Employee Portal Login

Functions:

1. Real-time access to Review and print pay stubs.
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”.

![Login Screen](image.png)
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”.

[Image of Reset forgotten password screen]

[Image of Please login to continue screen]
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.