



Dayforce Wallet

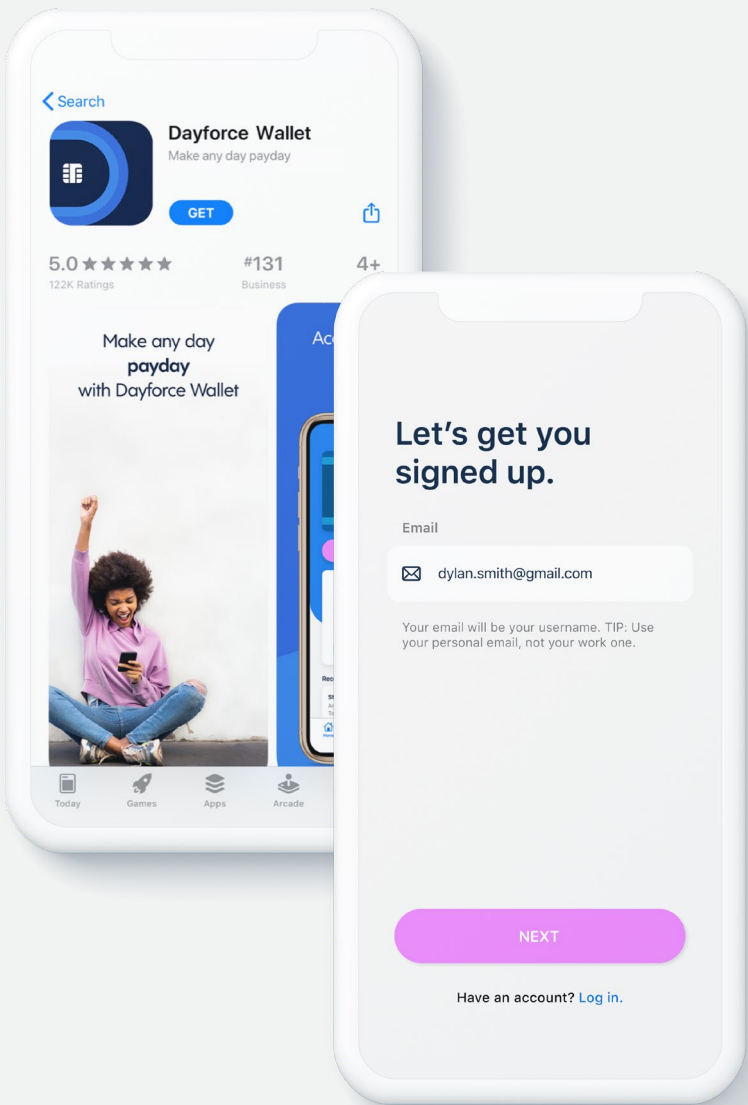
Getting started guide

For internal client use only. Not to be distributed externally.

The Dayforce Prepaid Mastercard® is issued by Central Bank of Kansas City, Member FDIC, pursuant to a license from Mastercard International Incorporated. Mastercard is a registered trademark, and the circles design is a trademark of Mastercard International Incorporated. Certain fees, terms, and conditions are associated with the approval, maintenance and use of the Card. You should consult your **Cardholder Agreement and Fee Schedule**. If you have any questions regarding the Card or such fees, terms, and conditions, you can contact us toll-free at 1-877-723-7434, 24 hours a day.

Contents

Creating an account	3
.....	
Connecting to Dayforce	
Dayforce Mobile app login	4
Dayforce Company ID	5
Dayforce Quick Connect Code	6
.....	
Activating your card	
Use your card right away	7
Link a card	8
Request a card	9
.....	
Adding funds	
On-demand pay	10
Direct deposit	11



Creating an account

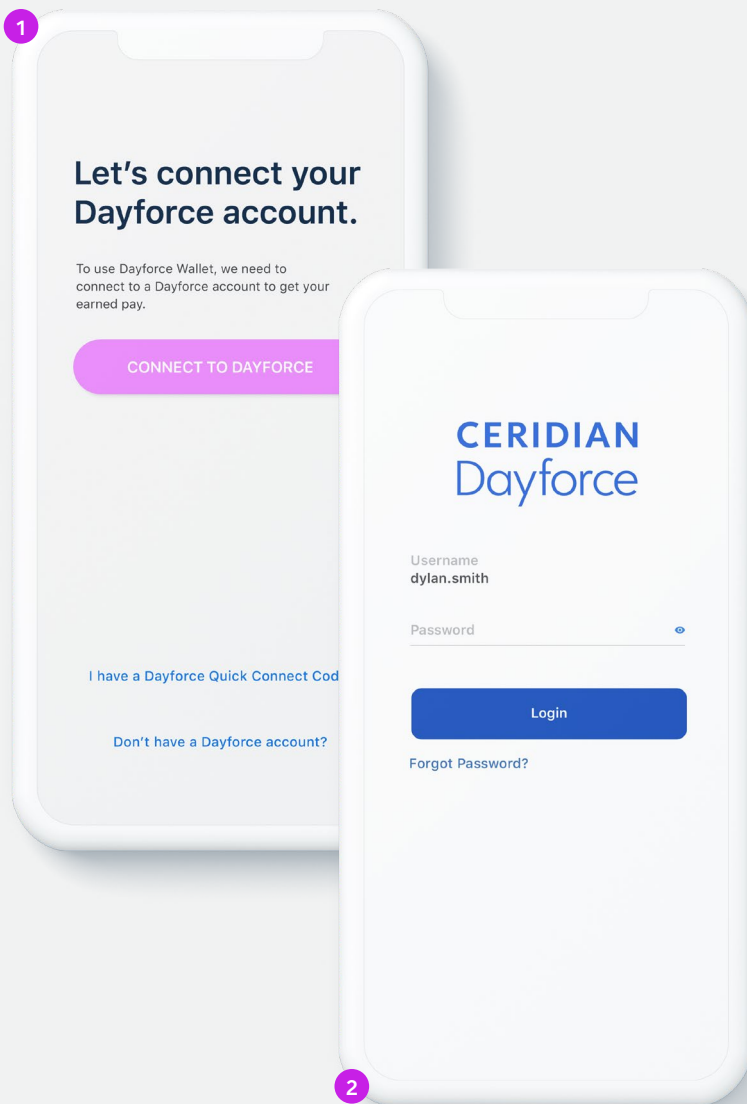
1. Download the **Dayforce Wallet** app* from either the App Store or Google Play.



2. Open the app, select **sign up**.
3. Enter and verify your email address by entering the code emailed to you.
4. Enter and verify your mobile number by entering the code texted to you.
5. Select your preferred security questions.
6. Review and accept the terms and policies for using Dayforce Wallet.

* Standard message and data rates from your wireless service provider may apply.

Google Play and the Google Play logo are trademarks of Google LLC. Apple and the Apple logo are trademarks of Apple Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc., registered in the U.S. and other countries



Connecting to Dayforce

Dayforce Mobile app login

i You will need an active Dayforce account and the **Dayforce Mobile app** installed on your phone to register for Dayforce Wallet this way.

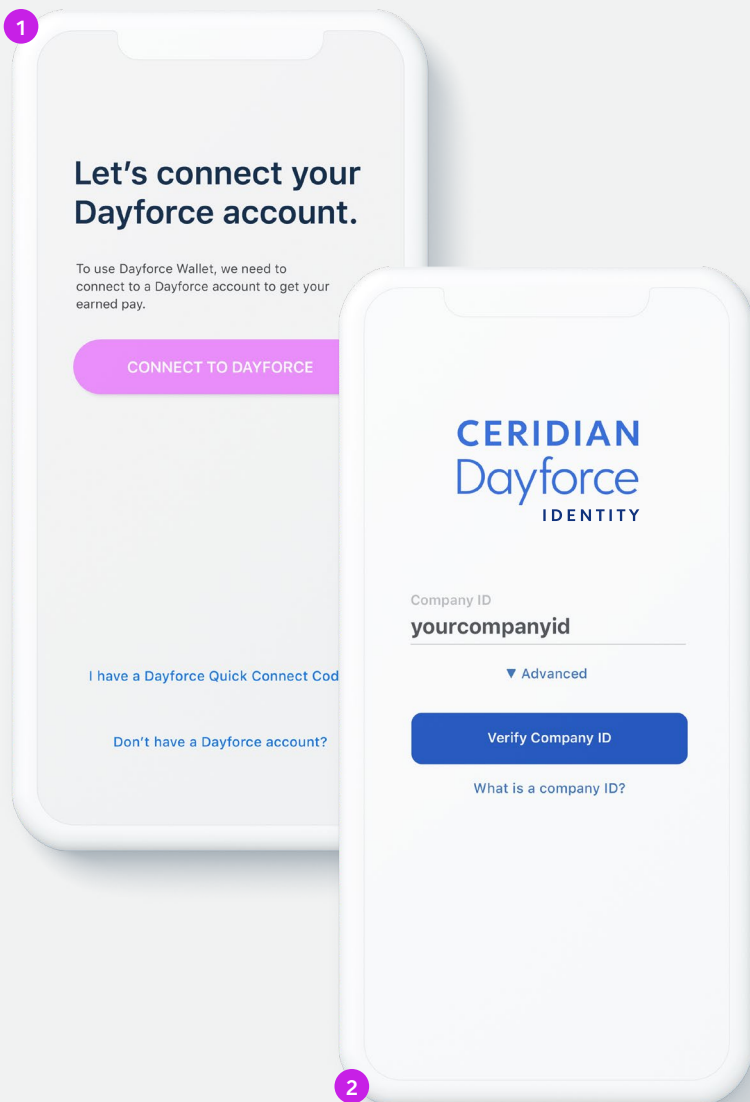
1. In the Dayforce Wallet app, select **Connect to your Dayforce Account**.
2. If you also have the Dayforce Mobile app, you will be redirected to that app to sign in.
3. Sign in to your Dayforce Mobile account, and you will be redirected back to the Dayforce Wallet app.
4. Your Dayforce Wallet account should now be connected to Dayforce.

If you don't have the Dayforce Mobile app, try connecting to your Dayforce Company ID or using the Dayforce Quick Connect Code. For further instructions, refer to page 5 or 6, respectively.

More ways to connect:

Dayforce Company ID

Dayforce Quick Connect Code



Connecting to Dayforce Dayforce Company ID

1. In the Dayforce Wallet app, select **Connect to your Dayforce Account**.
If you don't have the Dayforce Mobile app installed, you will be redirected to a webpage to log into Dayforce.
2. Enter your **Company ID** and select **Verify**.
3. Log in to your Dayforce account and you will be redirected back to the Dayforce Wallet app.
4. Your Dayforce Wallet account should now be connected to Dayforce.

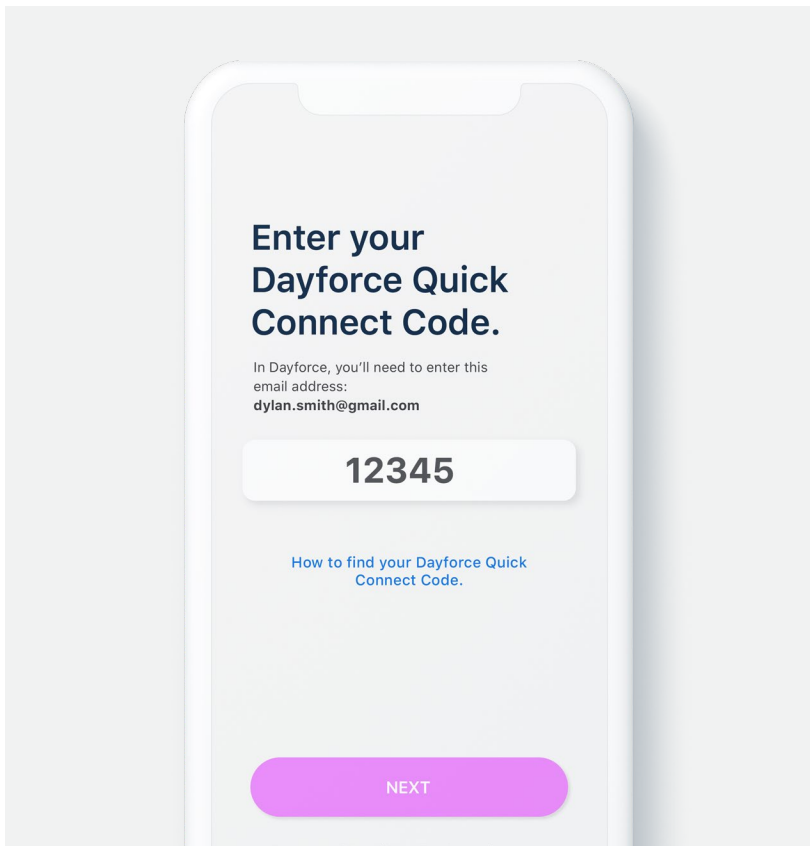
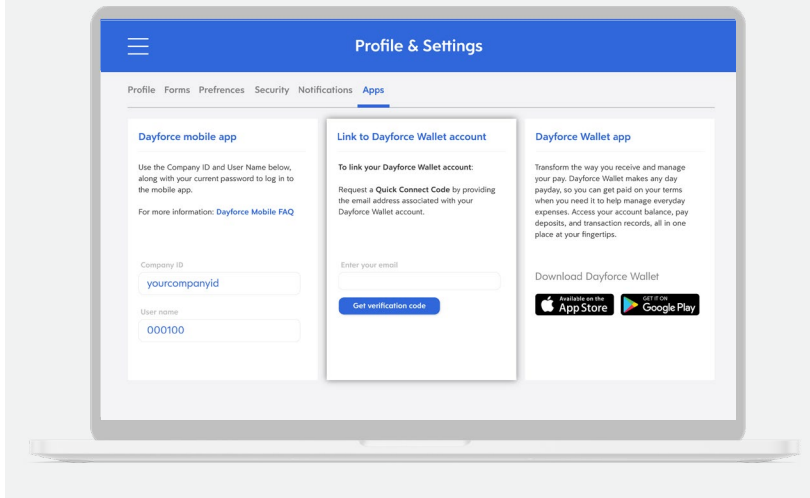
You can find your Company ID in Dayforce within **Profile, Settings, Apps**.
Your employer may also provide your **Company ID** here:

Note: The Company ID is for internal client use only and should never be shared outside of your company.

More ways to connect:

Dayforce Mobile app login

Dayforce Quick Connect Code



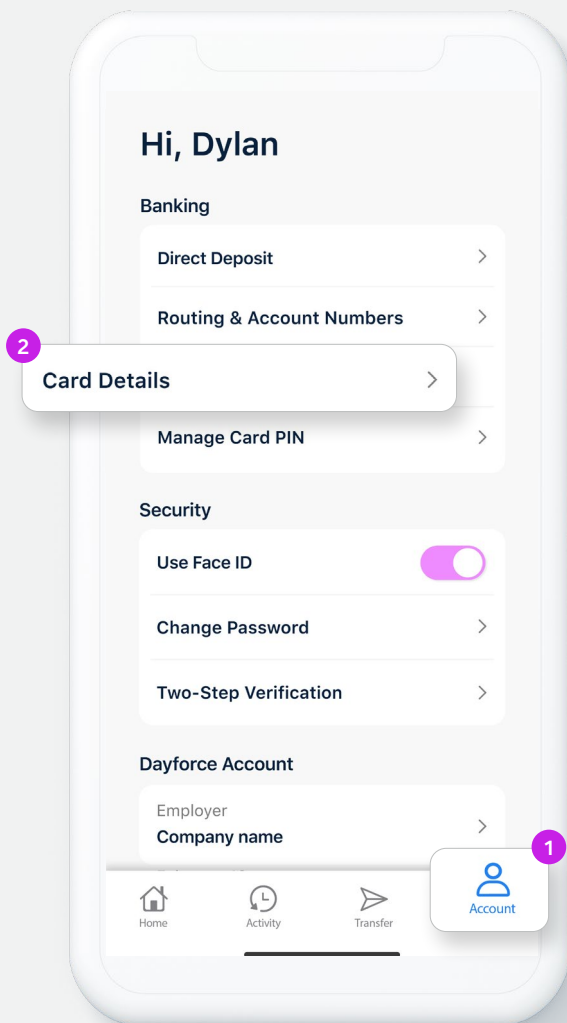
Connecting to Dayforce Dayforce Quick Connect Code

1. Log into Dayforce on a computer.
2. Select **Profile** under the left menu or under your picture at the top right.
3. Select **Settings**, select **Apps**, and click **Link to Dayforce Wallet Account**.
4. Enter your email address and select **Get Verification Code**.
5. Open the Dayforce Wallet app, select **Connect to Your Dayforce Account** and **I have a Dayforce Quick Connect code**.
6. Enter the code that was emailed to you.
7. Your Dayforce Wallet account should now be connected to your Dayforce account.

More ways to connect:

Dayforce Mobile app login

Dayforce Company ID



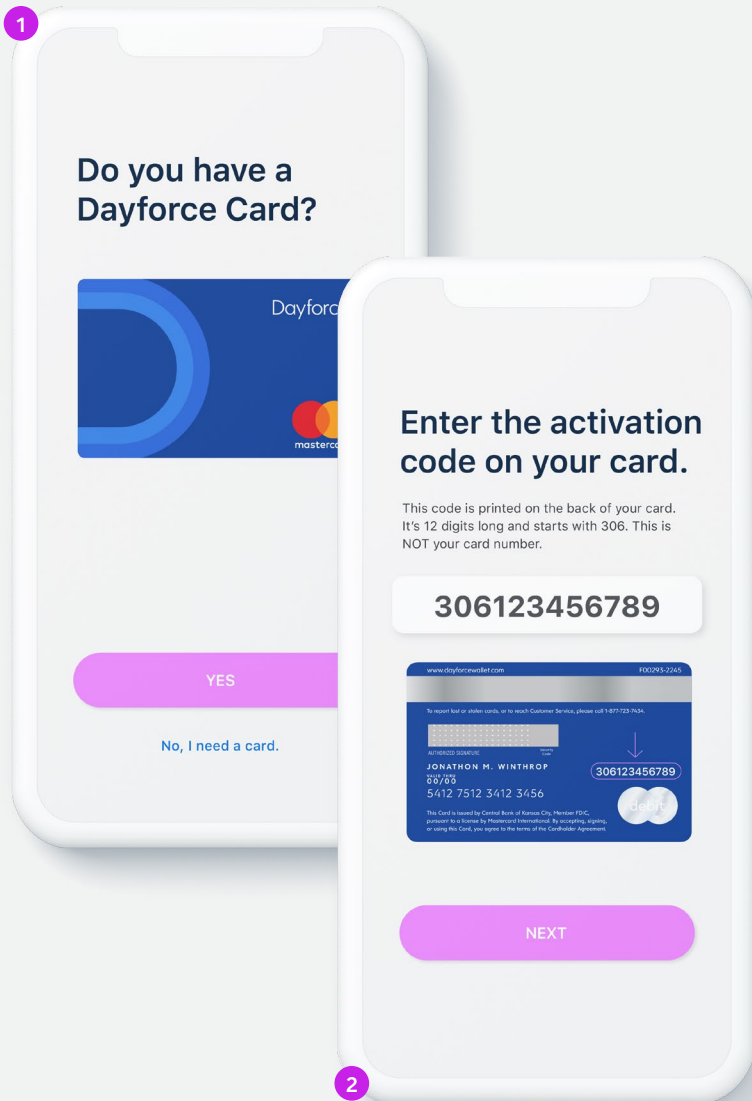
Activating your card

Use your card right away

You can start using your Dayforce Prepaid Mastercard® before your physical card arrives and as soon as funds have been added.[†]

You can find your Card Details in the Account section of the mobile app to add your card to your mobile wallet or make a payment online.

[†] Card account details are not available in the mobile app for employees based in New York or registered users with an instant issue card.



Activating your card

Link a card

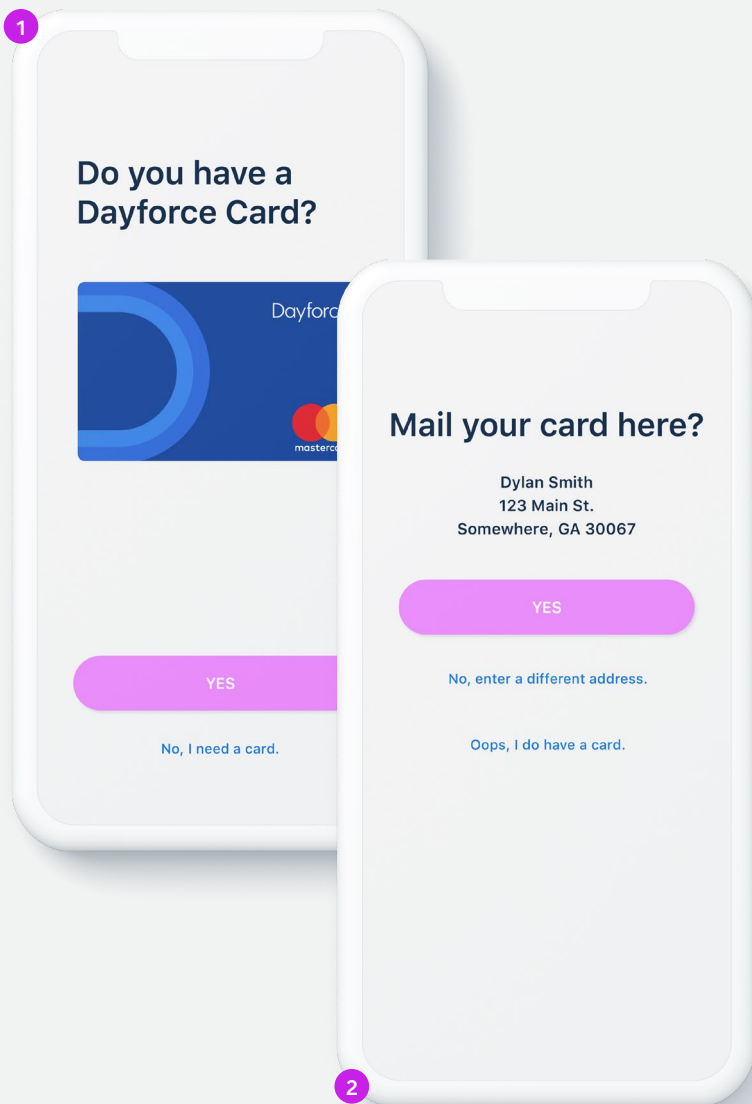
If your employer has given you a Dayforce Prepaid Mastercard®, you will need to link it to your Dayforce Wallet account and activate it.

1. When asked **Do you have a Dayforce Card?** Select **Yes**.
2. Enter the 12-digit activation code on the back of the card. The activation code is *different* from the card number and starts with 306.
3. Call Customer Support to activate and set your PIN.

To activate your card, or set your Personal Identification Number (PIN), please call:

1-877-723-7434

Note: if your Dayforce Card was preloaded with funds, your card is already active.



Activating your card

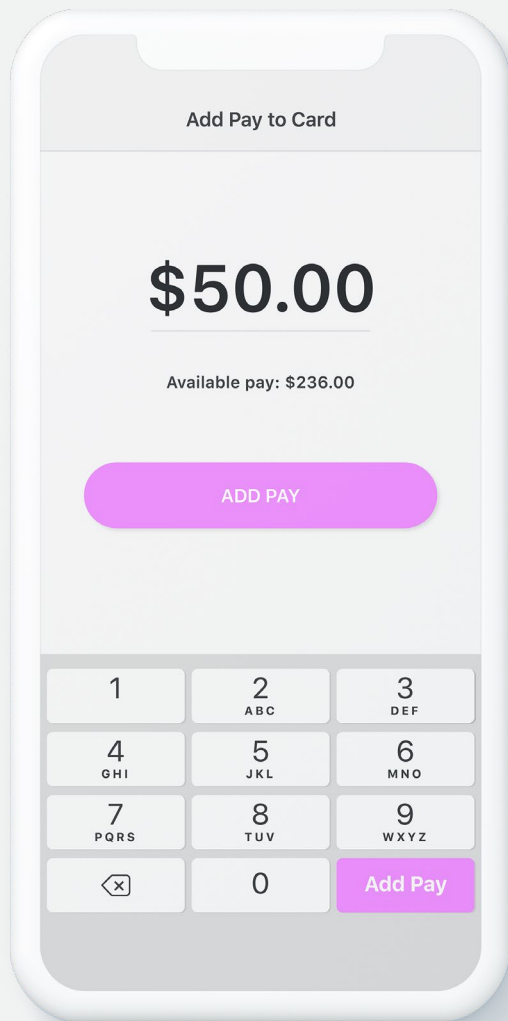
Request a card

If you don't already have a Dayforce Prepaid Mastercard®, you will need to request one.

1. When asked **Do you have a Dayforce Card?** Select **No, I need a card.**
2. Confirm your mailing address.
3. Your card will be sent to you and typically arrives within 7-10 business days.

To activate your card and set your personal identification (PIN), follow the steps within the Dayforce Wallet mobile app or call:

1-877-723-7434

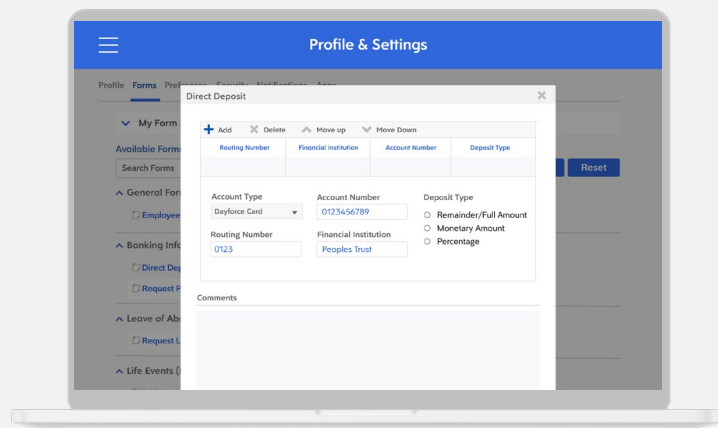


Adding funds

On-demand pay[‡]

1. Open the Dayforce Wallet app, select **Add Pay to Card**.
2. Enter the amount of available pay that you want to add to your card, then select **Add Pay**, and confirm the amount.
3. The amount is now added to the card and available to use.

[‡] Not all employers choose to offer on-demand pay with Dayforce Wallet. Check with your employer to see if this is available to you.



Adding funds

Direct deposit



You can add some or all of your regular paycheck to your Dayforce Prepaid Mastercard® each pay period and get paid up to two days early.[§]

There are two ways to set up direct deposit:

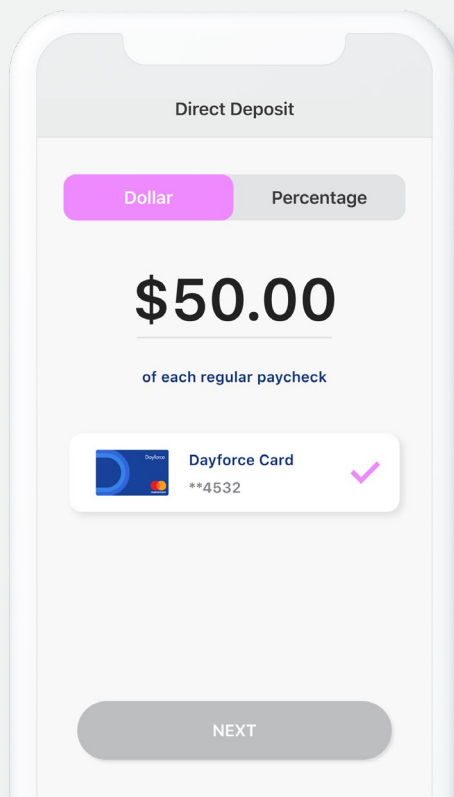
Dayforce Wallet app

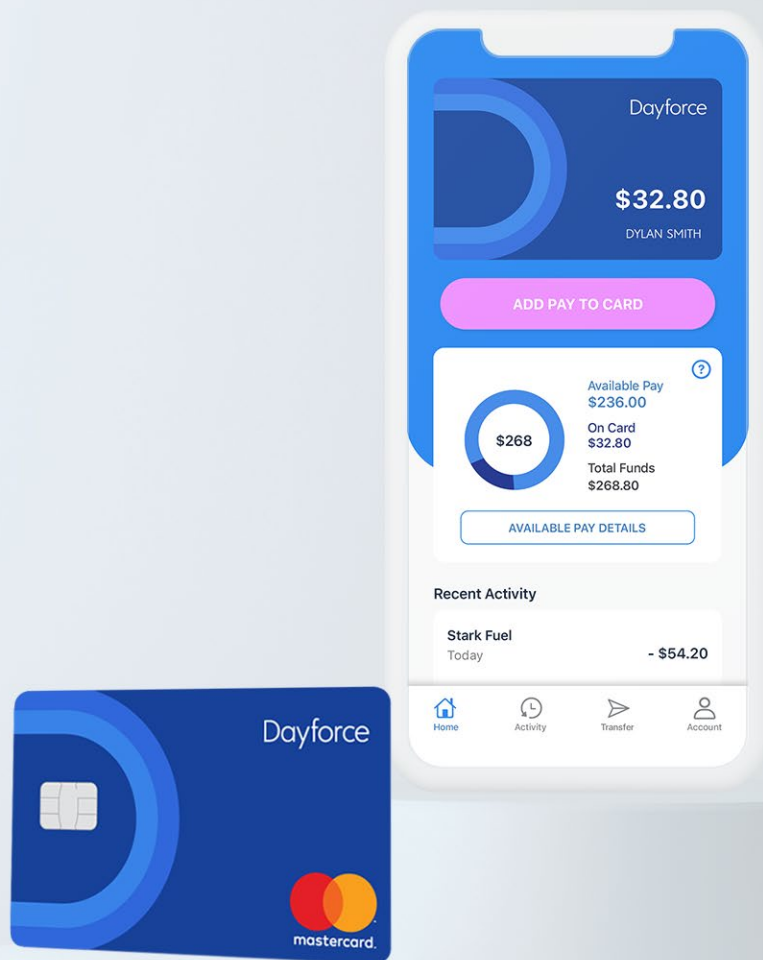
1. Select **Account**.
2. Under **Banking**, select **Direct Deposit**.
3. Tap **Edit**.
4. Choose the **Full Amount**, **Set Amount** or **Percentage** of each paycheck to be automatically deposited onto your Dayforce Card each pay period.
5. Confirm the selection and acknowledging statements, then you're done!

Dayforce Web

1. Select **Profile & Settings**.
2. Select **Forms**, then **Direct Deposit**.
3. Select **Add Account**.
4. Select your **Dayforce Card**.
5. Choose the **Full Amount**, **Set Amount** or **Percentage** of pay you want added to your Dayforce Card each pay period.

[§] Many, but not all, employers, government benefits providers, and other originators send direct deposits early with an effective date of 1-4 days later. Beginning with your second direct deposit of at least \$5 from the same source, Central Bank of Kansas City (CBKC) will post the funds to your Dayforce Prepaid Mastercard when we receive it, rather than on the effective date. This may result in your having access to the funds sooner. The date CBKC receives your direct deposit, and the effective date are controlled by the originator.





Dayforce Wallet

You're all set

1-877-723-7434

www.dayforcewallet.com