



Q&A for Dayforce

Note: Please make sure that you have downloaded the OKTA application on the mobile device through either Apple App Store or Android App Store.

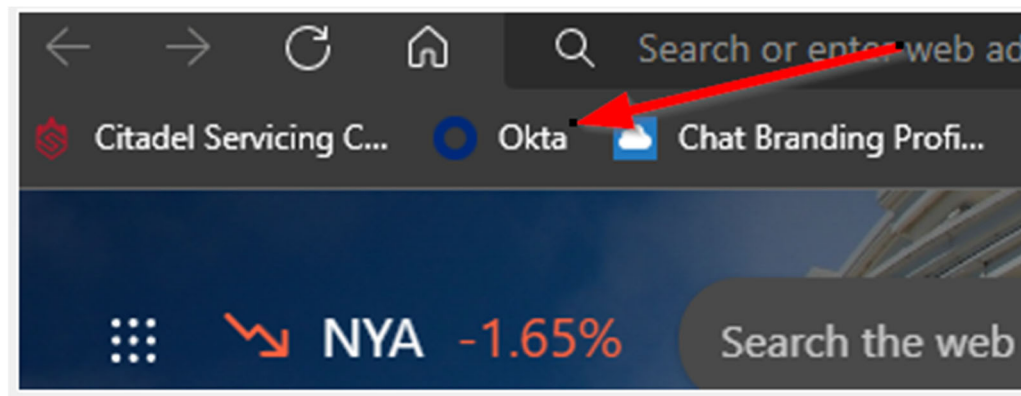
(Once downloaded and have registered your information you can move on to the next step)



Q: How do I find the okta app or login?

A: You can find the OKTA icon or shortcut underneath your search field on your web browser page. (As shown below)

The web link is: <https://acralending.okta.com>

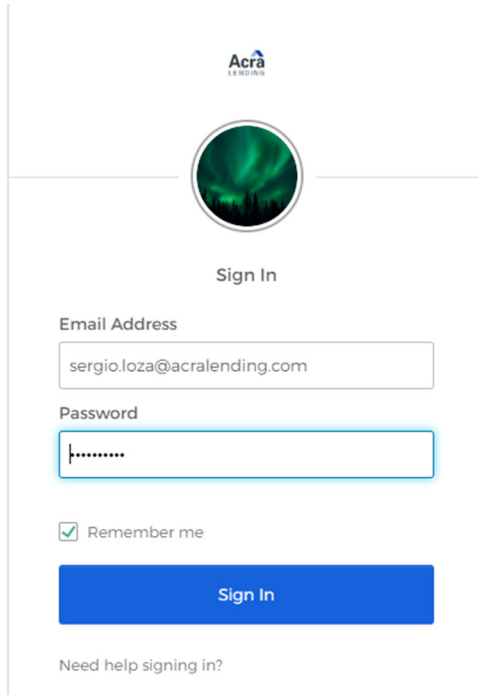




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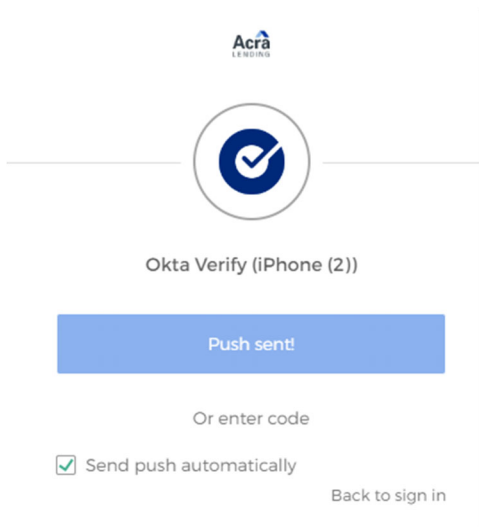
Q: Once clicked what do I do next?

A: once you have clicked on the shortcut you will be redirected here (shown below) you must sign in with your credentials given to you by IT. (only for the first initial sign in)



The screenshot shows the Acra Lending Sign In page. At the top is the Acra Lending logo. Below it is a circular profile picture placeholder with a green aurora background. The text "Sign In" is centered. There are two input fields: "Email Address" with the value "sergio.loza@acralending.com" and "Password" with masked characters. A "Remember me" checkbox is checked. A blue "Sign In" button is at the bottom. A link "Need help signing in?" is at the very bottom.

Note: Please use your email address as username and your computer password to log in.



The screenshot shows the Acra Lending Okta Verify screen. At the top is the Acra Lending logo. Below it is a circular icon with a blue checkmark. The text "Okta Verify (iPhone (2))" is centered. There is a blue "Push sent!" button. Below it is the text "Or enter code". A "Send push automatically" checkbox is checked. A link "Back to sign in" is at the bottom right.

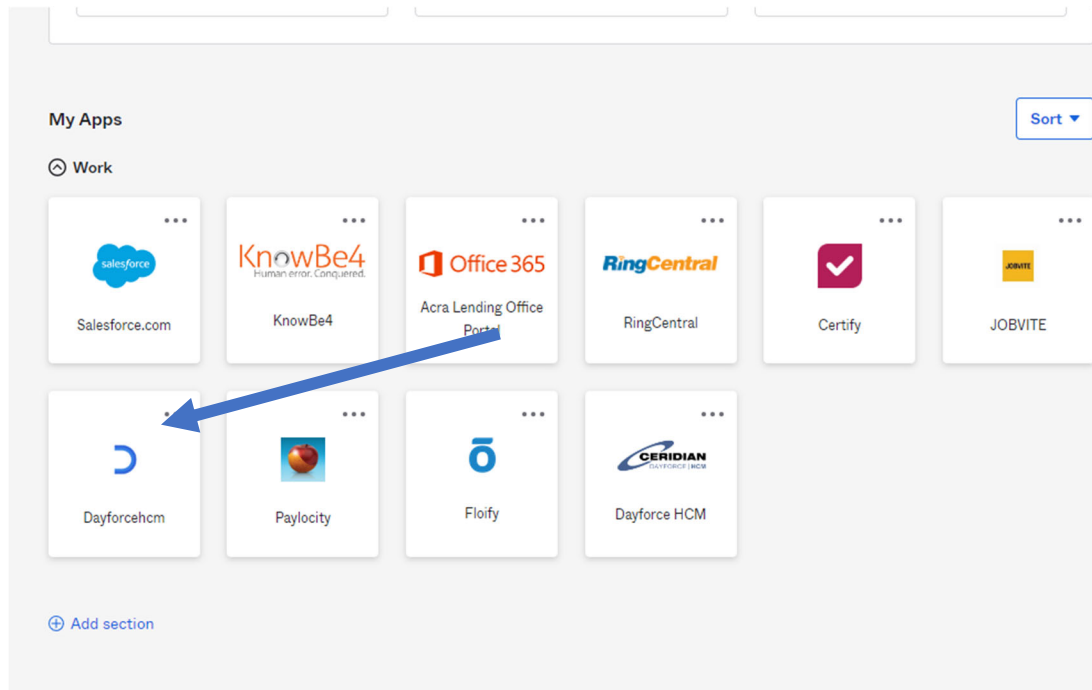
The system will then ask to send a push to your mobile device to verify your identity.

Confirm on your phone.



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Once confirmed you will show your dashboard in the Okta Page. Please click on day force to log in.



Once signed in you can clock in and clock out and navigate through the system.

You will at the home page.

(Below is the viewpoint for only hourly employees- not salaried)

