



# Connecting to Dayforce Mobile with Single Sign-On

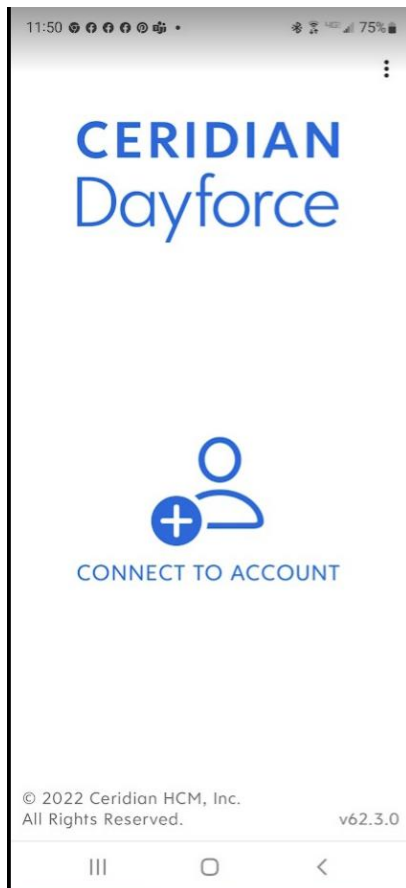
These instructions are for current users of the Dayforce mobile application via an Android or iPhone device. Please follow the instructions below to help get you setup to use Single Sign-On (SSO)

1. Access your mobile device and go into your apps.
2. If you currently have the Dayforce app on your device, you will need to **Uninstall** your existing Dayforce application.
  - How to delete an app using **Android**:
    1. Open the Google Play Store app.
    2. At the top right, tap the Profile icon.
    3. Tap Manage apps & devices. Manage.
    4. Tap the name of the app you want to delete.
    5. Tap Uninstall.
  - How to delete an app using an **iPhone**
    1. Touch and hold the app.
    2. Tap Remove App.
    3. Tap Delete App, then tap Delete to confirm
3. Once the application is uninstalled, you will need to re-install the Dayforce application on your device. See the instructions below for how to do this.

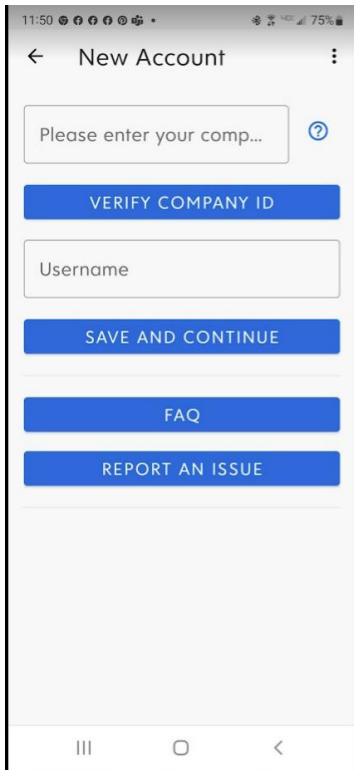
- How to install Dayforce app using **Android**:
  1. On your phone, use the Play Store app.
  2. Search for apps by name, look up **Dayforce**.
  3. Then tap Install
- How to install Dayforce app using an **iPhone**
  1. From your Home screen, tap. App Store.
  2. To browse the App Store, tap. Apps. (at the bottom).
  3. Search for apps by name, look up **Dayforce**.
  4. Tap the app.

5. Tap. GET.
  6. If prompted, sign in to the App Store to complete the install.
4. After you have installed the app on your device, open the app and select '**CONNECT TO ACCOUNT**'

*\*\*Please note these screens are from an Android device. The user experience will be the same for those using an iPhone\*\**

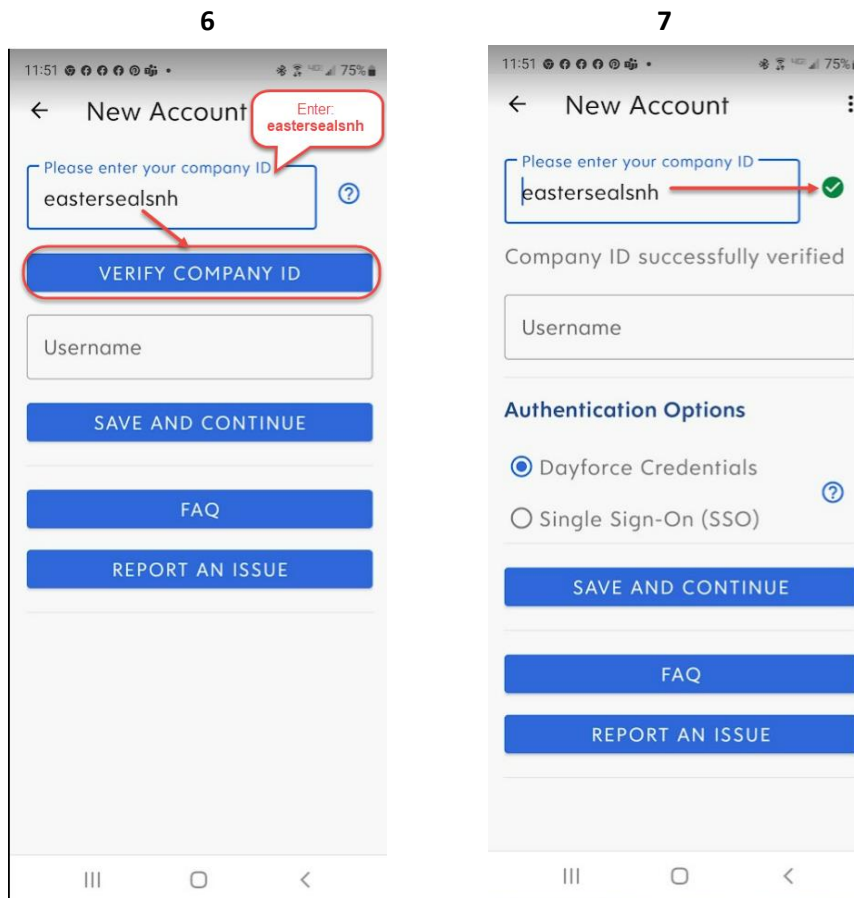


5. Upon Connecting you will then be prompted to Please enter your company ID.



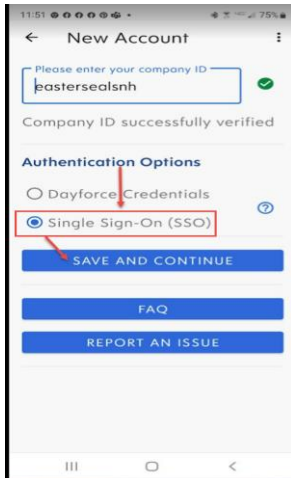
6. Then enter '[eastersealsnh](#)' into the top line where it says '*Please enter your company's name*'.

- Next you will select **VERIFY COMPANY ID**. Once this option is selected the app will verify the company ID and show a green check mark

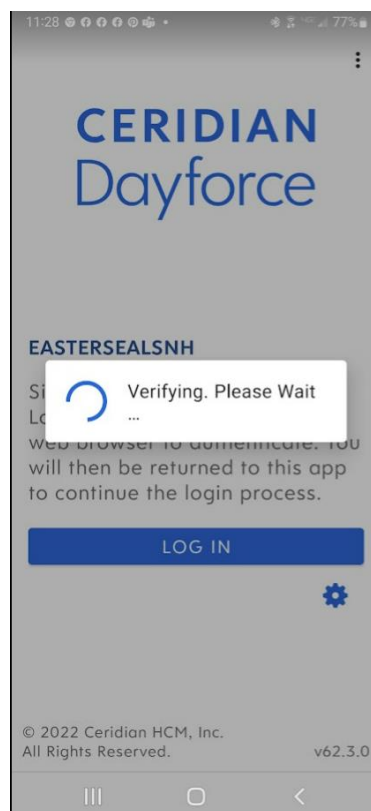
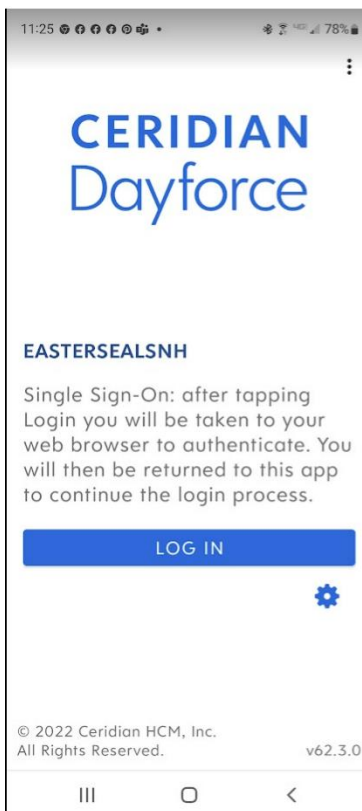


- Then under 'Authentication Options' you will need to select **Single Sign-On (SSO)**.

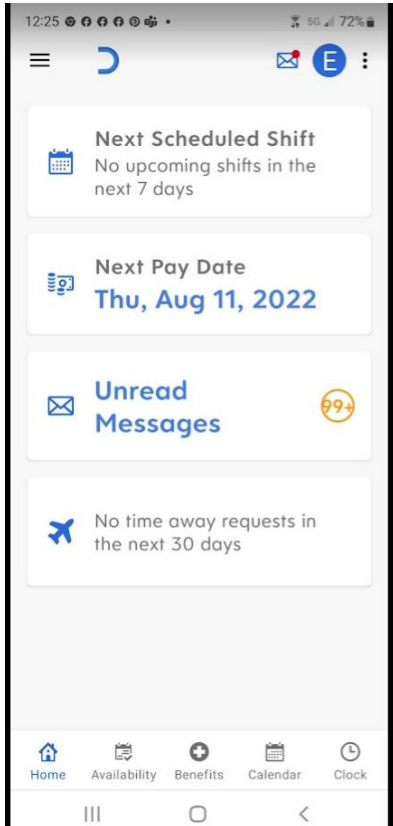
9. Next, select **SAVE AND CONTINUE**



10. Upon saving you will be redirected to the log in screen. You will then select '**LOG IN**' then the app will verify your log in.



11. When the verification is complete, you will be brought to your apps home page (please note your app's homepage appearance may look different than what is below)

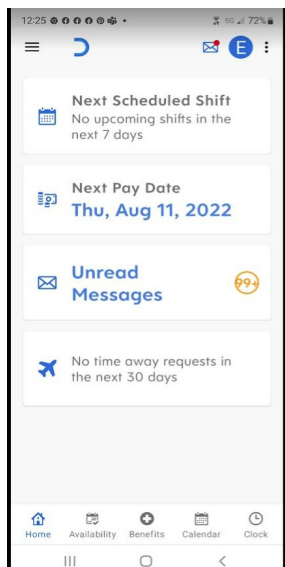


12. Going forward when you using the mobile application on your phone, you will now be able to just select **LOG IN** to connect.

13. On a go-forward basis when you log into Dayforce Mobile, you will be prompted to enter your Easterseals Microsoft credentials.



14. Once you verify your password you will be taken into your mobile account as usual.



15. If you experience any issues connecting, please contact the IT Help Desk ([helpdesk@eastersealsnh.org](mailto:helpdesk@eastersealsnh.org)).