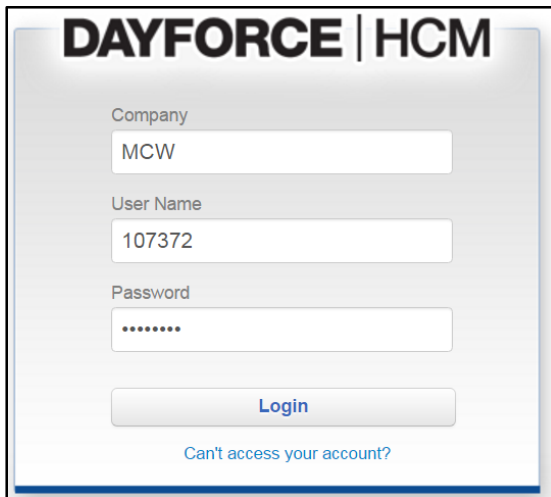


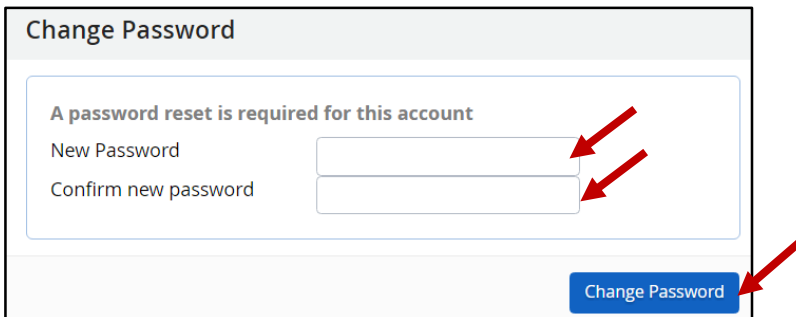
1. Login to your DayForce account using your user name and password.



The image shows a login form for DayForce HCM. At the top, it says "DAYFORCE | HCM". Below that are three input fields: "Company" with "MCW" entered, "User Name" with "107372" entered, and "Password" with "....." entered. There is a "Login" button and a link that says "Can't access your account?" below it.

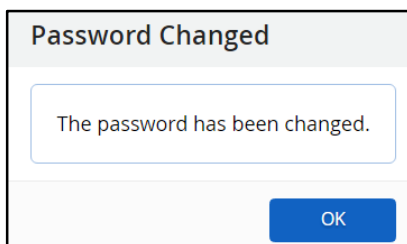
- Username will be the employee number and must be 6-digits. If the employee number is less than 6-digits, add zeros to the beginning of the number to make it six.
- Password will be MCW.(Lastname). First letter capital, all rest lowercase on last name. i.e. MCW.Jones (remember the . between the MCW and last name)

2. The first time you log in you will be prompted to change and confirm your password.



The image shows a "Change Password" form. It has a title "Change Password" and a message "A password reset is required for this account". Below the message are two input fields: "New Password" and "Confirm new password". There is a "Change Password" button at the bottom right. Three red arrows point to the "New Password" field, the "Confirm new password" field, and the "Change Password" button.

3. When you see this screen, your new password has been successfully changed.



The image shows a confirmation screen titled "Password Changed". It has a message "The password has been changed." and an "OK" button at the bottom.