal information, and more – online or on your smartphone. Here's how to access the People Portal.

## On your smartphone

### Step 1: Install the **UKG Pro (UltiPro)** app on your smartphone

- Search for the app in the Apple or Google Play stores
- Or scan this QR code to go directly to the app:



### Step 2: Enter our **company access code**

- If you don't know our code, ask your location HR representative, IT team, or HR Services customer service team using the contact info below.

### Step 3: Select "**Use SSO Corporate Credentials**"

- The button is highlighted in blue, and you must click on it to enable the SSO (single sign-on) functionality.

### Step 4: Log in with your Boise Cascade network username and password

Note: You may be prompted to confirm your identity using DUO, our company's multifactor authentication tool. If you have questions about DUO, please contact your division's IT team.

- If you work at corporate or a Wood Products location call: 208-384-6116
- If you work for BMD (location or HQ) call: 208-384-4999

## Questions and help

If you have questions or need help, ask your location HR representative, or contact our HR Services customer service team at [hrservices@bc.com](mailto:hrservices@bc.com) or 800-237-3459.

## On your laptop or PC

**Step 1:** Go to [my.bc.com](http://my.bc.com)

**Step 2:** Click on the tile for **UKG People Portal**



**Step 3:** Log in with your network username and password

Note: Have your phone nearby because you may be prompted to confirm your identity using DUO, our company's multifactor authentication tool. If you have questions about DUO, please contact your division's IT team.

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