

Employee Portal Login

Functions:

1. Real-time access to Review and print pay stubs.
2. Access to the UB Foundation Announcement News Feed.
3. Review and change address / benefit / withholding information.

Steps to Access:

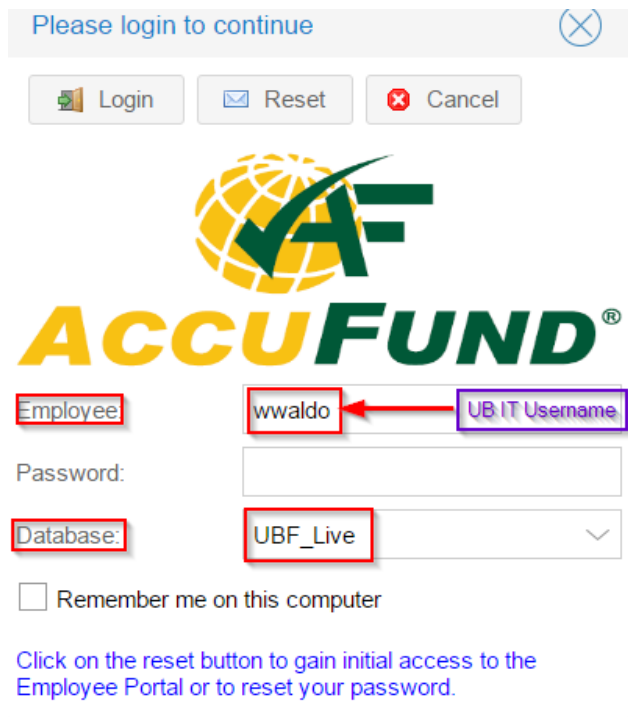
1. Click below link to access Portal. Recommend saving as a bookmark for future use.

<https://ep-ubf.accunfp.com/>

2. Click "Login".

First Time Login:

- A. Enter "UBIT Username" within Employee field.
- B. Leave password blank.
- C. Make sure Database field reads UBF_Live.
- D. Click "Reset".



Please login to continue

Login Reset Cancel

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Employee: ← UBIT Username

Password:

Database:

Remember me on this computer

[Click on the reset button to gain initial access to the Employee Portal or to reset your password.](#)

- E. A secondary window will appear.
- F. Enter "UBIT Username" within Employee field.
- G. Enter 9 digit SS# within Soc Sec Number field.
- H. Make sure Database selected is UBF_Live.
- I. Click "Submit".

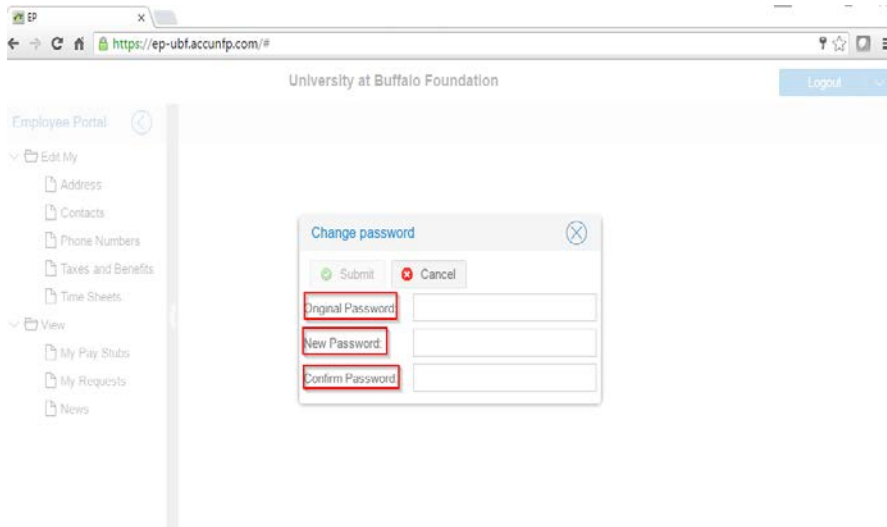
- J. Check email inbox to retrieve password. Look for email from No-Reply-UBF@buffalo.edu. Employee Portal Registration as the Subject.

Login:

- A. Go Back to Employee Portal webpage. <https://ep-ubf.accunfp.com/>
- B. On primary login screen, enter "UBIT Username" within Employee field.
- C. Enter reset password contained within email exactly as it appears within password field.
- D. Make sure database selected is "UBF_Live".
- E. Click "Login".

To Change Password:

- A. While logged in to Portal, click down arrow next to "Logout", select "My Password".
- B. Change password box will appear.
- C. Enter Original Password followed by New Password, Confirm Password. (AlphaNumeric)



- D. Click Submit.

Future Login:

- A. Enter "UBIT Username" within Employee field.
- B. Enter created password within Password field.
- C. Make sure database field reads "UBF_Live".
- D. Click Login.

