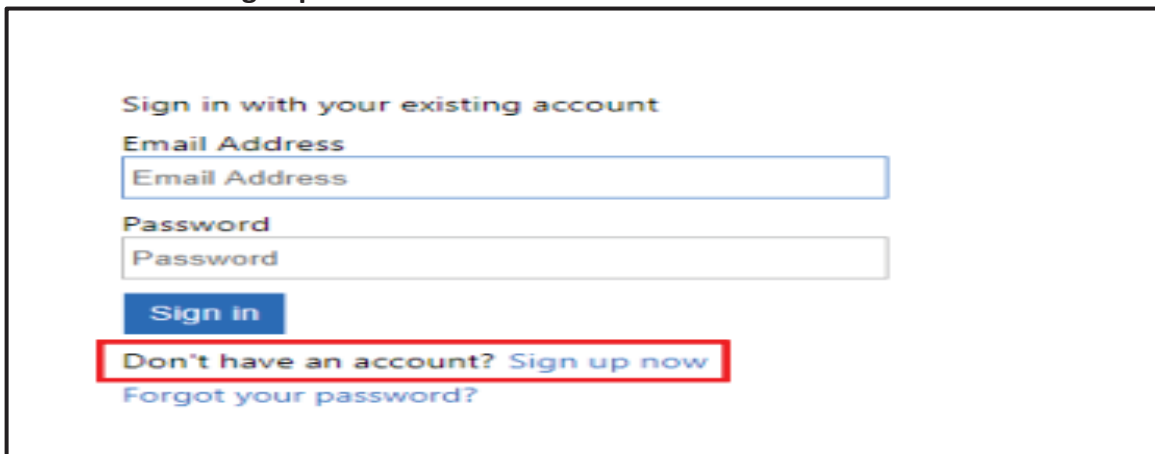


# Dayforce Electronic Form W-2 Download Instructions

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.

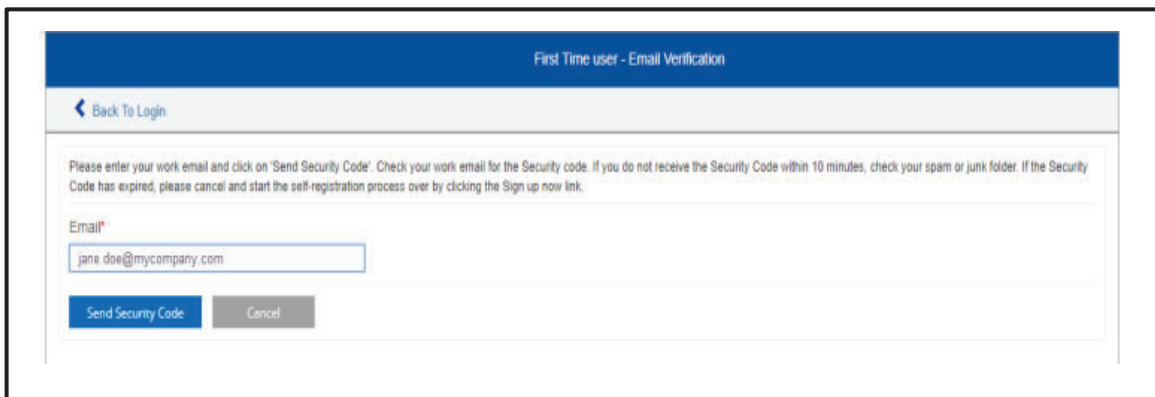
When you first log in to dayforce **you will be required to register your account** even if you have done so in the past.

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, there is a "Back To Login" link. Below the title, a message reads: "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 two buttons: "Verify" and "Cancel".

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". At the top, there are three navigation steps: "Personal Information" (active), "Security Question/Answers", and "Terms of Use". Below the steps, a message reads: "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\*" (Jane.Doe@mycompany.com), "New Password\*", "Confirm New Password\*", "Display Name\*" (Jane Doe), "First Name\*" (Jane), and "Surname\*" (Doe). At the bottom are two buttons: "Cancel" and "Next>".

## 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' (highlighted with a question mark), and 'Terms of Use'. Below the navigation bar, there is a prompt: '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 dropdown menu containing the question 'In what city did you meet your spouse/significant other?' and an adjacent text input field for the answer. At the bottom, there are 'Cancel' and 'Next>' buttons.

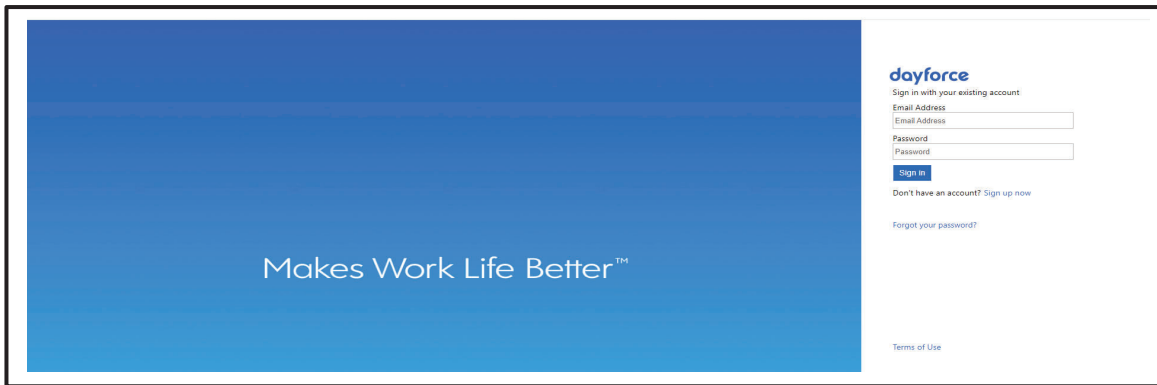
## 9. Agree to the **Terms of Use**

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

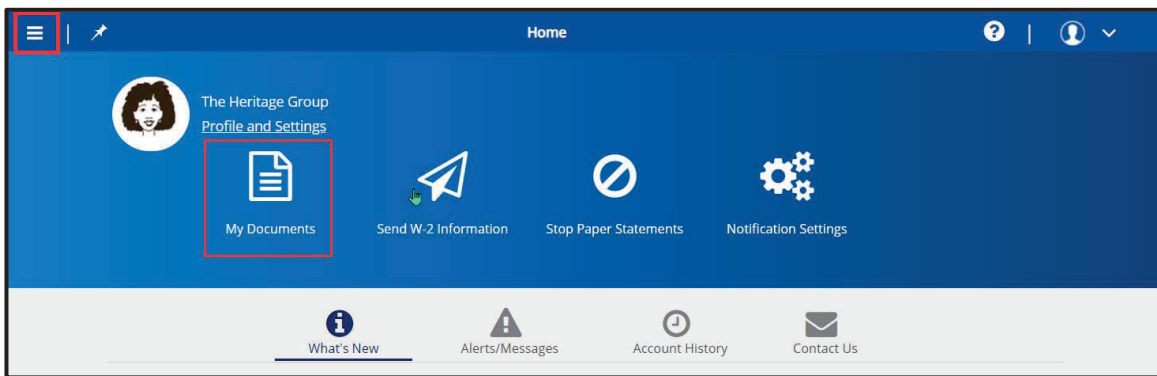
The screenshot shows the 'First Time user - Profile Creation' page. The navigation bar includes 'Personal Information', 'Security Question/Answers', and 'Terms of Use' (highlighted). Below the navigation bar, there is a section titled 'Terms of Use' containing the following text:  
Ceridian HCM, Inc. and its subsidiaries and affiliates ("Ceridian") provides the information and services on its internet site(s) (each, a "Site" and collectively, the "Sites") under the terms and conditions set forth below, as such terms and conditions may be modified from time to time (the "Terms and Conditions").  
Any person accessing and/or using any Site (a "User"), by virtue of such access and/or use, indicates his, her or its acceptance of these Terms and Conditions.  
1 **INTELLECTUAL PROPERTY.** Ceridian makes the information on its Sites available to anyone, however such information is protected by copyright, trademark and other intellectual property laws. This means that unless Ceridian expressly authorizes it, Users may not modify, copy, distribute, transmit, display, publish, sell, license, create derivative works or otherwise use any information available on or through any Site for commercial or public purposes. Users may not use trademarks, logos and service marks ("Marks") appearing on any Site for any purpose without the prior written consent of Ceridian or such other party as may own the Mark, which Ceridian or such third party may withhold in its sole and absolute discretion.  
2 **COMPLIANCE WITH LAWS AND REGULATIONS.** Access to, and use of, the Sites are subject to all applicable international, federal, state, provincial and local laws and regulations. Use of any Site in violation of any such laws or regulations is strictly prohibited.  
3 **PRIVACY POLICY.** Ceridian's Privacy Policy is located on the Sites or is available on request from Ceridian. By its access to, and/or use of any Site, each User acknowledges the content and terms of the Privacy Policy, which content and terms are incorporated into these Terms and Conditions in their entirety.  
4 **SECURITY.** Ceridian uses physical, electronic and operational safeguards intended to reduce the risk of unauthorized access to any personally identifiable information. However, no data transmission over the Internet can be guaranteed to be 100% secure. While Ceridian uses commercially reasonable efforts to protect confidential and personally identifiable information, it cannot and does not warrant or guaranty the security of any such information transmitted to or received by Ceridian. As described in these Terms and Conditions, Ceridian may provide links to external web sites for the convenience of the Users. Ceridian has no control over the security or privacy practices of these sites. If User has questions regarding a web site's practices, please review the policies that are applicable to that site.  
5 **INFORMATION CONTAINED IN THE SITES.** Ceridian uses commercially reasonable efforts to include accurate and up-to-date information on the Sites, however Ceridian (i) does not make any warranties or representations as to the accuracy or completeness of any of the information and (ii) assumes no liability or responsibility for any errors or omissions in the  
Below the text, there is a checkbox labeled 'I am agreeing to Ceridian-MyRecords terms of service'. At the bottom, there 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		IN		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