

Dear Oki Golf Team-Member:

If you do not have a bank account to receive pay-check direct deposit, we offer you a secondary pay solution - the Dayforce Wallet Prepaid MasterCard® Pay-Card.

To set up your account and request your MasterCard® Pay-Card, you will need to take a few simple steps. Start by downloading the Dayforce Wallet App (see attached document for instructions). Once you have downloaded the app, completed your account setup and set up your MasterCard pay-card, please be sure to set up direct-pay by following these instructions (below):

You have 2 options to set up direct pay to your pay-card. Please take one of the following two actions/options to ensure your Oki Golf pay is applied to your pay-card:

OPTION #1 - Self-Service – see instructions below:

OPTION #2 – Complete and Submit the attached DAYFORCE WALLET DEPOSIT FORM immediately upon receipt of your pay-card.

INSTRUCTIONS FOR OPTION #1 – Self-service set-up of direct deposit to your pay card:

Access your user profile by logging in-to your Ceridian/Dayforce account:

1. Log in to Ceridian/Dayforce: URL: <https://www.dayforcehcm.com/mydayforce/login.aspx>

- a. If you have already logged in, use the user information and password you created. Your login information will remain the same (company and username is below).

Company: okigolf

User name: first initial.last name (ex: a.lewis)

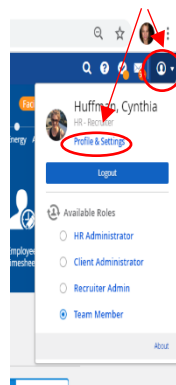
- b. If this is the first time you are logging in, use the information below to log-in and reset your user password:

Company: okigolf

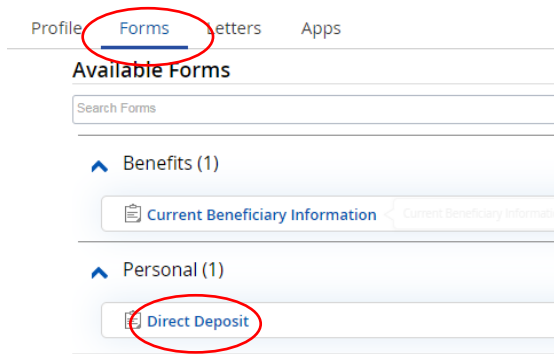
User name: first initial.last name (ex: a.lewis)

First time password: okigolfLAST4SSN (ex: okigolf1234)

On your user profile home page, access your **profile & settings** link by clicking the drop-down button in the upper left corner (see image below).



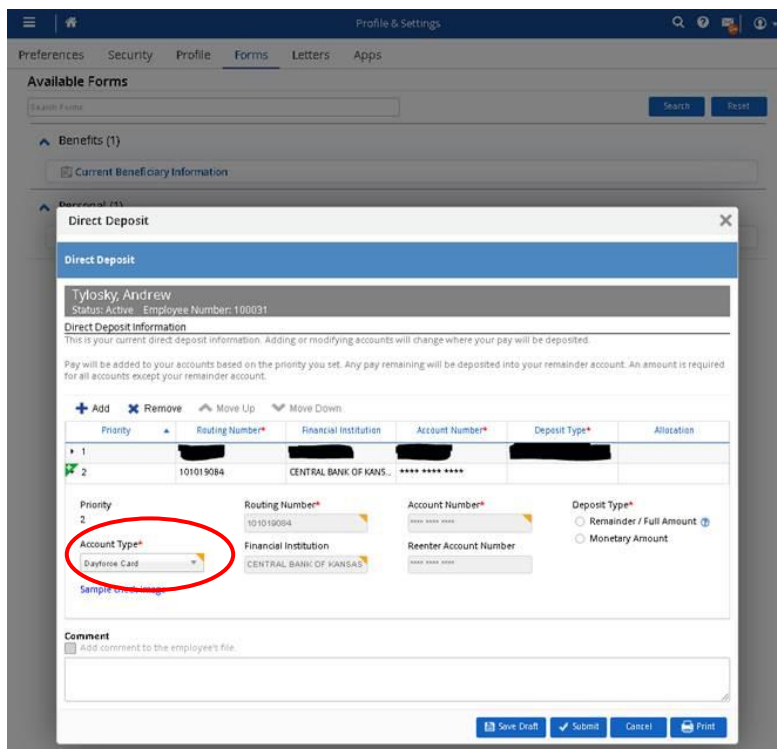
Click on the link to access **FORMS**.



Click the **Direct Deposit** link under **Personal** Forms.

In the **Direct Deposit** drop down, select **Dayforce Pay Card** under the account type drop down box.

Enter your account information for direct pay to your Pay Card.



Be sure to click the submit button to save your information:



Your Wallet deposit should begin within two pay periods after we receive your completed form.

Please email PayrollAdmin@okigolf.com if you do not receive funds to your wallet account by the second pay period following submission of this form.