

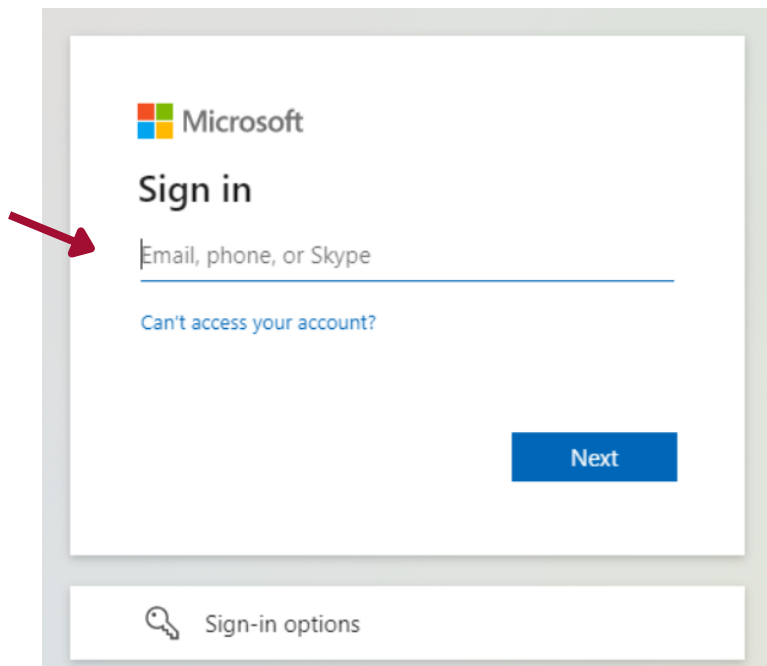
## ACCESSING DAYFORCE FOR INTERNAL EMPLOYEES

### LOGGING INTO DAYFORCE FOR AN INTERNAL EMPLOYEE

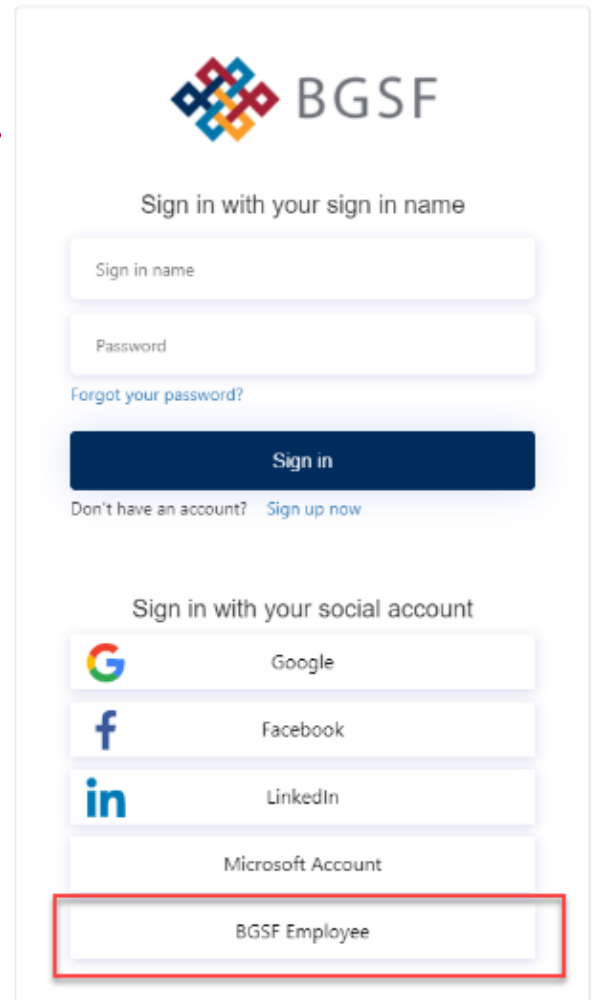
<https://sso.dayforcehcm.com/BGSF>

Step 1: Select 'BGSF Employee'

Step 2: Enter your BGSF email address

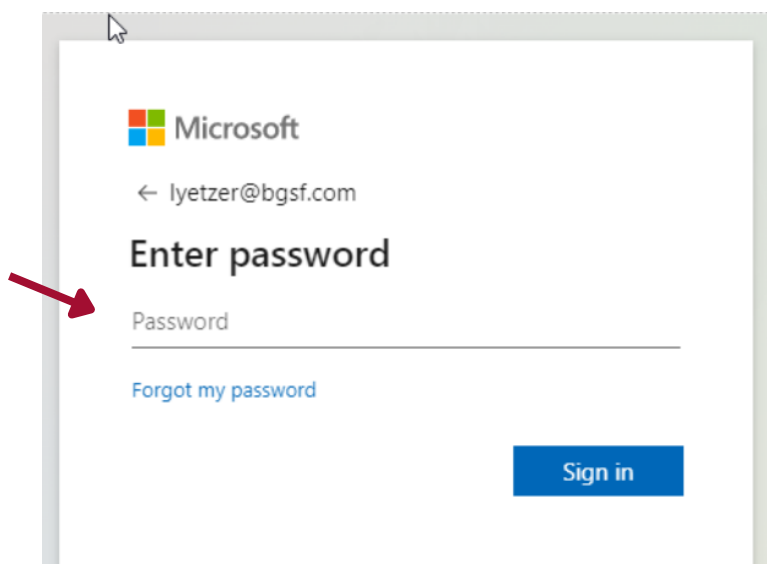


A screenshot of the Microsoft sign-in page. The Microsoft logo is at the top left. Below it, the text "Sign in" is displayed. There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". At the bottom right of the main content area is a blue "Next" button. At the bottom left, there is a "Sign-in options" link with a key icon. A red arrow points to the input field.



A screenshot of the BGSF sign-in page. The BGSF logo is at the top left. Below it, the text "Sign in with your sign in name" is displayed. There are two text input fields: "Sign in name" and "Password". Below the "Password" field is a link that says "Forgot your password?". At the bottom of this section is a dark blue "Sign in" button. Below this is a link that says "Don't have an account? Sign up now". Below this is a section titled "Sign in with your social account" with three buttons: "Google", "Facebook", and "LinkedIn". Below these is a "Microsoft Account" button. At the bottom is a "BGSF Employee" button, which is highlighted with a red border. A red arrow points from the "BGSF Employee" button in this screenshot to the "BGSF Employee" button in the previous screenshot.

Step 3: Enter the password that you use to log into your computer



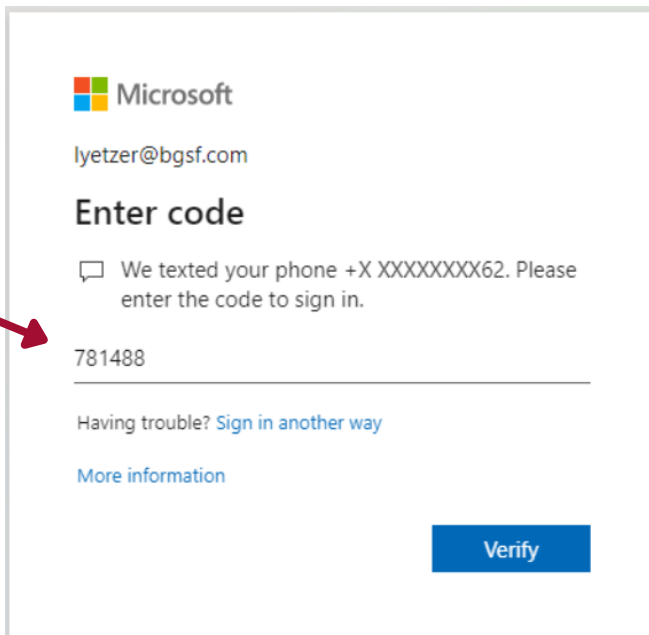
A screenshot of the Microsoft "Enter password" page. The Microsoft logo is at the top left. Below it, the text "Enter password" is displayed. Above the text is a back arrow and the email address "lyetzer@bgsf.com". There is a text input field with the placeholder text "Password". Below the input field is a link that says "Forgot my password?". At the bottom right is a blue "Sign in" button. A red arrow points to the input field.

## ACCESSING DAYFORCE FOR INTERNAL EMPLOYEES

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**Step 4:** Select an option to receive the verification code

**Step 5:** Enter the verification code & click 'Verify'



Microsoft  
lyetzer@bgsf.com

### Enter code

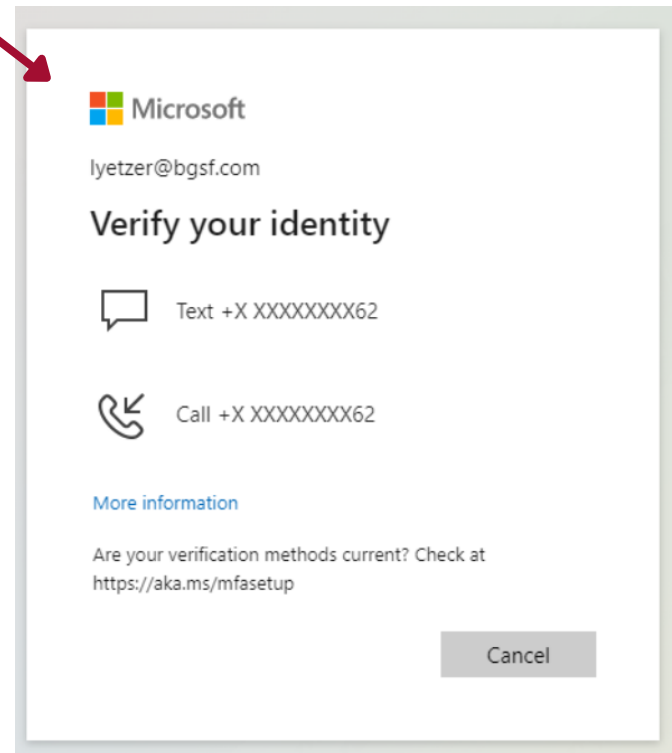
We texted your phone +X XXXXXXXX62. Please enter the code to sign in.

781488

Having trouble? [Sign in another way](#)

[More information](#)

Verify



Microsoft  
lyetzer@bgsf.com

### Verify your identity

Text +X XXXXXXXX62

Call +X XXXXXXXX62

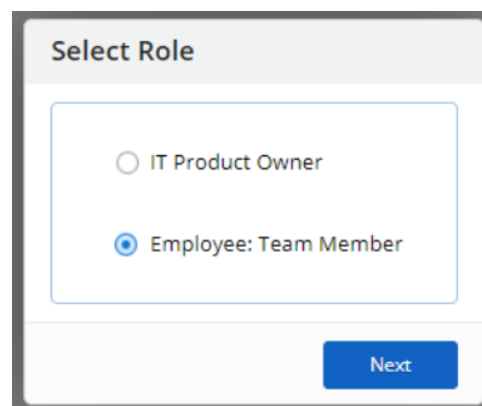
[More information](#)

Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel

**Step 6:** This will default to the Employee Role & click 'Next'

**Step 7:** You will have successfully logged into Dayforce

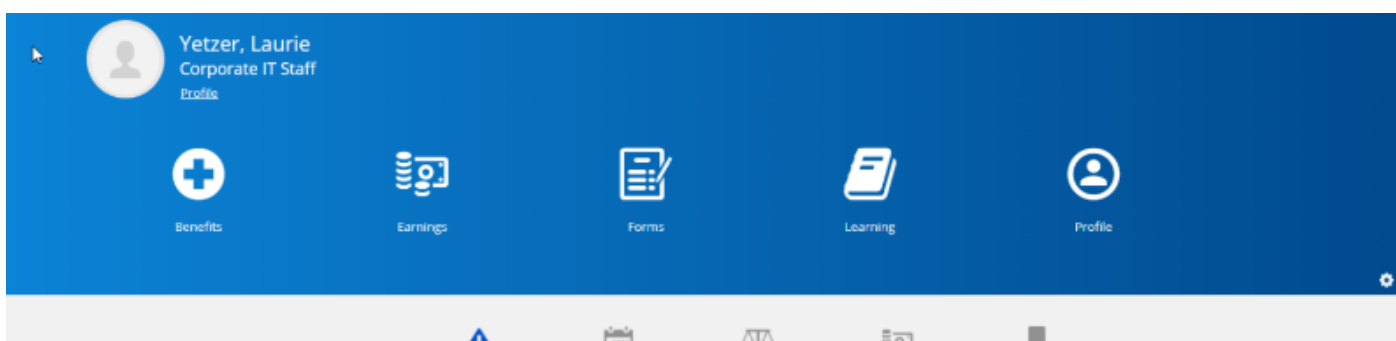


### Select Role

IT Product Owner

Employee: Team Member

Next



Yetzer, Laurie  
Corporate IT Staff  
[Profile](#)

Benefits Earnings Forms Learning Profile