



Dayforce



# SETTING UP AND SIGNING IN TO THE DAYFORCE MOBILE APP AND/OR WEBSITE

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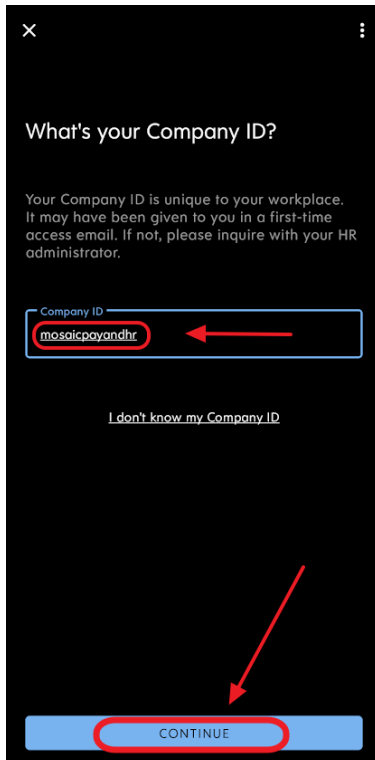
# HOW TO CONFIGURE DAYFORCE ON YOUR MOBILE DEVICE

## FIRST TIME SETUP (CLEAN INSTALL OF DAYFORCE):

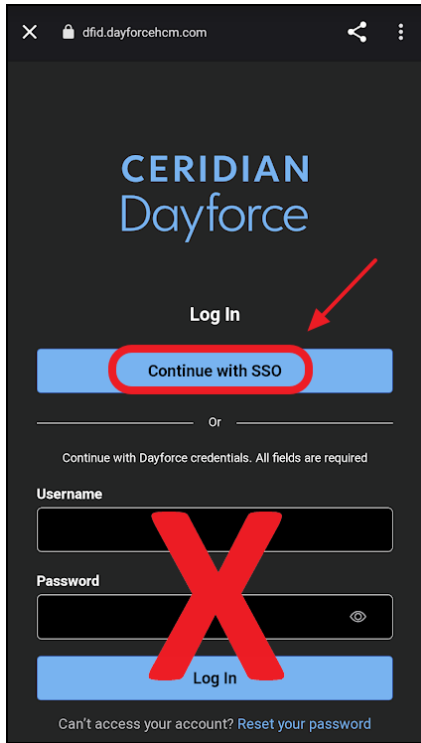
1. Open the **Dayforce app** on your device.
2. Tap the Log In button at the bottom:



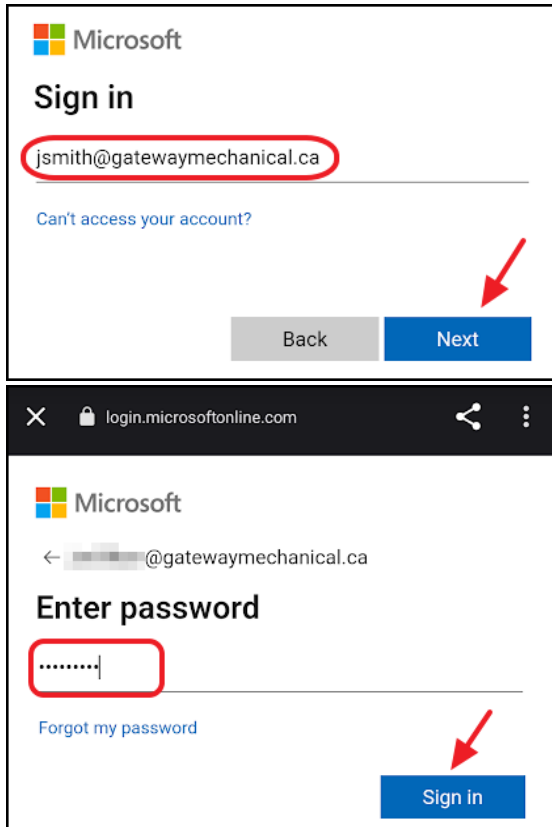
3. Enter the Company ID: **mosaicpayandhr** and then Tap **CONTINUE**



4. Tap **Continue with SSO**:  
(do **NOT** use the username/password fields below this)



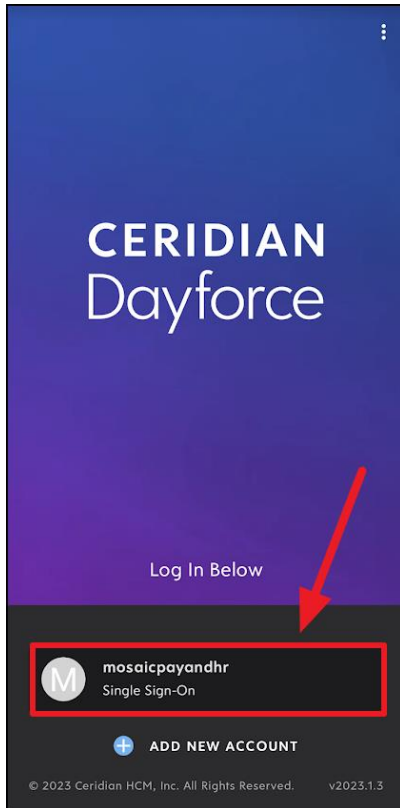
5. Sign in with your Gateway email (i.e., *jsmith@gatewaymechanical.ca*) and your password:



6. You should now be signed in to Dayforce.

## SIGNING IN IF THE APP IS ALREADY CONFIGURED

1. If the app is already set up with the Company ID, you will see a **mosaicpayandhr Single Sign-On** button instead of the blue **LOGIN** button (as shown in step 2 of the initial setup instructions):



2. Tap the **mosaicpayandhr** button, and follow steps 4-6 from the setup instructions to sign in (*you may already be signed in – if this is the case, you will be taken straight into Dayforce*)

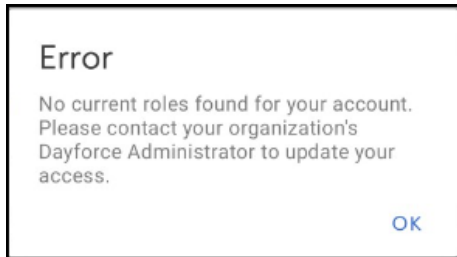
## ACCESSING DAYFORCE FROM A WEB BROWSER/COMPUTER (I.E., CHROME/EDGE/SAFARI)

1. Use this link to access: <http://dayforce.gatewaymechanical.ca>  
**Note:** Searching for “Dayforce” in Google or any other search engine will not get you to the right place.
2. Sign in using your Gateway email address (i.e., jsmith@gatewaymechanical.ca) and your password.
3. If you entered the correct credentials, you should now be signed in.

## SUPPORT INFORMATION

- For username and password, or assistance signing on:  
Please **submit a ticket to IT** at [support@gatewaymechanical.ca](mailto:support@gatewaymechanical.ca)

- If you are able to successfully enter your credentials, but you see an error with Ceridian like this:



Or

**Authentication Failed**

Please email **Payroll** at [payroll@gatewaymechanical.ca](mailto:payroll@gatewaymechanical.ca)

- For anything **Dayforce specific** (using the service), please contact **Payroll** at [payroll@gatewaymechanical.ca](mailto:payroll@gatewaymechanical.ca)