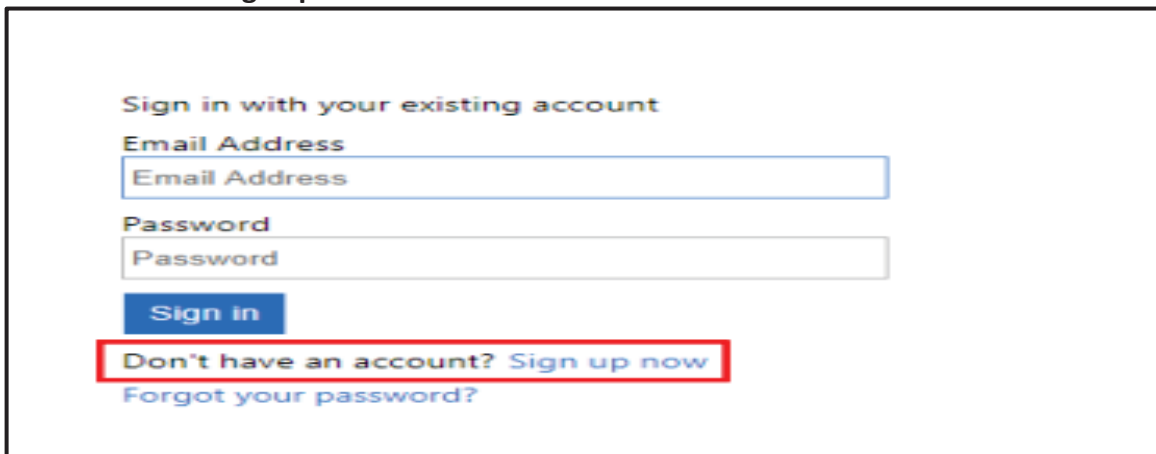


Dayforce Electronic Form W-2 Download Instructions

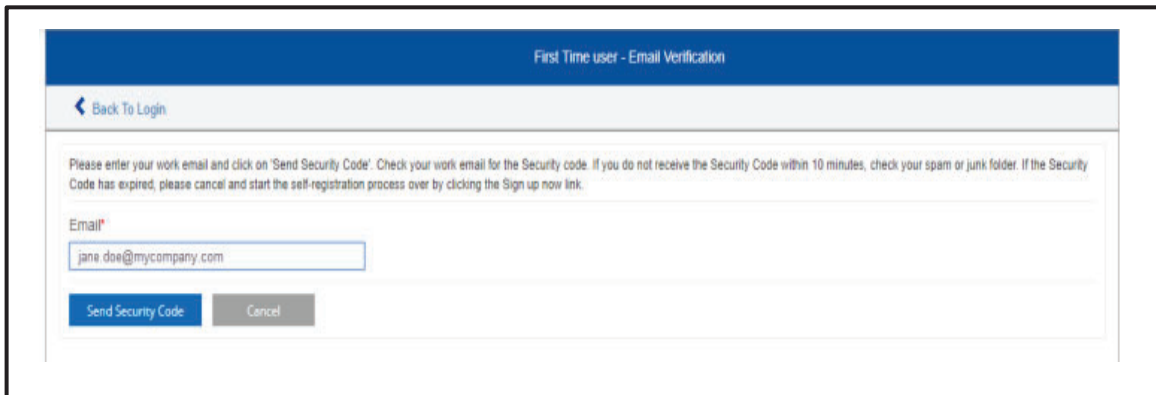
Follow these instructions to set up your Dayforce account and download an electronic copy of your Form W-2. You can access Form W-2s from the last seven years from the site.

When you first log in to dayforce **you will be required to register your account** even if you have done so in the past.

1. Click [HERE](#) to access the dayforce Form W-2 portal.
2. Click on the link to **Sign up now**.



3. Enter your email address.
 - This is your primary work email address. If you are unsure, your email address is listed on your profile page in Workday under "Contact".
 - The login is case sensitive. Enter the entire email address in **lower case**.



4. Click on **Send Security Code**.
 - This step will take a few moments as it triggers an email to you with a security code.

5. Find the email that was sent to you and retrieve the security code.
6. Verify your identity.
 - Enter the **security code** from the email that was sent.
 - Enter the last **4 digits of your SSN**.
 - Click on **verify**.

The screenshot shows a web form titled "First Time user - Email Verification". At the top left is a "Back To Login" link. Below the title is a paragraph of instructions: "Please enter your Security code and last 4 digits of your SSN. Check your work email for the Security code. If you do not receive the Security code within 10 minutes, check your spam or junk folder. If the Security Code has expired, please cancel and start the self-registration process over by clicking the Sign up now link:". The form contains two input fields: "Security Code*" and "Last 4 digits of SSN*", both with placeholder text. Below these fields are "Verify" and "Cancel" buttons.

7. Set up your password.
 - Enter and confirm a password, using the password criteria shown on the screen.
 - Click on **Next**.

The screenshot shows a web form titled "First Time user - Profile Creation". It has three tabs: "Personal Information" (active), "Security Question/Answers", and "Terms of Use". Below the tabs is a paragraph of instructions: "Please enter your details Password must be of 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * _ - + * [] { } \ ' , ? / ' ~ * () ;". The form contains six input fields: "Email Address*" (with placeholder "Jane.Doe@mycompany.com"), "New Password*", "Confirm New Password*", "Display Name*" (with placeholder "Jane Doe"), "First Name*" (with placeholder "Jane"), and "Surname*" (with placeholder "Doe"). At the bottom are "Cancel" and "Next>" buttons.

8. Set up your **Security Questions/Answers**.

- Select the **5 questions** that you want to use.
- Enter **answers** that you will remember.
- Click on **Next**.

The screenshot shows the 'First Time user - Profile Creation' page. The navigation bar includes 'Personal Information', 'Security Question/Answers' (active), and 'Terms of Use'. Below the navigation bar, a message states: 'Please select five security questions of your choice and provide their answers. This information will be used for account recovery.' There are five rows, each with a question dropdown menu and an answer text box. All dropdown menus are currently set to 'In what city did you meet your spouse/significant other?'. At the bottom, there are 'Cancel' and 'Next>' buttons.

9. Agree to the **Terms of Use**

- **Read** the Terms of Use.
- Click in the **checkbox** provided to indicate that you agree to the Terms of Use.
- Click on **Continue**.

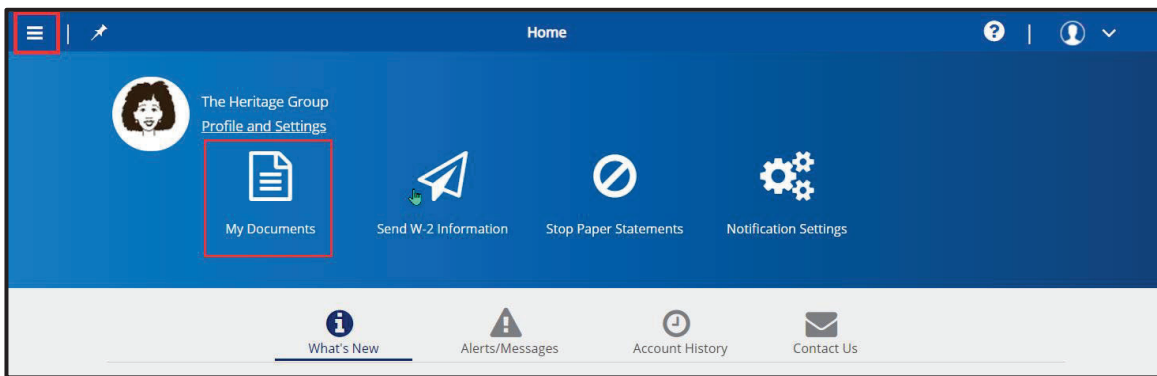
The screenshot shows the 'First Time user - Profile Creation' page, specifically the 'Terms of Use' section. The navigation bar includes 'Personal Information', 'Security Question/Answers', and 'Terms of Use' (active). The 'Terms of Use' text is displayed, detailing the terms and conditions for using the service. At the bottom, there is a checkbox labeled 'I am agreeing to Ceridian-MyRecords terms of service' which is currently unchecked. Below the checkbox are 'Cancel' and 'Continue' buttons.

After you have registered, you are able to log in to the dayforce Form W-2 Portal to obtain an electronic copy of your Form W-2 at any time with the ID (email address) and password that you just registered.

1. Click [HERE](#) to access the dayforce Form W-2 portal.
2. Enter your **email address** and **password**.
 - If you registered and have forgotten your password, click on the link **“Forgot your password?”** and answer the security questions that you selected during the registration process.



3. Click on **My Documents**.



Note: If **My Records** is not available on your landing page, click on the  icon on the top left of the screen and select **My Documents**.

4. Click on **Document Type** and select **W-2**.

- Select the **Year** for the **W-2**.
- Click **Search**.
- Select a different year to obtain Form W-2s from prior years. **All available documents from the past seven years will display.**

My Documents

Document Type: All Year(W-2/1095-C): 2020 From (MM/DD/YYYY: Check/DDA) To (MM/DD/YYYY: Check/DDA)

Search Reset

5. **Highlight** the document you want to see.

- Click on **Preview** or **Download**.
- Save the document in the directory where you want it stored.

My Documents

Document Type: All Year(W-2/1095-C): 2019 From (MM/DD/YYYY: Check/DDA) To (MM/DD/YYYY: Check/DDA)

Search Reset

Search Results

Preview Download

Document Type	FEIN	State	Number	Year	Date	Document Delivery
W-2	XXXXXXXXXX	IN	XXXXXXXXXX	2019	01/14/2020	Print Only

Showing 1 to 1 of 1 entries

Previous 1 Next

6. **Logout**.

- Click on the  at the top right of the screen.
- Click on **Logout**.

My Documents

Document Type: All Year(W-2/1095-C): 2019 From (MM/DD/YYYY: Check/DDA) To (MM/DD/YYYY: Check/DDA)

Search Reset

Search Results

dayforce

Keesa Looper
DaaS Customer Admin
English (United States)

Profile & Settings

Logout