

Best Access

Quick Reference Guide – Current Employees

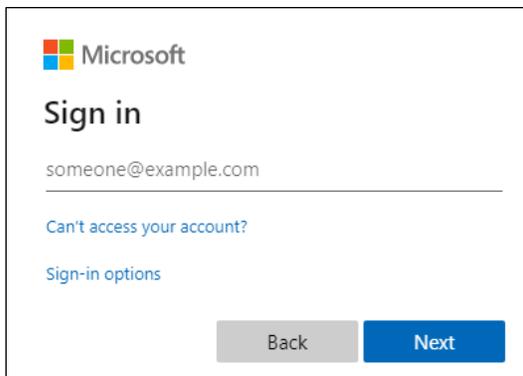
Accessing Your Account

If you are a current Partner or Employee, please follow the log-in instructions below to log in to your Best Access account from home.

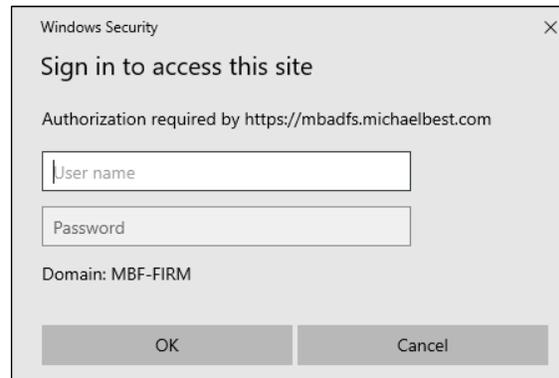
If you are a **new** Partner or Employee, you must activate your **Single Sign-On (SSO)** while logging in to Best Access for the first time from within your virtual desktop. This is a one-time step. You will not be able to access your account from home until your SSO is activated.

Access From Home

- Open your browser and go to michaelbest.ultipro.com and then follow the log-in instructions below. Or, go to the firm's website at michaelbest.com. Scroll down to the black band at the very bottom of the page, and click on the [Partners & Employees](#) page link. Click on the **Best Access Portal** link under the **Current Partners & Employees** section.
- On the Microsoft Sign-In screen, enter your work email address and then "Next." On the Windows Security screen, enter your work email address as your User Name and your network/desktop password (the same password you use to log in to your desktop every day).



Microsoft
Sign in
someone@example.com
Can't access your account?
Sign-in options
Back Next



Windows Security
Sign in to access this site
Authorization required by https://mbadfs.michaelbest.com
User name
Password
Domain: MBF-FIRM
OK Cancel

Contacts

If you forgot your network (desktop) password, please contact the Service Desk at servicedesk@michaelbest.com for assistance with resetting your network password.

Contact Human Resources at humanresources@michaelbest.com with any other question/concerns.