

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.



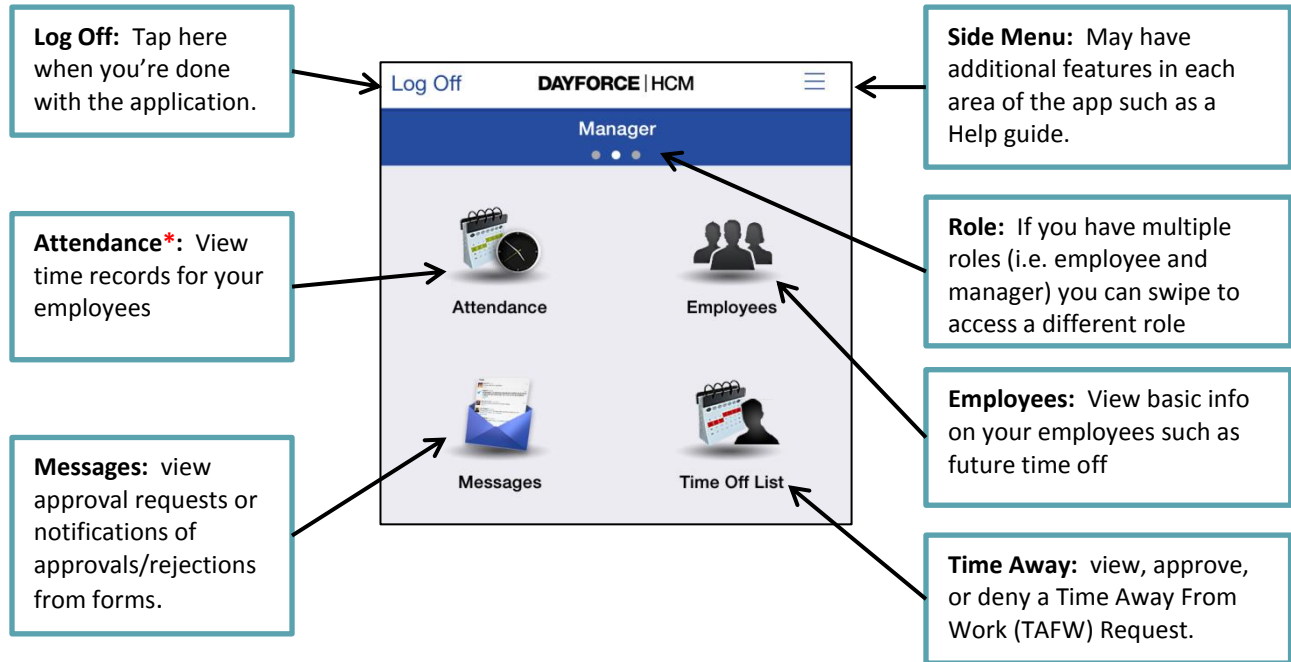
3. **Set your Company ID:** The first screen you will see is the settings screen. Enter the Company ID of “mmrf” and click “Save”.

A screenshot of the 'Settings' screen in the Dayforce mobile app. At the top, there are three buttons: 'Cancel', 'Settings', and 'Save'. Below this is a section titled 'Company ID' with a text input field containing 'mmrf'. Underneath the input field, a green message reads 'Success: company ID found'. Below that, there is a heading 'What is a Company ID?' followed by a paragraph of text: 'Company IDs are unique to each organization and are used to identify which organization you work for. They...'. At the bottom right of this section is a link that says 'More...'. The entire screen has a light gray background.

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.

A screenshot of the login screen in the Dayforce mobile app. At the top, it says 'DAYFORCE | HCM'. Below this is a white rounded rectangle containing a text input field with '11111', another text input field with 'Password', and a blue 'Login' button. Below the button is a link that says 'Forgot Password?'. At the bottom of the screen, there are three icons with labels: an exclamation mark icon for 'FAQ', a gear icon for 'Settings', and a question mark icon for 'Help'. The background is light gray.

MAIN MENU NAVIGATION



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