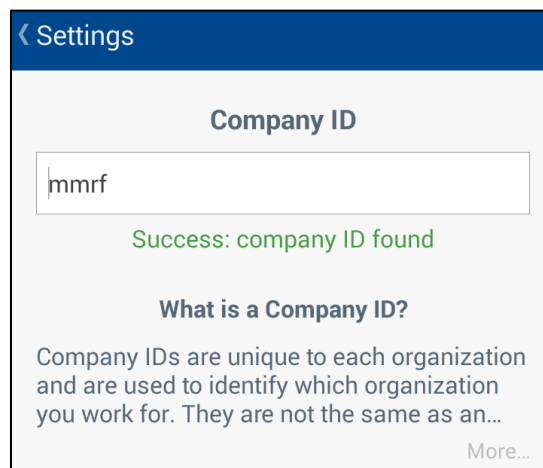


ACCESSING THE DAYFORCE APPLICATION

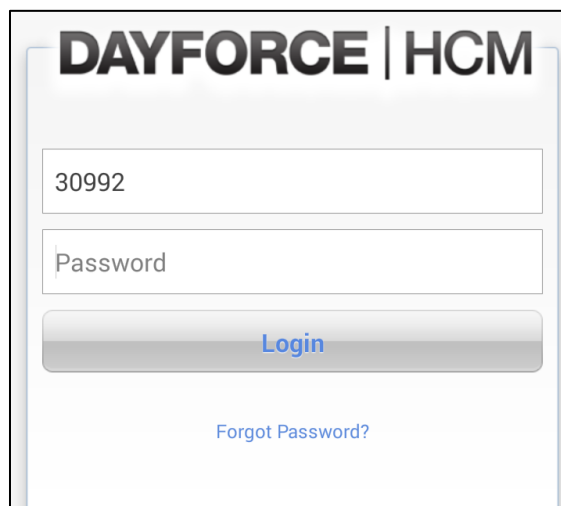
1. **Download the Application:** You should start by downloading the application from the application store on your device (it is a free application).
2. **Access the Application:** Once you have downloaded the application, you can tap on the Dayforce icon to launch the application.



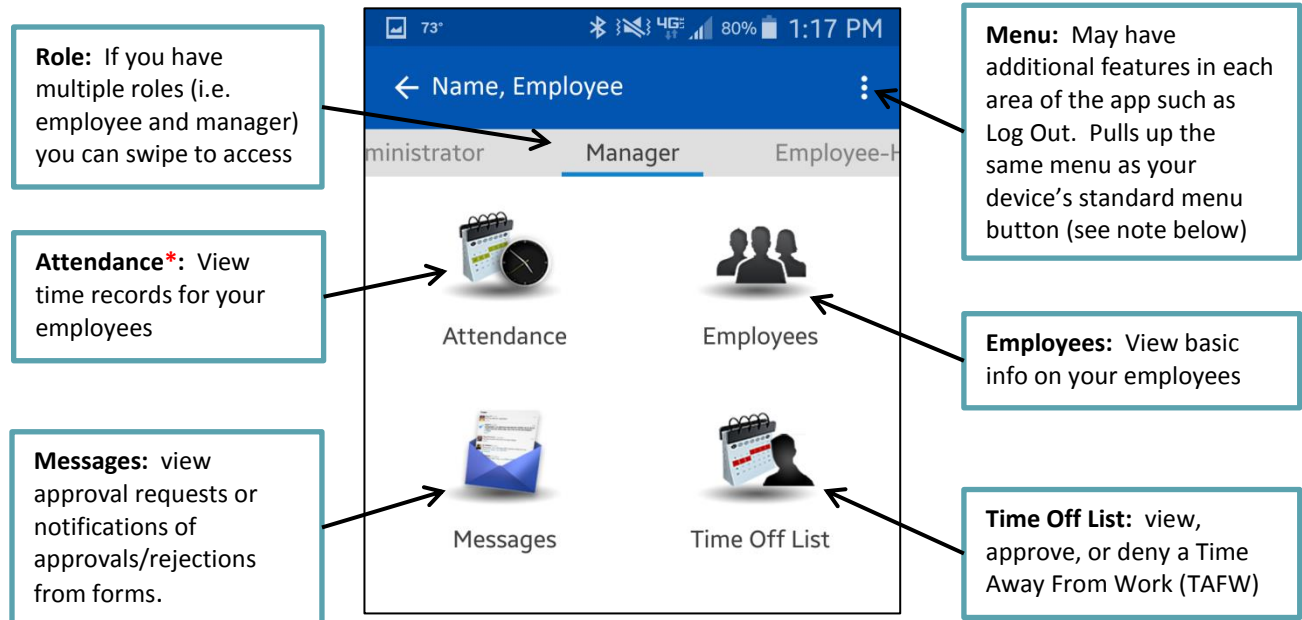
3. **Set your Company ID:** The first screen you will see is the settings screen. Enter the Company ID of “mmrf” and click “Save”.

The screenshot shows the 'Settings' screen of the Dayforce mobile app. At the top, there is a blue header with a back arrow and the word 'Settings'. Below this, the title 'Company ID' is centered. A text input field contains the characters 'mmrf'. Below the input field, a green message reads 'Success: company ID found'. Underneath, there is a section titled 'What is a Company ID?' followed by explanatory text: 'Company IDs are unique to each organization and are used to identify which organization you work for. They are not the same as an...'. A 'More...' link is visible at the bottom right of this section.

4. **Enter your Username and Password:** You use the same username and password as you would for the web-based application. **Note:** You should make sure you are not logged in on another platform before logging in on your phone as it may cause log-on issues.

The screenshot shows the login screen for Dayforce HCM. At the top, the text 'DAYFORCE | HCM' is displayed in a large, bold, black font. Below this, there are two text input fields: the first contains the number '30992' and the second is labeled 'Password'. A prominent blue 'Login' button is centered below the input fields. At the bottom of the screen, there is a blue link that says 'Forgot Password?'.

MAIN MENU NAVIGATION



Note: Click the Menu button on your phone to access additional options such as "Log Off". This button is usually to the left of your Home button. You can only access the "Log Off" option when you are on the Main Menu page.

* You cannot approve or edit timesheets from here, but if needed, you can view time that has been entered by your staff.