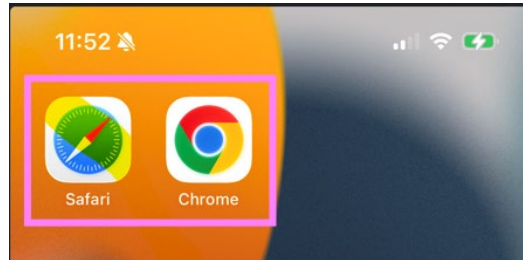
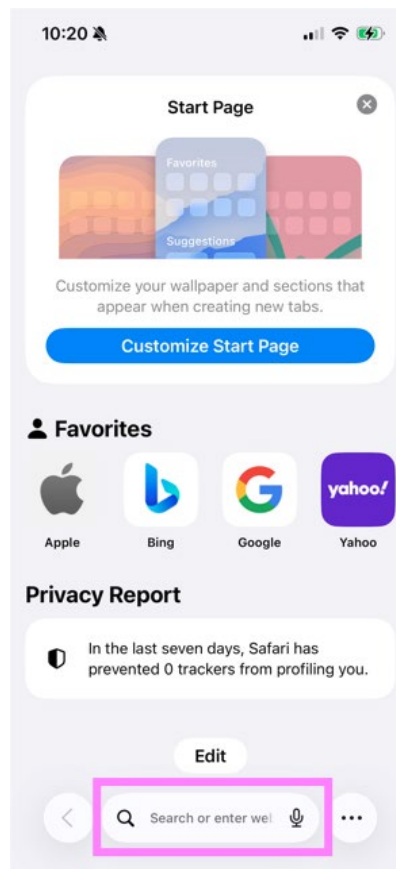

How to Upload Documents using a Web Browser on a Mobile Device

1. On your phone or other mobile device, locate the Web Browser application (Safari, Chrome, etc.) tap on the icon to open the application.



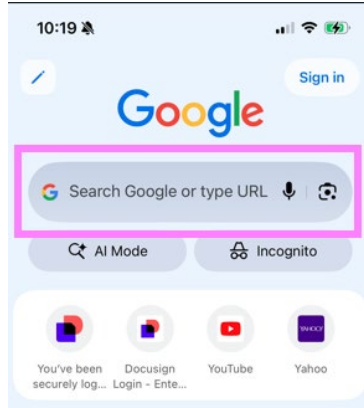
2. Tap on the search bar of your selected browser.

For Safari, the search bar is at the bottom of the page.

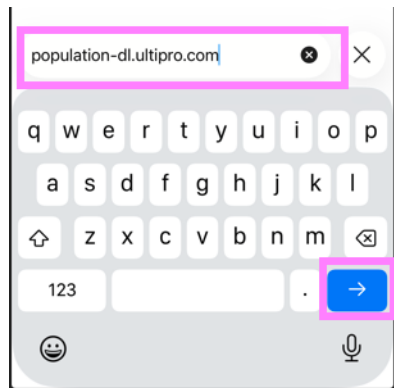




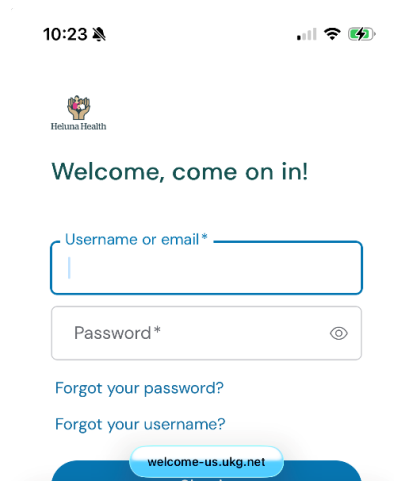
For Chrome, the search bar is near the top of the page.



3. Type in `population-dl.ultipro.com` and then press the enter key at the bottom right corner of the keyboard.

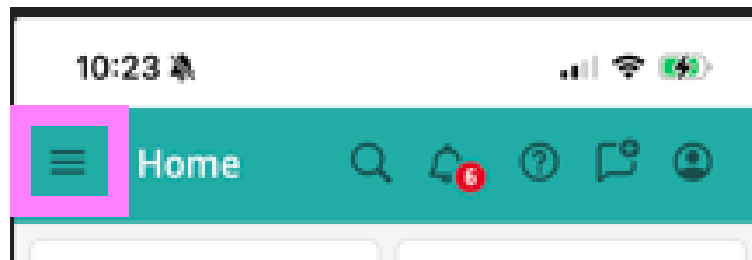


4. You should now be on the home page of UKG and see the Heluna Health logo.

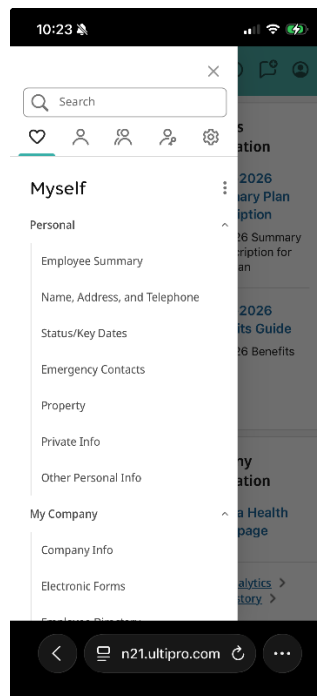




5. Enter your username and password to log into your UKG account. If you need any assistance with logging into UKG, please reach out to Onboarding@helunahealth.org.
6. Once you have successfully logged in, tap on the three lines to the left of the word “Home” at the top-left corner of the page.

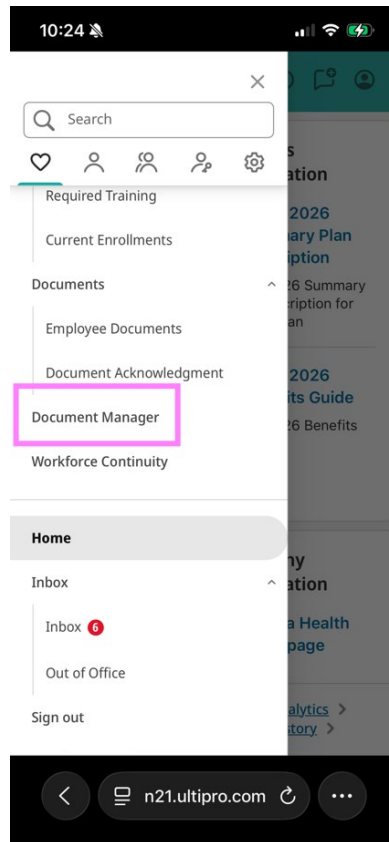


7. This will open the “Myself” section.

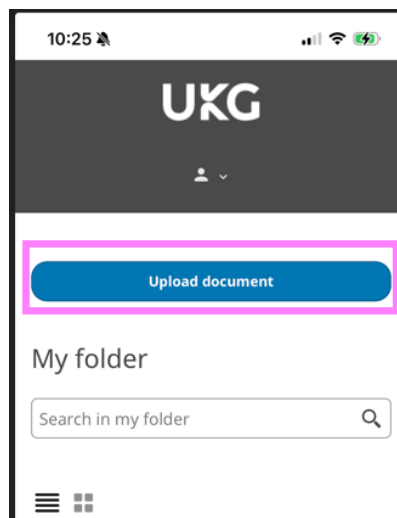




8. Scroll down within this section and tap on “Document Manager.” Document Manager will open in a new browser tab. If you have a pop-up blocker, you will need to click allow pop-up for Document Manager to open.



9. Tap on “Upload document” near the top of the Document Manager home page.





10. On the Upload page, tap on “Choose file”



← Upload document

Document *
Choose file

Document type *
Select document type

Document name *

Append [File Name](#) / [Document type](#)

11. You may choose any of the three options available to add your document. Please note that you can only add one file/photo per upload. Once you have finished uploading your document, you will have the option to upload another.



← Upload document

Document *

☐ Photo Library

☐ Take Photo or Video

☐ Choose File

Append [File Name](#) / [Document type](#)



12. After you have finished adding your document, tap on “Document type”

10:27 UKG

← Upload document

Document *

Choose file

✓ IMG_0237.png 676 KB

Document type *

Select document type

Document name *

Append [File Name](#) / [Document type](#)

Cancel Upload Upload and continue

13. Scroll up or down the document type options to locate and tap on the category that you would like your documents to be submitted to.

*For Holiday Notes, please select the “Program Dropbox” as the document type.

← Upload document

☐ Leave of Absence Drop-box

Payroll / Payroll Drop

☐ Payroll Dropbox

Program Folder

☐ Program Dropbox

Select document type

Document name *

Append [File Name](#) / [Document type](#)

Cancel Upload Upload and continue



14. Next, tap on the blank under “Document name” and type in a name for your document.

*For Holiday Notes, please include the words “Holiday Note” and the holiday date in your Document name. For example, “Holiday Note 2026-09-07”

Document *

Choose file

✓ IMG_0256.png 8984 KB

Document type *

Program Dropbox

Document name *

Holiday Note 2026-09-07

Append [File Name](#) / [Document type](#)

Destination folder *

Program Folder

Cancel

Upload Upload and continue

15. Tap on “Upload and continue” to complete the upload. “Destination folder” will be automatically filled in so you do not need to change or enter this information.

Document *

Choose file

✓ IMG_0256.png 8984 KB

Document type *

Program Dropbox

Document name *

Holiday Note 2026-09-07

Append [File Name](#) / [Document type](#)

Destination folder *

Program Folder

Cancel

Upload Upload and continue



16. After clicking “Upload and continue”, your document upload is now complete. If you have more documents to submit, you may repeat steps 10-15 to upload another document.

*Please note that your document will not be available to view after upload.



✓ Document [Program Dropbox Holiday Note 2026-09-07 \(holiday-note-2026-09-07.png\)](#) created.

← Upload document

Document *

Choose file

Document type *

Select document type

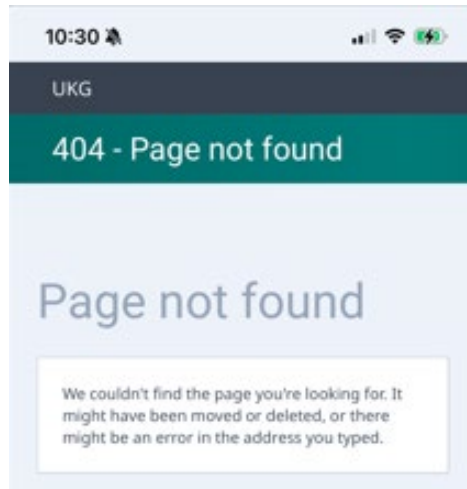
Document name *

Append [File Name](#) / [Document type](#)



Additional Notes

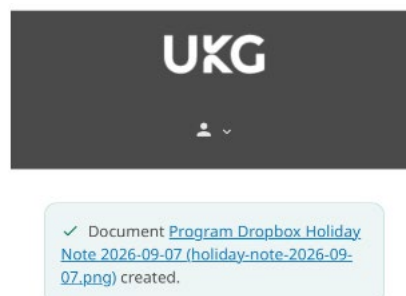
If you receive the notification shown below, you may disregard the notification.



From this notification page, you can tap on the back arrow usually found at the bottom of your browser to go back to the Upload page.



Once you are back on the upload page, you will see the confirmation that your document upload was completed.



← Upload document