

# SELECTING YOUR LANGUAGE

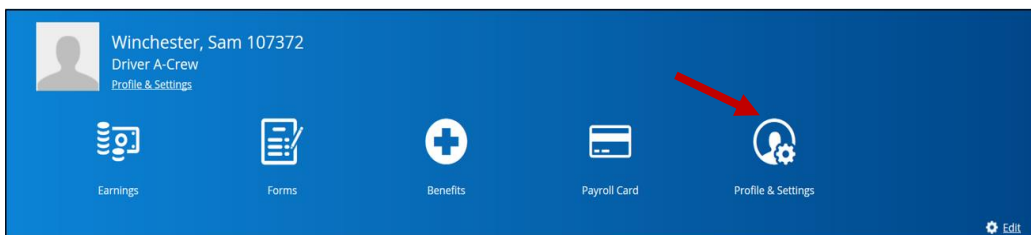


Each employee has the option of selecting their preferred language. Currently the default language is English, but selecting Español is as easy as following these steps:

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

The image shows the DayForce HCM login page. It features a header with 'DAYFORCE | HCM'. Below the header are four input fields: 'Company' (with 'MCW' entered), 'User Name', 'Password', and a 'Login' button. At the bottom, there is a link that says 'Can't access your account?'.

2. From the Home screen select Profile & Settings.



3. In the top left corner of your screen, select Preferences.



4. You can now select between your language of choice. Click Save. *\*Note: Not everything will be in the selected language. Items that Ceridian is unable to translate will remain in English.*

