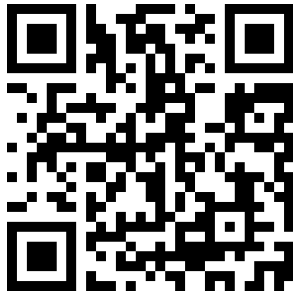


OEVC Single Point Lesson



Banking Information Change Online – www.lifetimeford.com



STEP 1:

You can access www.lifetimeford.com to update your personal banking information for direct deposit account.

Employees can access www.lifetimeford.com through the OEVC Care site link, and need to log into www.lifetimeford.com using their CDSID and password (Set up information provided in separate sheet).

STEP 2:

Select the icon “My Pay.”
This will open up to several links.

Select “Paystubs Online (Dayforce) SSO.”

STEP 3:

This will open a new window that will provide access to your paystubs under the “Earnings” tab.

To change your banking information (direct deposit), select the “Forms” icon.

STEP 4:

Check off the currently listed direct deposit information and click “Remove.” Once your old banking information is gone, click “Add.” Ensure all information is correct before saving. You will then update your banking information as instructed and select “SAVE.” This will need to be done by Monday mornings at noon, so that there are no gaps in your pay resulting in a live cheque.

STEP 5:

