

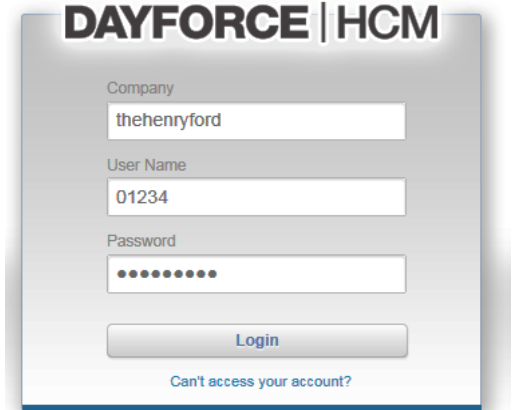
Dayforce Email Verification and Security Setup

Before You Begin

- **Password** – If you forgot your password and the “Can’t access your account?” link is not working, contact Human Resources for a new password. Be sure to verify your email and answer the security questions so the link will work in the future (instructions on the next page)

Portal Login Information

Below is information that you will need to login to the Dayforce Portal. The image below is an example of what you will see on the page.



Internet Access

When accessing Dayforce you must *use Internet Explorer*, with Silverlight installed, as other web browsers (including Google Chrome and Safari) **do not** currently support all the functionality of Dayforce.

Login Procedures

Website www.dayforcehcm.com

or

Click on this icon located on your Desktop



Company thehenryford

User Name Five-digit employee ID located on the front of your badge i.e. 01234

Password: This Must Have

- 8 characters containing 3 of the 4 following categories
- English UPPERCASE (A through Z)
- English lowercase (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic (e.g. !, \$, #, %)

NOTE: If you attempt to login with incorrect information (more than 3 times) you will be locked out for 15 minutes; you may then try again.

Have You Verified Your Email Address in Dayforce? If Not, Do So Now!

If you already have, please continue to page 4.

Update Your Profile to Reset Passwords Yourself

This is a reminder that, by following the instructions below and updating your DAYFORCE *Contact Info and Security Settings*, you will be able to reset your password immediately simply by clicking on the 'Can't Access your account?' link at the bottom of the login screen.



The "Can't Access your account?" link will not work unless you have completed the steps below. If you have not done so, please take the time to complete these instructions now.

Update Your Contact Info and Security Settings

If you forget your Dayforce password, you can use the Forgot Password link at the bottom of the Login box, but **ONLY** if you have completed the steps below. You must specify at least one verified email address with alerts enabled and you must specify two security questions. ***Please take the time to complete these steps now, before you need them.***

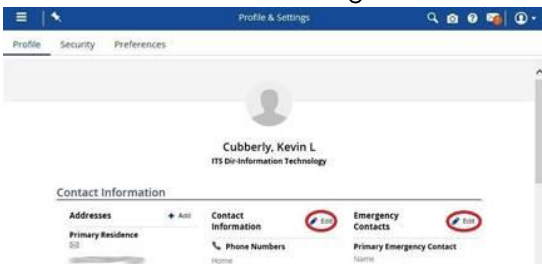
Your Profile



You can view and update your personal information on the **Profile & Settings > Profile** tab, including your email addresses, phone numbers and emergency contacts. ***Please note that the ability to update your mailing address will be added in the future.***

View and Edit Your Contact Information

Your **Phone Numbers** and **Email Addresses** (you can have more than one of each) are displayed on the **Contact Information** widget. You can add or update information by clicking the **Edit** button.



*****IMPORTANT***** In order to utilize the self-service Forgot Password link, you **MUST** have at least one verified email address with Alerts enabled. Select the **Alerts** check box and click the **Verify** button. You will receive two emails. Please click the **Verify Your Email** button inside these emails.

Your Security

IMPORTANT You MUST also update your security questions on the **Profile & Settings > Security** tab to use the self-service Forgot Password link.

Update Security Questions

To update your security questions:

- Enter your Current Password
- Select a question from the **Question #1** drop-down, and type the associated answer into the **Answer #1** parameter.
- Select a question from the **Question #2** drop-down, and type the associated answer into the **Answer #2** parameter.

Verify Your Address. *ALL Steps MUST be completed within 12 hours.*

- Select "+ Add New Email Address"
- Select the Type of email
- Type in your email address
- Click on the box next to the bell
- Click the Save button
- Dayforce will send you an email (this could take several hours) - be sure to check your spam/junk box
 - In that email will be a blue button
 - Select on that button
 - You will receive a message that your email had been **verified**



Type *	Email Address *	Alerts ?	Verified ?
Personal Email	YOUR EMAIL ADDRESS GOES HERE	<input type="checkbox"/>	Verify