

# PYACTIV SIGNING UP

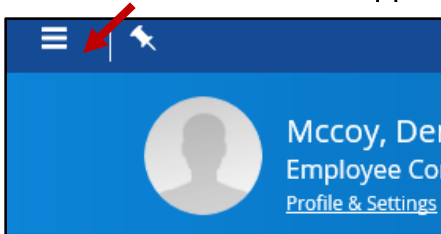


To sign up for PayActiv you will need to access your DayForce profile and gather the **routing** and **account** number of your Pay Card. Below are step-by-step instructions to follow:

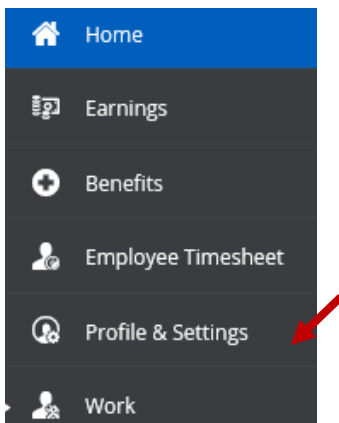
1. Login to your DayForce profile with user name and password.

A screenshot of the DayForce HCM login page. The page has a grey header with "DAYFORCE | HCM" in bold. Below the header are three input fields: "Company" with "MCW" entered, "User Name" with a blue border and a small 'x' icon, and "Password". A "Login" button is centered below the fields. At the bottom, there is a link that says "Can't access your account?".

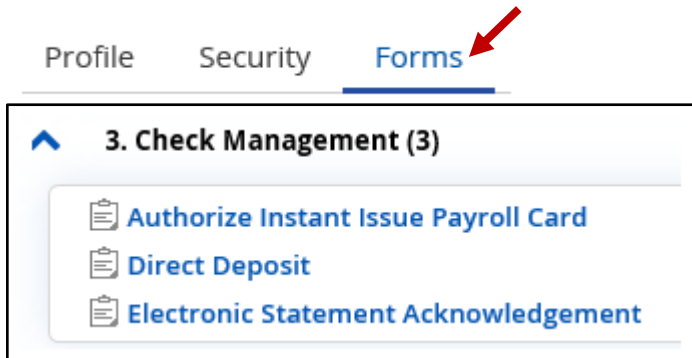
2. Click on menu bars in upper left corner.



3. Select Profile & Settings from the drop-down menu



4. Select Forms from the top tab, scroll down to Check Management and select Direct Deposit



5. From this screen, you will see your Payroll Card routing number and account number.

**Direct Deposit Information**

This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

If you select a payroll card pay method, do not specify a routing transit number or account number. These fields will be automatically assigned by the system.

**+ Add** **✕ Remove** **↑ Move Up** **↓ Move Down**

Priority	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	Is Deposit i...	View/Edit
1	<input type="checkbox"/>	Payroll Card	064206594		104873514	100	<input type="checkbox"/>	View/Edit
2	<input checked="" type="checkbox"/>	Checking	122101706	BANK OF AMERICA, NA	457023915...	0	<input type="checkbox"/>	View/Edit